

Submittal Packet



Texas Deputy/Assistant Municipal Clerk of the Year

NOMINATIONS

An individual or a chapter of the State Association is encouraged to nominate a candidate for recognition as Deputy/Assistant Municipal Clerk of the Year. The deadline for submitting nominations to the Municipal Clerk of the Year Committee shall be July 1 of each year. The finalist will be honored at the annual TMCA, Inc. awards event.

ELIGIBILITY REQUIREMENTS

A nominee for Texas Deputy/Assistant Municipal Clerk of the Year:

1. must currently hold a deputy/assistant municipal clerk position;
2. must be a member in good standing of TMCA for a minimum of three years;
3. must have provided significant contributions to the profession and aided in the growth of the profession;
4. must have exhibited leadership abilities;
5. must be a Texas Registered Municipal Clerk; and
6. must not be a prior recipient of the Deputy/Assistant Municipal Clerk of the Year award.

Texas Deputy/Assistant Municipal Clerk of the Year

NOMINATION FORM

Nomination form must be submitted with cover letter by **July 1**

NOMINEE'S CONTACT INFORMATION

Nominee's Full Name			
Current Title			
Current Municipality			
Current TMCA Chapter (if any)			
Business Phone Number		Email Address	
Mailing Address			

NOMINEE: I attest that all facts in this form are true and correct and give my permission for the facts to be used for publication. With agreement to accept the Texas Deputy/Assistant Municipal Clerk of the Year Award, I understand that, barring extreme circumstances, the nominee must be present at the TMCA Awards Ceremony on the scheduled date.

Signature of Nominee

Date

NOMINATOR'S CONTACT INFORMATION

Nominator must be a current member of Texas Municipal Clerks Association, Inc.

Name of chapter or individual submitting nomination			
Nominator (Designated individual nominating, if chapter)			
Nominator Signature			
Date			
Nominator Mailing Address			
Nominator Phone Number		Email Address	

NOTE: An **official cover letter** (not to exceed one page) summarizing the reasons why you and/or your organization believe your nominee should be selected as the Texas Municipal Deputy/Assistant Clerk of the Year **MUST accompany the nomination form.**

TMCA MEMBERSHIP

NUMBER OF YEARS AS A MEMBER OF TMCA, INC. (Minimum of 3 years to qualify) (Do not count current year)

TEXAS REGISTERED MUNICIPAL CLERK (TRMC) CERTIFICATION

YEAR NOMINEE EARNED TRMC CERTIFICATION	
YEAR OF FIRST RECERTIFICATION	
YEAR OF SECOND RECERTIFICATION	
YEAR OF THIRD RECERTIFICATION	
YEAR OF FOURTH RECERTIFICATION	
YEAR OF FIFTH RECERTIFICATION	
YEAR OF SIXTH RECERTIFICATION	
YEAR OF SEVENTH RECERTIFICATION	

YEARS OF MUNICIPAL SERVICE

Number of years served as a **Texas municipal clerk**, to include interim/acting. List all municipalities.

TITLE	MUNICIPALITY	DATE STARTED (MM/YYYY)	DATE ENDED (MM/YYYY)	TOTAL YEARS & MONTHS
GRAND TOTAL YEARS & MONTHS:				

Number of years served as a **Texas deputy/assistant municipal clerk**. List all municipalities.

TITLE	MUNICIPALITY	DATE STARTED (MM/YYYY)	DATE ENDED (MM/YYYY)	TOTAL YEARS & MONTHS
GRAND TOTAL YEARS & MONTHS:				

TMCA SERVICE

TMCA Committee Service

TMCA COMMITTEE CHAIR <small><i>Do not include current year.</i></small>	DATE STARTED (YYYY)	DATE ENDED (YYYY)	TOTAL YEARS
GRAND TOTAL YEARS SERVED AS COMMITTEE CHAIR:			

TMCA COMMITTEE MEMBER <small><i>Do not include current year.</i></small>	DATE STARTED (YYYY)	DATE ENDED (YYYY)	TOTAL YEARS
GRAND TOTAL YEARS SERVED AS COMMITTEE MEMBER:			

LOCAL TMCA CHAPTER SERVICE

Service as an Officer in Your Local TMCA Chapter

OFFICER POSITION HELD IN YOUR TMCA CHAPTER	DATE STARTED (MM/YYYY)	DATE ENDED (MM/YYYY)	TOTAL YEARS & MONTHS
GRAND TOTAL YEARS & MONTHS SERVED AS AN OFFICER IN YOUR TMCA CHAPTER:			

Local TMCA Chapter Committee Service

TMCA CHAPTER COMMITTEE CHAIR	DATE STARTED (MM/YYYY)	DATE ENDED (MM/YYYY)	TOTAL YEARS & MONTHS
GRAND TOTAL YEARS & MONTHS SERVED AS TMCA CHAPTER COMMITTEE CHAIR:			

TMCA CHAPTER COMMITTEE MEMBER	DATE STARTED (MM/YYYY)	DATE ENDED (MM/YYYY)	TOTAL YEARS & MONTHS
GRAND TOTAL YEARS & MONTHS SERVED AS TMCA CHAPTER COMMITTEE MEMBER:			

If a nominee is the chair of a committee, they will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

SPECIAL PROJECTS/SERVICE

Special projects **could include** the following:

- (1) Professional articles published in the TMCA newsletter, Texas Town & City magazine, IIMC Newsletter, authorship in the Texas Municipal Clerks Handbook. (This does not include articles that are required as a result of a position that is currently held since points for that service are calculated as a part of holding that position, e.g., the TMCA Scholarship chair is required to submit an article about the scholarship application to the TMCA newsletter, etc.)
- (2) Planning and coordinating local chapter seminars, IIMC conferences, service on TML committees due to TMCA's affiliate status with TML, etc.

Special projects **should not include any service that is not specifically related to the City Secretary/Municipal Clerk profession** such as Chamber of Commerce service, Rotary, Lions Club, community organizations, etc. This type of service **will not** be scored. In addition to the criteria above, points **will not** be awarded for being a scholarship or award recipient, or for attendance at classes and conferences, etc. This information **should not be included** on the nomination form.

TMCA: NAME OF SPECIAL PROJECT/SERVICE	DATE COMPLETED (MM/YYYY)
GRAND TOTAL NUMBER OF PROJECTS:	

LOCAL CHAPTER: NAME OF SPECIAL PROJECT/SERVICE	DATE COMPLETED (MM/YYYY)
GRAND TOTAL NUMBER OF PROJECTS:	

IIMC: NAME OF SPECIAL PROJECT/SERVICE	DATE COMPLETED (MM/YYYY)
GRAND TOTAL NUMBER OF PROJECTS:	

OTHER: (e.g., TML OR OTHER SERVICE SPECIFICALLY RELATED TO THE MUNICIPAL CLERK PROFESSION)	DATE COMPLETED (MM/YYYY)
GRAND TOTAL NUMBER OF PROJECTS:	

IIMC SERVICE

YEAR NOMINEE EARNED CERTIFIED MUNICIPAL CLERK (CMC) DESIGNATION	
YEAR NOMINEE EARNED MASTER MUNICIPAL CLERK (MMC) DESIGNATION	

IIMC Committee Chair

NAME OF COMMITTEE	DATE STARTED (MM/YYYY)	DATE ENDED (MM/YYYY)	<u>TOTAL YEARS & MONTHS</u>
GRAND TOTAL YEARS & MONTHS SERVED AS IIMC COMMITTEE CHAIR:			

If a nominee is the chair of a committee, they will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

IIMC Committee Service

NAME OF COMMITTEE	DATE STARTED (MM/YYYY)	DATE ENDED (MM/YYYY)	<u>TOTAL YEARS & MONTHS</u>
GRAND TOTAL YEARS & MONTHS SERVED ON IIMC COMMITTEE(S):			

PARTICIPATION

Participation in any of the following sessions:

Texas Municipal Clerks Association, Inc. (TMCA)
Texas Municipal Clerks Certification Program (TMCCP)
Local Chapter of TMCA
International Institute of Municipal Clerks (IIMC) Instructor

Instructor

NAME OF CLASS	DATE (MM/YYYY)

GRAND TOTAL NUMBER OF TIMES SERVED AS INSTRUCTOR:

Panel Member

NAME OF CLASS	DATE (MM/YYYY)

GRAND TOTAL NUMBER OF TIMES SERVED AS PANEL MEMBER:

Convener/Coordinator (TMCCP, Chapter Seminars, IIMC Sessions)

NAME OF EVENT	DATE (MM/YYYY)

GRAND TOTAL NUMBER OF TIMES SERVED AS CONVENER/COORDINATOR:

Nominator:

Please submit the completed form and cover letter from the nominator by **July 1**