

# Municipal Clerk's Office Achievement of Excellence Award Packet

Application Packet Award Year 2024

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The Municipal Clerk's Office Achievement of Excellence Award is awarded by the Texas Municipal Clerks Association, Inc. (TMCA), to recognize excellence in the effective and efficient management of resources in a Municipal Clerk's Office. Goals of the Award program include:

- Recognizing Municipal Clerk's Offices that meet certain professional requirements.
- Promotion of the Municipal Clerk's Office within the community.
- Recognizing the Municipal Clerk's Office's engagement with its citizens, elected officials, and staff.
- Recognizing the efficient management of resources by the Municipal Clerk's Office.
- Recognizing demonstrated compliance with local, state, and Federal standards implemented by the Municipal Clerk's Office.

The Municipal Clerk's Office Achievement of Excellence Award is open to all offices of Texas Registered Municipal Clerks and the municipality they represent. The Achievement of Excellence Award covers a period of two years.

The award aligns with TMCA Strategic Plan, Initiative #4: Promotion of the Profession as adopted by the TMCA membership.

## Introduction

## **Municipal Clerk's Office Achievement of Excellence Award Application Guidelines**

**SUBMITTAL PERIOD: JANUARY 1—MARCH 15**

### **SUBMITTAL GUIDELINES**

This application packet outlines required documentation for evaluation and consideration by the committee.

In order to apply for the 2024 Municipal Clerk's Office Achievement of Excellence Award, a complete application packet, including all required documentation, along with the application fee must be received by the deadline to qualify for consideration. The completed application will be accepted electronically via our membership platform here: [Office Achievement of Excellence Award Application Submission](#).

### **CERTIFICATION REQUIREMENT**

It is required that each office submitting application for the award have at least one staff person in the office who has achieved their Texas Registered Municipal Clerk designation by time of application.

### **FEE**

A \$100.00 non-refundable application fee must be received by March 15. If paying by check, please make check payable to the Texas Municipal Clerks Association and mail to Texas Municipal Clerks Association, 1155 Union Circle #305067, Denton, Texas 76203-5017.

### **COMMITTEE PROCESS**

The TMCA's Municipal Clerk's Office Achievement of Excellence Award Committee will review entries for completeness. Incomplete applications will not be considered. A Municipal Clerk's Office will be awarded the Achievement of Excellence Award based on whether or not they met the criteria in nine (9) of the twelve (12) stated standards. The Office need not provide all services indicated in each standard but shall include documentation demonstrating achievement of each standard selected.

All supporting documents must be merged into one PDF document for submission; links to documentation are not acceptable. Ideally this PDF document will be bookmarked at the beginning of each included standard. This PDF must be no longer than 200 pages (if you feel like you cannot adequately represent your office's achievements in 200 pages or less, please contact Dr. Amy Holt: [amy.holt@unt.edu](mailto:amy.holt@unt.edu)). This PDF should not include blank pages.

Note all decisions of the Committee are final.

The person submitting the application will be advised of the Committee's decision no later than the first week of May and the recipient will receive the award 6-8 weeks after that date. Awards recipients will be recognized in the TMCA newsletter.

**Municipal Clerk's Office Achievement of Excellence Award  
Contact Form**

Name of Municipality: \_\_\_\_\_

1. To whom (Mayor, City Manager, etc.) should the formal announcement of the Municipal Clerks Office Achievement of Excellence Award be mailed? (The person submitting the application will also receive a copy of the formal announcement.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Person submitting the application:

Check was mailed on \_\_\_\_\_(date).

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Municipal Clerk's Office Achievement of Excellence Award  
Application Form**

Name of Municipality: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

**Please include** an organization chart for the city clerk's office/city with your application.

	Evaluation of Standards (Examples of qualifying items are listed below each evaluation standard. Your qualifying items may be different.)	Mark Each Standard Met
1.	<b>Records Management<sup>1</sup></b>	
2.	<b>Professional Development/Certifications</b> Professional Development/Certifications: Texas Registered Municipal Clerk (TRMC) ____ Municipal Clerk ____ Other staff members in the Municipal Clerk's Office If your Municipal Clerk is not a TRMC, please list names of individual(s) who are: _____	
3.	<b>Government Transparency<sup>2</sup></b>	
4.	<b>Elections<sup>3</sup></b>	
5.	<b>Awards/Recognitions of Office<sup>4</sup></b>	
6.	<b>Public Information Act<sup>5</sup></b>	
7.	<b>Open Meetings Act (OMA)<sup>6</sup></b>	
8.	<b>Boards/Commissions<sup>7</sup></b>	
9.	<b>Municipal Clerk Office Policies/Procedures<sup>8</sup></b> Adopted/updated in last ____ 2 years, ____ 5 years, ____ 10 or more	
10.	<b>Other areas of responsibilities that fall under the purview of the municipal clerk office in your municipality<sup>9</sup></b>	
11.	<b>Innovative/Streamline Projects (Must have been implemented within the previous 2 years from application deadline)<sup>10</sup></b>	
12.	<b>Establish departmental training for employees on one or more of the core areas of responsibilities of the municipal clerk office.<sup>11</sup></b>	

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<sup>1</sup> Examples of records management standards might include TSLAC-approved retention schedule or records management training (TMCA, TSLAC, or internal), among others.

<sup>2</sup> Examples of government transparency standards may include code of ordinances, agenda, or agenda packet, among others.

<sup>3</sup> Examples of elections standards may include serving as elections administrator, holding standalone election, or contracting with county, among others.

<sup>4</sup> Examples of awards/recognitions of office standards may include Five-Star Award (Texas Health and Human Services) or Excellence Award (TML, IIMC, etc.), among others.

<sup>5</sup> Examples of Public Information Act standards may include appointed public information coordinator (city council action) or number of requests fulfilled annually, among others.

<sup>6</sup> Examples of Open Meetings Act (OMA) standards may include completed Attorney General's Office ("AG") online training, or percentage of department staff with training certificate from AG, among others.

<sup>7</sup> Examples of boards/commissions standards may include outlining responsibilities associated with supporting, or providing training for board/commission members, among others.

<sup>8</sup> Examples of municipal clerk office policy/procedures might include office training manual or office standard operating procedures, among others.

<sup>9</sup> Examples of "other areas of responsibilities that fall under the purview of the municipal clerk office in your municipality" might include human resources or utility billing, among others.

<sup>10</sup> Examples of innovative/streamline projects might include outreach to citizens or increased public safety/welfare, among others.

<sup>11</sup> Examples of establishing departmental training for employees on one or more of the core areas of responsibilities of the municipal clerk office might include agenda management training or new council orientation/training, among others.