

CONTACT: (your name and number)

FOR IMMEDIATE RELEASE

PROFESSIONAL MUNICIPAL CLERKS WEEK
May 4 - May 10, 2025

A Proclamation, issued by (name of issuing body), on (date) resolves that the week of May 4 – May 10, 2025 is designated as " Professional Municipal Clerks Week."

Unanimously adopted by (name of issuing body), the Proclamation extends appreciation to all Municipal and Deputy Clerks for the services with which they provide their communities. Specifically, the Proclamation cites that the Clerk "serves as the professional link between the citizens, the local governing bodies and agencies of government at other levels."

The Proclamation was presented to (name of Clerk) and signed by (name of issuing body). It also honors Municipal and Deputy Clerks for "continually striving to improve the administration of their duties through participation in education programs, seminars, workshops and annual meetings of their state, province, county and international professional organizations."

The Municipal Clerks Week is sponsored by Texas Municipal Clerks Association, Inc. (TMCA) and the International Institute of Municipal Clerks (IIMC). These associations are dedicated to serving the demands of excellence in Texas local government and public problem solving by providing continuing education and leadership.

Professor William Bennett Munro, author of one of the first textbooks written on the topic of municipal administration, wrote, "No other office in municipal service has so many contacts. It serves the Mayor, the City Council, the City Manager, and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information."

The functions of the Clerk necessitate a thorough knowledge of law procedure, administration and interpersonal relations. TMCA further challenges Clerks to fervently pursue continuing education opportunities and professional networking to "establish [their] proper role as a member of the municipal executive team."

(Your name) has served as (municipality's name) (your title), since (date) and has been a member of TMCA since (date). (Your name) is also very active in (list your professional affiliations and community activities).

(NOTE: Fill in areas and print on your letterhead. Then submit to your local newspaper along with a black and white photo of yourself.)