

COLORADO MUNICIPAL CLERKS ASSOCIATION

POLICIES & PROCEDURES AND COMMITTEE HANDBOOK



PREPARED BY
CMCA EXECUTIVE BOARD
Updated July 2025

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COLORADO MUNICIPAL CLERKS ASSOCIATION MISSION STATEMENT

The mission of the Colorado Municipal Clerks Association is to educate municipal clerks, to promote the development and understanding of the function and responsibilities of the profession, and to encourage each other in the attainment of our professional certifications.



COLORADO MUNICIPAL CLERKS ASSOCIATION

CODE OF ETHICS

The Colorado Municipal Clerks Association is a diverse group of individuals representing cities and towns throughout the State of Colorado. Founded in 1970, CMCA promotes professionalism, education, competence, and networking, and is guided by the highest standards of personal integrity and professional conduct.

By promoting and maintaining high ideals and traditions in public service, we, as members of the Colorado Municipal Clerks Association, hereby endorse the following principles and ethics which we pledge will regulate our personal conduct as Municipal Clerks within the municipalities we serve and within the State of Colorado.

Article 1: Accountability

Municipal clerks commit to support, obey and defend the Constitution of the United States, and the Constitution of the State of Colorado and to discharge the duties of their office with fidelity. CMCA members are accountable for carrying out their assigned duties in compliance with municipal, state and federal laws and mandates.

Article 2: Integrity

CMCA members provide service to the public in a manner which is courteous, equitable, efficient and effective. They are sensitive and responsive to the changing needs, wishes and rights of the public while complying with the legal and constitutional framework within which service to the public is provided. Members demonstrate commitment to professionalism and are accurate, truthful, and candid in all communications that are representative of the organization.

CMCA members do not disclose to any member of the public, either orally or in writing, any secret or confidential information acquired by virtue of their official position, nor do they use information gained as a result of their position for personal gain. They do not discriminate against any person on the basis of any protected class.

Article 3: Individual Development

CMCA members commit to increasing their professional knowledge and skills through education and training.

Article 4: Professional Development

CMCA members are guided by the highest standards of honesty, integrity, loyalty, fairness, impartiality and professional conduct. They do not conduct themselves, either publicly or privately, in such a manner as may disgrace the office to which they have been appointed. Members avoid even the appearance of impropriety.

Article 5: Duties & Responsibilities

CMCA members are knowledgeable about and comply with the requirements and intent of all applicable laws, codes and regulations. They serve the public and their municipalities to the best of their abilities.

Article 6: Subscribe to the Principals and Ethics of the International Institute of Municipal Clerks

Believing in freedom throughout the world, allowing increased cooperation between Municipal Clerks and other officials, nationally and internationally, municipal clerks do hereby subscribe to the following principles and ethics in alignment with the International Institute of Municipal Clerks:

- To uphold constitutional government and the laws of our communities.
- To conduct public and private lives as to be an example to our fellow citizens.
- To impart to the profession those standards of quality and integrity that the conduct of the affairs of our offices shall be above reproach and to merit public confidence in our communities.
- To be ever mindful of neutrality and impartiality, rendering equal service to all and to extend the same treatment we wish to receive ourselves.
- To record that which is true and preserve that which is entrusted to us.
- To constantly commit to improve the administration of the affairs of our offices consistent with applicable laws and through sound management practices to produce continued progress and so fulfill our responsibilities to our communities.

Article 7: Conflict of Interest

CMCA members do not engage in any business or other transactions or have any financial or personal interest that is, or may appear to be, incompatible with the performance of their

official duties. They do not, in the performance of their duties, seek personal or private gain by granting preferential treatment to any persons.

We, as members of the Colorado Municipal Clerks Association, believe in and will comply with the principles of the CMCA Code of Ethics.

GENERAL INFORMATION

CMCA Meetings

The Colorado Municipal Clerk's Association holds at least three business meetings each year as specified in the by-laws. These meetings are held at the Annual Transition Meeting, , the Colorado Institute for Municipal Clerks, and the Annual Conference. The meeting at the Annual conference also serves as the Annual Business Meeting as required by bylaws. The specific dates for these meetings will generally be determined during the Transition meeting and/or Education Committee meetings as the event schedules are determined. Meetings are held for the purpose of conducting the business of the Association, including, but not limited to the submission of written reports and the election of officers.

The Executive Board meets as needed throughout the year. The first of these meetings is a transition meeting, held annually in January. At this meeting, the Board adopts a final budget and meets with committee chairs to set goals for the upcoming year.

Only active members in good standing may vote at these meetings, either by ballot or by voice vote. At the business meeting, a quorum shall consist of the members present.

Membership Categories

Members of the Colorado Municipal Clerks Association are determined in the bylaws and include the following categories: active, retired, honorary, non-municipal, and business members. Full descriptions of these categories are located in the by-laws.

Dues

The following annual membership dues are applicable.

Active Members:	\$180.00
Retired Members:	\$50.00
Honorary Members:	No annual dues assessed
Non-Municipal Members:	\$200.00
Business Members:	\$450.00

Dues are payable upon initial membership, then paid on an annual basis. There is no grace period, and all membership benefits cease immediately.

Adoption of CMCA Budget

The CMCA Executive Board annually adopts a balanced budget covering the operations of CMCA for the current year. The membership is given the opportunity to comment on the budget at the Annual Conference. The steps for adoption of the budget are as follows:

1. CMCA solicits, by letter, budget requests from all CMCA committee chairs and vice chairs. The deadline to file a budget request with the treasurer is December 1.

2. The Executive Board submits the proposed budget to the membership at the Annual Conference for review and discussion. Changes to the proposed budget may be made at this time.
3. The Executive Board adopts a final budget no later than January 31.
4. The adopted budget is published on the CMCA website.

EXECUTIVE BOARD

The Executive Board of the Colorado Municipal Clerks Association shall prescribe and be responsible for the supervision, control and general administration of the affairs of the Association and for the accomplishment of its objectives. The officers of the Colorado Municipal Clerks Association are President, Vice President, Secretary, Treasurer, Past President and two Directors. All officers are voting members of the Executive Board.

Responsibilities

The responsibilities of the Executive Board shall include, but are not limited to:

1. At the January transition meeting, the Executive Board develops and may adopt the annual budget. Final adoption of the budget generally occurs by January 31 of each year.
2. Award conference site selections, review proposed contract(s) associated therein, and authorize the CMCA President to execute the contract(s).
3. Assist in developing goals for the Association.
4. Maintain accurate knowledge and understanding of the bylaws, policies, and procedures of CMCA.
5. Attend required meetings, including the transition meeting, Executive Board regular and special meetings, Executive Board retreats, Annual Conference planning meetings, other meetings as required, and those meetings outlined in the General Information chapter of the handbook.
6. Communicate goals and projects to the general membership.

President

The President is an elected position of CMCA, elected at-large by all voting members. The President is the executive head of the Association and shall preside at all meetings of the membership and of the Board.

Responsibilities

The responsibilities of the President shall include, but are not limited to:

1. Carry out the mission statement and goals of the Association as developed by the Board.
2. Maintain accurate knowledge and understanding of the by-laws and the policies and procedures of CMCA.
3. Prepare agendas and packets for all meetings of the membership and of the Board. These tasks may be delegated to the Secretary, as determined by the President.
4. Preside over all meetings of the membership and of the Board.
5. Ratify the appointment of the chairs of each committee and task force based on the recommendation of the current chair; coordinate and monitor the work of all committees and ensure that each committee functions properly.
6. Chair the Annual Conference Committee and preside over all Annual Conference events.
7. Coordinate meetings as appropriate to accomplish the goals of the Annual Conference Committee.
8. Represent the Association through written and oral communication. Represent CMCA at functions of the International Institute of Municipal Clerks, Colorado Municipal League, and other professional organizations.
9. Attend Graduation ceremonies of the Colorado Municipal Clerks Institute. Teach one class at the direction of the Institute Director and with help from the board.
10. Maintain contact with the Institute Director, as needed.

Required Meetings

1. All CMCA Membership and board meetings.
2. CMCA Annual Conference.
3. Graduation ceremonies of the Colorado Municipal Clerks Institute.
4. Represent CMCA at the IIMC Annual Conference; attend the State Presidents' meeting and the Region VIII West business meeting and report on Association activities; carry the State flag at the opening ceremony proceedings, and other events at IIMC as requested.

Required Reports

1. Monthly messaging to CMCA members via email or CMCA's website.
2. Status report on Board and standing committee activities at all required business meetings.
3. Annual report at the CMCA Annual Conference.
4. Additional reports as mandated by activities of the Association.

Allowable Budget Expenses

1. Funds will be provided in the annual budget to assist the President in accomplishing the goals of the Association including.
2. For the IIMC conference, the following will be paid:
 - a. Economy airfare to the IIMC conference;
 - b. IIMC Conference Registration; and
 - c. Host hotel or comparable hotel, not to exceed \$5,000.
3. Mileage may be reimbursed at the current IRS rate for necessary travel.
4. If needed by the President other funds will be made available to the President to attend Institute and other meetings and events that the President is required to be at.

Vice President

The Vice President is an elected position of CMCA, elected at-large by all voting members. Once elected, the Vice President advances to the office of President in the subsequent year.

Responsibilities

The responsibilities of the Vice President shall include, but are not limited to:

1. Assume the duties of the President in her/his absence.
2. Assume the office of President in the event of a vacancy in that office.
3. Take minutes of Board and business meetings in the Secretary's absence.
4. Appoint Vice-chairs for all standing committees after conferring with the incoming and outgoing Chairs. (Vice-chairs might assume the position of Chair in the subsequent year.)
5. Solicit letters of interest from the CMCA membership to host a future conference and provide the list of interested host municipalities to the Helms-Briscoe (HB) representative. The HB representative will issue a Request for Proposal (RFP) to hotel in the possible host community and arrange for site visits.
6. Serve on the Annual Conference Committee.
7. Perform special projects as assigned by the President or Board.
8. Attend Graduation ceremonies of the Colorado Municipal Clerks Institute.

Required Meetings

1. All CMCA Membership and board meetings.
2. Annual Conference Committee Meetings.

Required Reports

Written reports may be presented at the business and Board meetings if required by the project or task. Otherwise, reports will be given verbally.

Allowable Budget Expenses

1. Funds will be provided in the annual budget to assist the Vice President in carrying out his/her assigned goals and tasks.
2. For the IIMC conference, the following will be paid:
 - a. Economy airfare to the IIMC conference;
 - b. IIMC Conference Registration; and
 - c. Host hotel or comparable hotel, not to exceed \$5,000.
3. Mileage may be reimbursed at the current IRS rate for necessary travel.
4. If needed by the Vice President other funds will be made available to the Vice President to attend Institute and other meetings and events that the Vice President is required to be at.

Secretary

The Secretary is elected by all voting members for a two-year term. The Secretary is responsible for recording and transcribing the minutes of all meetings of the membership and of the Board, and also for receiving and responding to correspondence as directed by the President and/or the Board.

Responsibilities

The responsibilities of the Secretary shall include, but are not limited to:

1. Record, transcribe and cause to be posted, approved minutes of all meetings of the membership and of the Board.
2. Assemble the packet, minutes, and committee reports distributed at each meeting.
3. Prepare a resolution to amend member-approved bylaw amendments. Post bylaws on the CMCA website. Maintain an official copy of the bylaws with all applicable amendments and forward PDF versions to the Historian.
4. Save all final minutes, agendas and packets to the electronic database.

Required Meetings

1. All CMCA Membership and board meetings.
2. Annual Conference Committee Meetings.

Required Reports

1. Minutes of all business and Board meetings.
2. Written or oral reports, at business and Board meetings, for any assigned projects.

Allowable Budget Expenses

1. Mileage may be reimbursed at the current IRS rate for necessary travel.

Treasurer

The Treasurer is elected by all voting members for a two-year term. The Treasurer is the custodian of all financial records of the Association.

Responsibilities

The responsibilities of the Treasurer shall include, but are not limited to:

1. Record all checkbook transactions and maintain a check register.
2. Keep accurate accounts payable and deposit records.
3. Reconcile and balance all accounts on a monthly basis.
4. Provide a monthly financial report and a monthly cash report.
5. Solicit budget requests from CMCA Committee Chairs and Vice-Chairs for considerations at the transition meeting.
6. Submit a preliminary budget to the Executive Board at the Annual Transitional Meeting held in January.
7. File the annual corporate report with the Secretary of State.
8. Submit the approved budget to the audit committee.
9. Publish the approved budget on the CMCA website.

Required Meetings

1. All CMCA Membership and board meetings.
2. Annual Conference Committee Meetings.

Required Reports

1. To assist the Audit Committee in conducting its audit of the Association's financial records, the following reports/information are required:
 - a. Check register of all transactions
 - b. Monthly financial report
 - c. Monthly cash-ending balance report
 - d. Documentation for all payables and receivables
 - e. Reconciled bank statements, including December of the previous year
2. Treasurer's report, including a monthly financial statement, cash report, and check register of all transactions for the month-to-date period due at the beginning of each month for inclusion on the CMCA website.

Specific Activities

1. Provide a copy of the adopted budget to the Website Committee for posting on the CMCA website.
2. Provide financial reports monthly for inclusion on the website and for all Executive Board meetings.
3. Coordinate with Institute Director to notify all banking institutions of any address or corporate changes. Complete banking signature cards with all appropriate signatures.
4. Notify Executive Board of any donations, awards or other monetary gifts to CMCA.

5. In preparation for development of the annual budget, solicit input on budget adjustment funding needed from Executive Board, and Committee Chairs.
6. Prepare the preliminary budget for Executive Board input at the annual Transitional Meeting.
7. Work with the Audit Committee on the preparation of its recommendations.
8. Work with the Committee Chairs to provide an accurate accounting for all revenue and expenditures.

Reimbursement Policy

The Reimbursement Policy and Reimbursement Request Form are periodically updated by the Executive Board. Mileage is paid at the current IRS rate.

Records

The records kept by the Treasurer are:

1. Checkbook of all accounts
2. All bank statements from all accounts
3. Monthly financial reports
4. Accounts payable records
5. Cash reports
6. IRS Federal I.D. number
7. Record of all deposits
8. Adopted budget

The accounts payable records must include backup documentation for all expenditures. The backup is: the check number, the account number to which it was charged, the amount of the check, and the date of the check. It is helpful to make photocopies of each check written.

The deposit records include all checks that are deposited and their purpose. The CMCA Institute Director receives and deposits monthly all checks that are received through the mail. A spreadsheet lists all checks with the name, amount, and purpose of check. The list is provided to the treasurer on a monthly basis for entry into QuickBooks.

The financial report, which is filed with the accounts payable records, should include the following:

1. Account numbers for every line item and a line-item description
2. Year-to-date column of all revenues and expenditures
3. Budgeted amounts for all revenues and expenditures
4. Variance column, which is the difference between the budgeted and the year-to-date amounts
5. Totals of all revenue and expenditure line items

The financial position report, filed with the financial report, shows an ending balance of all the available cash for each account for each month. The report also shows a total for all balances.

The activity detail report is a report which is in addition to the one kept in the checkbook. It is used to provide information at any time to anyone requesting it. The register should include the following:

1. Date of the transaction
2. Check number
3. Name of check recipient
4. Purpose of check
5. Amount of check
6. Deposits made or any bank charges and their purpose

Any non-budgeted items up to and including \$100 must have prior approval of the President.

Any non-budgeted items over \$100 must have prior approval of the Executive Board.

The Executive Board must approve any line-item expenditure that would cause that line item to go over budget.

No cash withdrawals are permitted on any deposit transactions.

The balance in the checking account should not exceed \$25,000. Excess funds should be placed (remain) in the savings account. Transfers between accounts should be in the form of a wire transfer, ACH, or a check.

Make all deposits within the month they are received.

The Treasurer should be in possession of a signed copy of all contracts for which payments are made.

Past President

The Past President is originally elected by all voting members of CMCA as Vice President. In the subsequent year, s/he ascends to President, and then becomes Past President.

Responsibilities

The responsibilities of the Past President shall include, but are not limited to:

1. Serve as Chair of the Executive Board Nominating Committee.
2. Serve on the Annual Conference Committee.
3. Serve as chair of the Past Presidents Council.

Required Meetings

1. All CMCA Membership and board meetings.
2. Annual Conference Committee Meetings.

Required Reports

1. Executive Board Nominating Committee report.
2. Reports on any special assignments designated by the President or Board.

Allowable Budget Expenses

1. Funds will be provided in the annual budget to assist the Past President in carrying out his/her assigned goals and tasks.
2. Mileage may be reimbursed at the current IRS rate for necessary travel

Directors

The Directors are elected at-large by all voting members. They assist the Board in taking on a variety of tasks or special projects as directed by the President.

Responsibilities

The responsibilities of the Directors shall include, but are not limited to:

1. Perform special projects as assigned by the President or Board.
2. Assist the Web Page Committee in keeping the CMCA Web Page current.
3. Coordinate the recruitment process for committee members.
4. Take minutes of meetings in the Secretary's absence if Vice President is also absent.
5. Maintain and update CMCA's Policies and Procedures and Committee Handbook.

Required Meetings

1. All CMCA Membership and board meetings.
2. Annual Conference Committee Meetings.

Required Reports

Written reports may be presented at the business and Board meeting if required by the project task. Otherwise, reports will be given verbally.

Allowable Budget Expenses

1. Mileage may be reimbursed at the current IRS rate for necessary travel.



SAMPLE OATH OF OFFICE

STATE OF COLORADO)
)
COUNTY OF _____) ss.

I _____ do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Colorado, and the Bylaws of the Colorado Municipal Clerks Association, and that I will faithfully perform the duties of the position of _____ of the CMCA Executive Board for the year _____ to the best of my knowledge, skill, and ability.

Signature

[SEAL]

Subscribed and affirmed to before me this _____ day of _____, 20__.

Officer administering affirmation: _____

Name: _____

Title: _____

Address: _____

CMCA COMMITTEES

Standing committees of the Colorado Municipal Clerks Association are:

Annual Conference

Audit

Awards

Education

Legislative

Liquor

Marketing and Communications

Membership

Past President

Records Management, including Historian

Scholarship

Website Page

General Procedures

As a means of ensuring continuity and to create a training opportunity for the membership, each standing committee is led by a Chair and a Vice-Chair. Annually, the President ratifies the appointment of the Chair of each committee. The Vice- President ratifies the appointment of each Vice-Chair after conferring with the incoming and out-going Chairs. The Vice-Chair then assumes the position of the Chair in the same year the Vice-President ascends to President.

Members interested in serving on CMCA committees file an application, listing the committee or committees in which they would like to serve. Members of the committee may serve for more than one year and on more than one committee during the same year. Committee terms are for one calendar year.

The annual budget contains an appropriation for each committee. These funds are to be used, up to the budgeted amount, for official purposes only. Amounts to be reimbursed to any committee member must be made in writing on a "Reimbursement Request Form." The committee Chair must submit any proposed budget requests to the Treasurer no later than December 1 of each year.

A committee may also request funds for a non-budgeted expenditure. Requested amounts of \$100 or less require the approval of the President. Requests in excess of \$100 require approval from the Executive Board.

Committee members driving in excess of 60 miles round-trip to attend committee meetings will be reimbursed for mileage in the amount allowed by the Internal Revenue Service. All requests for mileage must be made on the "Reimbursement Request Form."

As requested by the board each committee is charged with reviewing the policies, procedures, guidelines, and regulations governing its activities and recommend updates and changes to the Executive Board.

Each committee chair is required to submit written reports detailing the activities of the committee. These reports are distributed at business meetings held at the Transitional Meeting, Colorado Municipal League Conference, the CMCA Institute, and Annual Conference (final report). These reports should be sent electronically to the Secretary, who in turn, will provide one original copy to the Historian. Other committee documents of enduring value to CMCA should be sent directly to the Historian. A list of these documents is noted under the appropriate committee heading.

Attachments

CMCA Request for Reimbursement Form

Annual Conference Committee

Purpose

The Annual Conference Committee is responsible for planning, organizing, and publicizing the CMCA Annual Conference.

Responsibilities

- Confer with conference hotel on arrangements for specific meeting areas, room rates, complimentary rooms, and meals. May work with consultant and/or conference coordinators on such negotiations.
- Schedule pre-conference sessions and activities, as well as after-hours activities and all-conference events, taking into consideration local talent and things to see and do within the host municipality.
- Review the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.
- Ensure the Conference Coordinator performs the following: works with host hotel on conference arrangements, meets regularly with the Committee in the months leading up to the Conference, prepares task lists and timelines for speaker/moderator information, produces registration packet, coordinates exhibitors/sponsors, prepares conference packets and name badges, organizes registration at conference, maintains financial records for the conference, offers ideas and suggestions for innovative conference tools and resources, and generally works closely with CMCA's Institute Director on Conference details.
- Create the education for the annual conference, conference sessions, schedule, speakers, moderators, opening and closing speaker

Committee Members

The Annual Conference Committee consists of, at a minimum, the CMCA Executive Board, the Education Committee Chairs and Vice-Chairs, Institute Director and the Clerk of the host municipality. Additional clerks may be recruited to assist with onsite activities.

Required Reports

Updates to the CMCA Membership as needed.

Specific Activities

1. The Annual Conference holds their first meeting during the CMCA Board retreat.
2. Sites visits are conducted by the Conference Coordinator.
3. Annual conference committee plans all of the education sessions, key notes and closing speakers.
4. Along with the conference coordinator the committee recruitments sponsors for the conference.
5. Committee members attends the annual conference to assist as needed.

Annual Conference Site Selection Committee

Purpose

The Annual Conference Site Selection Committee is responsible for selecting the location of the future CMCA Annual Conference site.

Committee Members

Committee members include the Executive Board. The Site Selection Committee is chaired by the Vice President.

Required Reports

No reports are required. The site selection announcement is made at the business meeting held at the Annual Conference.

Specific Activities

1. The Vice President will solicit "Letters of Interest from the CMCA membership to host a future conference.
2. The Executive Board will award the conference site.
3. The Helms-Briscoe representative will issue a Request for Proposal (RFP) to hotels in the possible host community and arrange for site visits. Members of the Executive Board and Educations Co-Chairs may attend the site visit to responding facilities.
4. After the Helms-Briscoe representative reviews the contract and makes recommendations on edits and approvals, the Executive Board will review the proposed contract and authorize the CMCA President to execute the contract.
5. The Executive Board may review and revise the RFP as necessary and as needs of the conference require.

Audit Committee

Purpose

The Audit Committee is responsible for examining and reconciling the financial records, accounts, and books of the Association from the prior fiscal year, January through December, and for issuing any recommendations for improving the accounting and bookkeeping practices.

Responsibilities

1. Obtain all financial records from the Treasurer.
2. Examine all records to ensure that recommendations from previous committees have been complied with.
3. Issue an audit report with recommendations and present it to the Executive Board no later than May 31.
4. Review the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

Required Reports

In addition to the periodic reports listed in the Committee Overview, a final written audit report shall be posted on the CMCA website following acceptance by the Executive Board.

Specific Activities

Maintain the financial policies and reporting procedures used by the treasurer in a current and workable format.

Policies and Historical Notes

1. Prior to 1998, the financial statements listed net proceeds only for major educational sessions. Beginning in 1998, the gross revenues and expenditures were recorded in order to reveal the total investment in educational programming.
2. Prior to 1996, CMCA's financial data was maintained in a manual bookkeeping system. In 1996, 1997, and 1998, the data was maintained using Quattro Pro spreadsheet software. In 1999, CMCA purchased QuickBooks accounting software. In 2003, the books were placed in excel to allow the books to be sent to the Executive Board and Committee Chairs by email.
3. The Chart of Accounts has seen a number of minor changes over the years, which were made according to the philosophy and preferences of the Treasurer. Report formatting and account numbers also have changed according to preferences. This is a first attempt at documenting the account descriptions and the list was built using a few major categories so that reporting can easily be "collapsed" into a summarized version. A condensed summary provides the membership with a snapshot of CMCA's financial status and funding priorities. The chart of account numbers is used to assist the bookkeeper with completing the annual 940 tax return.
4. A scholarship fund was established in memory of Jean L. Rogers, Lakewood's first City Clerk. The Scholarship Committee is charged with awarding Jean L. Rogers scholarships annually. The fund is replenished periodically. (See 1/22/99 Executive Board minutes).

5. It has been the practice to have the CMCA President, Treasurer and Institute Director as signatories on all CMCA accounts. Only one signature is needed for signing checks.
6. In order to assist in maintaining financial health, CMCA will carry an ending balance in an amount equal to at least fifty percent of current revenues. (Policy adopted by Executive Board 1/22/99).
7. In 2018, CMCA hired a bookkeeper to reconcile the monthly bank statements.
8. In 2020, the Donna Young Estate provided scholarship money for Institute participation. The funds were combined with Jean L. Rogers fund to provide two annual Institute scholarships.

Audit Procedures

The Treasurer should deliver to the Chairman of the Audit Committee by March 15 the information needed to perform the audit, submitting a final report by May 31.

1. Review any correspondence sent to the treasurer or from the treasurer.
2. The following should be included within the treasurer's books:
 - a. Copy of current budget
 - b. Any treasurer's reports and monthly financial reports
 - c. Copies of bank statements
 - d. Copies of invoices and checks (which will be shown on bank statements)
 - e. Complete list of municipalities and organizations paying membership dues and donations which will be kept current by the Director.
 - f. Copies of deposit receipts
3. Review and confirm all deposits.
4. Verify outstanding checks monthly and follow through until time of credit on bank statement.
5. The books should be maintained in an orderly and easy to follow manner.

Awards Committee

Purpose

The Awards Committee is dedicated to elevating the role of Municipal Clerk by celebrating their contributions, fostering professional pride, and inspiring excellence. Through meaningful recognition, we aim to enhance the visibility and esteem of municipal clerks while reinforcing the value of professional development and certification. To that end, we present the following awards:

- Outstanding Contribution to a Municipality by a Clerk
- Outstanding Contribution to CMCA by a Municipal Clerk
- Outstanding Contribution to CMCA by a Person or Organization other than a Clerk
- IIMC Quill Award Nomination
- Rookie of the Year
- CMCA Clerk of the Year
- Retirement Recognition (for members with at least 10 years of active service)
- Outgoing President Recognition

Responsibilities

1. Solicit nominations for awards and recognitions
2. Evaluate and select recipients of awards.
3. Provide recommendations to the CMCA board regarding:
 - a. Awards Ceremony Location (selected from options provided by the Conference Committee.)
 - b. Awards Dinner Theme (ensuring it aligns with and enhances the overall conference theme.
 - c. Awards Ceremony Décor (if applicable).
4. Develop the event program and present the awards during the ceremony.
5. Acquire plaques, recognition items, and a gift for the outgoing President.
6. Issue certificates to clerks nominated, but not selected for awards.
7. Review and propose updates to the policies, procedures, guidelines and regulations governing the activities of the committee and recommend updates and changes to the Executive Board.

Specific Activities

Before Ceremony

1. Solicit nominations
2. Order awards with sufficient lead time to guarantee delivery before the ceremony.
3. Send nominees of all awards a letter, which may be electronic if desired, congratulating them on their nomination.
4. Notify mayors/managers of award winners and invite them to attend awards ceremony at the CMCA Annual Conference.
5. Create PowerPoint Presentation of Award Winners and Nominees, if the Committee decides to present the winners in this manner.
6. Confirm PA system capabilities and stage at the venue.

7. Arrange to bring any additional equipment if necessary.

Specific Activities

After Ceremony

1. Create press releases announcing award recipients for distribution to local media and the CML newsletter.
2. Prepare and send a letter to the Town/City Council congratulating them for fostering the success of this year's Clerk of the Year.

Award Guidelines

Number of Recipients

Most awards will be presented to a single recipient, except Rookie of the Year and Outstanding contribution to a Municipality by a Clerk, which may be awarded to one recipient in each category.

Municipality Size Categories

Awards with multiple recipients will be categorized by the following population brackets:

Small Municipality: Population under 10,000

Medium Municipality: Populations between 10,000 – 60,000

Large Municipality: Population over 60,001

Nominations

Nomination will be accepted from:

- Mayors
- Managers
- Judges
- Directors
- Supervisors
- Co-workers or employees

Awards Not Recommended

The awards committee reserves the right to withhold a specific award if it determines that no nominee meets the criteria for the recognition.

Awards/Recognition Not Listed

The awards committee may also choose to recognize additional individuals or organizations with Special Merit Awards beyond the standard categories.

IIMC Quill Nomination Award

Purpose

The Quill Award is a prestigious award established by IIMC to recognize Municipal Clerks who have distinguished themselves by making a significant and exemplary contribution to the community, their state, principality or province and, in particular, IIMC and their peers.

Award Eligibility

The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions. Serving members of the Board of Directors or present officers of IIMC shall not be eligible for this award as such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past Presidents will be eligible for the Quill Award four (4) years after completing service on the Executive Committee.

Nominees must meet the following criteria:

- At least ten years of service as a Municipal Clerk
- At least ten years of IIMC membership
- Strong and extensive participation in IIMC
- Service in teaching fellow Municipal Clerks
- Involvement with the initiation or administration of an IIMC-approved training Institute or program or any other activity that enhances the professionalism of IIMC members.
- Leadership in State/Provincial/National Municipal Clerk professional organizations
- Significant and exemplary contribution to their community
- Significant and exemplary contribution to their State/ Province/ Country
- Significant and exemplary contribution to IIMC
- Significant and exemplary contribution to peers
- Attainment of the CMC Designation

Required Documentation

IIMC solicits nominations from the membership annually. Each state association is allowed to submit one nominee per year. The following documentation must be submitted to IIMC by April 1st of the year of the Award:

- Resume of nominee and reason for nomination
- Nomination Form
- A written endorsement from the State/Provincial or National Association
- A written endorsement from the IIMC Region Directors

Awards Committee Responsibilities for the IIMC Quill Nomination Award

1. Actively promote nominations from the membership.
2. Present to the Membership at every meeting prior to the April 1, deadline, the IIMC criteria for nominations.
3. Identify an eligible nominee and confirm that he or she meets the criteria.
4. Work with the nominee to develop a resume.

5. Request written endorsements from the CMCA Board and IIMC Region Directors by March 15th.
6. Complete the nomination form, including the signature of the nominee.
7. Submit all required documentation to IIMC by the April 1 deadline.

Required Reports

In addition to the periodic reports listed in the Committee Overview, the nomination information shall be forwarded to the Historian, as well as the results of the nomination.

Attachments:

Nomination form

Sample articles for CML Newsletter and press release soliciting nominations

Sample letters to mayors, managers and administrators soliciting
Nominations

Sample letter to mayors/managers of award recipients

Sample awards announcement press releases for CML and local newspapers;

Sample nomination/retiring clerk certificate.

Retirement Recognition

Purpose

Retirement recognition is a way to honor the dedication, hard work, and impact retiring clerks have had on their municipality over their tenure.

Eligibility: 10 years or more in the clerk profession.

Rookie of the Year

Purpose

The Rookie of the Year Award recognizes new clerks who have excelled in their roles, demonstrated outstanding dedication, initiative, and a commitment to excellence. This award is given to those who have not only met but exceeded the expectations of their position, making a significant impact during their first two years. It celebrates the fresh perspectives, enthusiasm, and hard work that these new team members bring to the organization.

Eligibility: Clerk must be in the position for less than two years.

Outstanding Contribution to a Municipality by a Clerk

Purpose

Outstanding Contribution to a Municipality by a Clerk recognizes those who have demonstrated exceptional performance, leadership, and dedication in their role, and made a significant impact on their municipality.

Categories

Small Municipality: Less than 10,000

Medium Municipality: 10,000 – 60,000

Large Municipality: 60,0001 +

Outstanding Contribution to CMCA by a Clerk**Purpose**

Outstanding Contribution to CMCA by a Clerk recognizes a municipal clerk who exemplifies professionalism, leadership, and a commitment to excellence in local government and to the municipal clerk profession. It honors clerks who serve as role models for peers and upholds the highest standards of integrity, innovation, and civic engagement.

Outstanding Contribution to CMCA by a Non-Clerk (Person or Organization)**Purpose**

This award recognizes a person or organization outside the municipal clerk profession who has made a significant, positive impact on the Colorado Municipal Clerks Association (CMCA) and the municipal clerk community. It honors the vital role that non-clerks play in uplifting and advancing the profession of municipal clerks, celebrating those who go above and beyond to make a difference.

Clerk of the Year**Purpose**

The Clerk of the Year award is designed to recognize and celebrate a Clerk who embodies a combination of professional excellence, leadership, innovation, and community service. It's about consistently going above and beyond the usual responsibilities of a municipal clerk and positively impacting your colleagues, municipality and community.

Required Reports

1. Budget Request – due December 1st of each year, for the following year.
2. Meeting Activity Report to be included for the following Business Meetings:
 - a. Transitional Meeting
 - b. CMCA Institute
 - c. Annual Conference

Education Committee

Purpose

The purpose of the education committee is to provide members with educational opportunities relevant to the municipal clerk profession. These opportunities include, but are not limited to:

- Colorado Municipal League Annual Conference
- CMCA Institute
- Masters Academy Sessions
- Professional Development Outreach Sessions (PDOS)
- Distance Learning Webinars
- Lunch and Learns
- Annual Conference
- Athenian Leadership Dialogues

Specific Activities

The Education Committee generally meets in connection with the annual CMCA Board Transition meeting to plan education sessions to be held throughout the year. The meeting should consist of the following:

1. Assist Board with finalizing the CML Conference session.
2. Appoint co-chairs, vice co-chairs, subcommittees and subcommittee chairs.
3. Review preliminary course and program content for the Institute.
4. Set goals for the year.

Responsibilities

Academic program planning and implementation in collaboration with the Institute Director.

1. Identify and secure speakers, presenters, panelists and moderators for sessions.
2. The Chairs and Vice-Chairs serve on the Annual Conference Committee (See specific handbook sections on the process for this committees)
3. Review, as necessary the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

CMCA Transitional Meeting

The Board and Committee Chairs, out-going and incoming, will meet to review, plan and set goals for the upcoming year.

Other meetings of the Education Committee should be scheduled as seen necessary by the Chairs and Vice Chairs in the planning and finalization of programs for the year.

Professional Development Outreach Sessions (PDOS)

Profession Development Outreach Sessions (PDOS) are taught in the following subject areas: elections, records management, liquor licensing, marijuana licensing, and the fundamentals and practicalities or 'nuts and bolts' of a municipal clerk's duties, and others as requested and then approved by the Institute Director. These are known as the "Core Classes."

All classes are scheduled through the Education PDOS Subcommittee's appointed PDOS coordinator in coordination with the CMCA Institute Director and are taught by certified CMCA instructors.

Certified Instructors

Certified Instructors are CMCA members who have participated in and completed the Train the Trainer program. Additionally, persons who have been teaching PDOS prior to the establishment of the Train the Trainer program are also eligible to teach PDOS. Trainers are required to recertify (take the Train the Trainer PDO again) every five (5) years. Current trainers who have been teaching PDOS for five years or more are also required to become recertified. Re-certification will be at one-half (1/2) the cost of Train the Trainer PDO for CMCA members. Certificates of Training will be issued to class participants, and a list of certified trainers will be made available on the CMCA website.

Hosting a PDOS

Clerks wishing to host a PDOS in one of the above-established training categories must contact the Coordinator and complete a request form, including and not limited to, location, date, and topic.

The host municipality may have two employees attend the PDOS at no cost.

Persons wishing to host a PDOS on a subject not shown above can make a request to the Coordinator on the request form for approval by both the Institute Director and IIMC. Once approved, the PDOS will be included in the Core Classes.

PDOS Coordinator

Once the class is approved, the Coordinator assembles a flyer containing all the information for the class and forwards it to the Institute Director for posting on the CMCA website as well as to the CMCA President for inclusion in the weekly report. Upon confirmation that the registration is available on the CMCA website, the Coordinator will promote the class on the clerks' listserv. The Coordinator will work with the host clerk and trainer to ensure that all information is received by both, including the registration sign in sheet, reimbursement form for lunches, assessments, and any other required information to ensure a successful PDOS.

In-Person, Virtual, or Hybrid

PDOS can be held in a variety of formats: all in-person; virtual; or hybrid (in-person and virtual simultaneously). If virtual or hybrid, the host municipality shall ensure that it has technology to allow persons not attending in person to be seen and heard at all times by those attending in person and can participate in the same manner as those attending in person. In addition, online and hybrid classes must have a trainer, and a facilitator present to ensure online/in person participation.

PDOS shall have a minimum of (10) attendees for all classes and a maximum of 30 for on-line PDOS. A minimum of three (3) in-person and (7) online participants is required for a hybrid

class. If less than three (3) people have registered to attend in-person by the registration deadline, the class will become an online class. If the minimum number of attendees for any PDOS has not been attained by four days before the scheduled date, it will be cancelled. If this occurs, persons who have registered can transfer that registration to another class of the same or a different topic upon contacting the PDO Coordinator, or they may request a refund.

Cost and Cancellations

Cost to attend PDOS shall be set by the Education Committee and CMCA board annually. A fee will be set for members and non-members and include the cost of lunches for in-person trainings.

In the event any PDOS is cancelled due to the unexpected absence of the trainer, registration may also be used for a subsequent class on the same or a different topic, or a refund will be made.

In the event a person who has registered cannot attend a class, the registration fee is forfeited unless cancellation is made within four business days of the date of the PDOS class.

Annual Conference

The Education Committee Chairs and Co-Chairs serve on the Annual Conference Committee, along with the CMCA Executive Board, Institute Director, Conference Coordinator(s), and the host municipality clerk. The Committee members secure speakers, panelists, and moderators, for sessions. Refer to the Annual Conference section to review timetables and responsibilities.

Institute and Masters Academy Sessions

The Education Committee works with the Institute Director in the establishment of both programs. The Colorado Municipal Clerks Institute, typically held in July, must meet all the criteria established by IIMC for institute training. Therefore, the topics have been established and the Institute Director may need input from the committee on specific speakers. Additionally, input will be needed for the Masters Academy held at various times throughout the year.

Train the Trainer

The Colorado Municipal Clerks' Association (CMCA) encourages Municipal Clerks and Deputy Municipal Clerks from throughout Colorado to participate in training fellow clerks in educational programs. The following is the established criteria for participation in the program.

1. Trainers must be Certified Municipal Clerks (CMCs) or be actively pursuing their CMC designation.
2. Trainers must attend a "Train the Trainee" mandatory training sponsored by CMCA before training to be considered a CMCA Certified Trainer
3. After completing the CMCA "Train the Trainer" class, clerks may teach classes sponsored by CMCA.
4. New Trainers must co-train one class with an experienced certified CMCA trainer prior to teaching on their own.

5. Trainers must retake the “Train the Trainer” class every five years. Current certified Trainers must retake the “Train the Trainee” class if they have been teaching for five years or longer.

Athenian Leadership Dialogue (ALD)

CMCA follows all Athenian Leadership Dialogue policies for IIMC. This section is in reference to hosting an Athenian Leadership Dialogue.

Athenian Leadership Dialogues shall have a minimum of (10) attendees for all classes and a maximum of 30. If the minimum number of attendees for any Athenian Dialogue has not been attained by four days before the scheduled date, it will be cancelled. If this occurs, persons who have registered can transfer that registration to another Athenian Dialogue of the same or they may request a refund.

Cost and Cancellations

Cost to attend Athenian Dialogues shall be set by the Education Committee and CMCA board annually. A fee will be set for members and non-members and include the cost of lunches for in-person trainings. If an out of area facilitator is being paid the fee set by the Education Committee and CMCA Board may increase.

The host municipality may have two employees attend the dialogue at no cost. If the facilitator is being paid the two free registrations may not be offered to the host clerk. Host clerk to aid with hotel reservations if necessary.

In the event an Athenian Dialogue is cancelled due to the unexpected absence of the facilitator, registration may also be used for a different Athenian Dialogue or a refund will be made.

In the event a person who has registered cannot attend a class, the registration fee is forfeited unless cancellation is made within four business days of the date of the Athenian Dialogue.

Athenian Facilitators may be reimbursed as follows:

Athenian Facilitators will be reimbursed for round trip mileage at the current IRS rate. They will also be reimbursed for one night’s hotel stay per class if the location is more than a two-hour drive (one way) from the trainer’s home location. This reimbursement shall be at the per diem rate set by the General Services Administration for the location at which the training occurs. Information on per diem rates for particular locations can be found on the GSA website. Please note that per diem rates will not be paid if the is otherwise being paid by the municipality for the time taken to conduct the training.

Short Shots Policy

Purpose

The purpose of Short Shots is to provide short, educational videos on topics relevant to the municipal clerk profession, with the overall purpose encompassing areas of education that are needed immediately for clerks first entering the field, or those who are needing a refresher, and

a more in-depth opportunity is not immediately available. These videos should be a resource for quick and relevant information necessary for success in the municipal clerk office.

Procedures and Responsibilities

1. The Short Shots Workgroup Committee shall be responsible for creating the topics for each Short Shot video.
2. The Committee shall determine each year who will create the content or reach out to those individuals in the organization to see if they would be willing to create a Short Shot video.
3. The Committee shall produce at least one (1) Short Shot video quarterly.
 - a. Each Short Shot shall use the same template.
https://docs.google.com/presentation/d/11UoYw06i-u3q9Lrc1xBhCEsOPIGf-iS/edit?usp=drive_link&ouid=114076828739597849981&rtpof=true&sd=true
 - b. Videos shall be only be between 15 - 30 minutes in length.
 - c. There is no limit on the number of slides that can be included in each Short Shot.
 - d. Videos shall be recorded utilizing software that allows for editing of the video, such as PowerPoint or Canva.
 - e. Upon completion of the Short Shot, the Committee must approve the video prior to it being placed on the website.
 - f. Upon approval from the Committee, members must work with a Website Committee member to get the video on the website within that quarter.
4. Accountability. In order to keep the Committee accountable and on topic, the workgroup should determine at their first initial meeting a recurring meeting date that will work best for everyone's schedule. Either a bi-weekly meeting or a monthly meeting shall be held.
5. Short Shot videos should be available to CMCA members only. These videos will be found on the page when CMCA members login to their account.

Trainer Reimbursement

Trainers may be reimbursed for round trip mileage at the current IRS rate. They may be reimbursed for one night's hotel stay per class if the location is more than a two-hour drive (one way) from the trainer's home location. This reimbursement shall be at the per diem rate set by the General Services Administration for the location at which the training occurs. Information on per diem rates for particular locations can be found on the GSA website. Please note that per diem rates will not be paid if the trainer is otherwise being paid by the municipality for the time taken to conduct the training and/or if the trainer's travel is being paid by the municipality.

Executive Board Nominating Committee

Purpose

The Executive Board Nominating Committee is comprised of the current Past President and an appointed Designated Election Official (DEO).

The Executive Board Nominating Committee is responsible for:

- Soliciting candidates interested in serving as an Officer of CMCA (Vice President, Secretary, Treasurer, Director).
- Conducting the annual election to include compiling ballot packets.

Responsibilities

1. Advertise for candidates.
2. Obtain candidate acceptances and biographical information.
3. Receive ballot question materials for inclusion in ballot packages.
4. Prepare ballot packages and send to the Executive Board DEO
5. The DEO will count ballots, provide the results to the Past President and provide a canvass of the election.
6. Review the policies, procedures, guidelines and regulations governing the activities of the committee and recommend updates and changes to the Executive Board as needed

Required Reports

In addition to the periodic reports listed in the Committee Overview, the slate of nominees, the printed ballot, and one copy of the ballot package shall be forwarded to the Historian, as well as a certified copy of any and all election results.

Specific Activities

1. Create an election calendar.
2. Prepare a notice describing eligibility and soliciting nominations to be emailed to the membership by August 1st of each year.
3. Obtain written nominations from candidates.
4. Create ballot packets, which include: the ballot, biography of candidates, and an explanation of ballot questions. Email ballot packets to all eligible voting members 30-45 days prior to the election date. Candidates may choose to mail or email campaign literature if they desire.
5. Tally ballots prior to the business meeting and prepare a canvass of the election results.
6. Provide the election results to IIMC and CML.

NOTE: Election procedures are contained in the Bylaws.

Legislative Committee

Purpose

During the annual Colorado General Assembly session, to review state legislation that has a direct impact on the roles and responsibilities of municipal clerks, including, and not limited to, elections, liquor licensing, records management, open records, open meetings, and marijuana licensing.

Responsibilities

1. The Committee reaches out to the CMCA Board with a list of all of the potential legislative changes and the CMCA Board will direct the Committee as to which bills they want them to follow and provide updates on.
2. Monitor legislative activities of the Colorado General Assembly
3. Analyze legislation
4. Determine impact, if any, on municipal clerks and municipalities
5. Seek additional input from other municipal experts and/or trainers in specific topics who are not Committee members
6. Works in tandem with subject experts at CML.
7. Serve as liaison between CML staff.
8. Create talking points that can be used by clerks to send to their state representatives.

Required Reports

Report to the board and membership regarding any legislation that might impact them based on the above listed areas, including pros and cons of each bill. Send out CML's legislative update at the end of the legislative session.

Liquor Committee

Purpose

The liquor committee meets quarterly with the State of Colorado Liquor Enforcement Division Director and various staff members in order to share feedback, questions, concerns and updates.

Members

The liquor committee should consist of members from various size municipalities. There should at a minimum be:

- One member from a small town – Population under 5,000
- One member from a medium town – Population between 5,001 and 20,000
- One member from a medium city – Population between 20,001 and 50,000
- One member from a large city – Population over 50,001

Responsibilities

1. Meet quarterly with the State of Colorado Liquor Enforcement Division Director and various staff members in order to share feedback regarding processes and observations, address current questions and concerns, review the Rules Working Group and the Substance Abuse and Recovery Working Group updates.
2. Increase awareness of legislation and regulators updates and amendments.
3. Discuss liquor related bills, potential implications, perspectives on pending and post legislation.
4. Work with the legislative committee regarding communication around proposed liquor legislation.

Required Reports

Regular updates to the CMCA Membership as needed.

Marketing and Communication Committee

Purpose

The Committee shall work closely with the Membership Committee and the Executive Board to market, publicize and promote CMCA with the dual aims of attracting new members and raising the professional status and image of local government professionals. The committee shall also work with the Executive Board to effectively communicate with the CMCA membership, providing recommendations to keep our membership informed on all education opportunities, board meetings and updates, events, etc.

Responsibilities

- Market CMCA, all events, update social media and work with the membership committee to reach out to new clerks/members.

Required Reports

- Provide updates to the membership at the membership meetings.

Membership Committee

Purpose

The Membership Committee is responsible for facilitating membership renewals, ensuring that member needs are met, and soliciting new members of the Colorado Municipal Clerks Association.

Responsibilities

1. Conduct membership drives throughout the year. Membership reminders should also be provided at the Colorado Institute for Municipal Clerks.
2. Develop new member information packets for distribution via the CMCA website. These packets should also be distributed and mailed to new clerks as an encouragement to join/welcome to CMCA. Ensure packets are reviewed annually to include most up to date information, handbooks and resources.
3. Interact with the Web Page Committee regarding access of membership information on the internet.
4. Work with the Marketing and Communications Committee to facilitate membership renewal and to encourage new members.

Specific Activities

1. Quarterly members who have not yet renewed should be contacted by all means of communication, including phone calls, regular mail, and email. The Chair should monitor and ask for reports.
2. Develop and distribute new member information packets for first-time members.

Records Management Committee

Purpose

The Records Management Committee is responsible for promoting sound records management practices through the development of information for use by the membership. The Records Management Committee works closely with the Historian, appointed annually by the Committee Chair, who is responsible for collecting and maintaining the historical records of the Association.

Responsibilities

1. Partner with the Colorado State Archivist to maintain the Colorado Municipal Records Retention Schedule (CMRRS) through the addition of new records and the periodic review of existing ones. The periodic review may include taking the lead to engage other professions or organizations to assist CMCA and the Archivist in updating the CMRRS. Examples include human resources professionals, records managers, court administrators, attorneys, and records specialists in parks and recreation, water and sewer utilities, etc. (See the Roles and Responsibilities and the Guidelines for Revisions at the end of this section.)
2. Assign one committee member to an information sharing role to:
 - a. Solicit and compile input from municipalities on proposed CMRRS revisions via the CMCA listserv and other means
 - b. Forward compilation of input to the CMRRS coordinator at the State Archives
 - c. Ensure posting on the CMCA listserv of annual announcements re: approved revisions available on the State Archives website, deadlines regarding proposed revisions, etc.
3. Digitize CMCA Records and keep the digital records updated.

Responsibilities of the Historian

1. Provide for the consistent collection of association records.
2. Maintain and index all historical and archival records.
3. Assist in developing operational procedures for the Executive Board and the committees.
4. Create a history of the Association.
5. Perform research and records searches.

Attachments

- Roles and Responsibilities Relating to the Colorado Municipal Records Retention Schedule (CMRRS)
- Guidelines for Making Revisions to the Colorado Municipal Records Retention Schedule (CMRRS)
- Records Transfer Guidelines
- Index of Permanent Records of CMCA

**Roles and Responsibilities Relating to the Colorado Municipal Records Retention
Schedule (CMRRS)
Current as of January 12, 2007**

Colorado State Archives

Coordination and Oversight

- Decision-making authority with regard to revisions to the CMRRS
- Coordinate the CMRRS revision and update process
- Provide funding for “codification” of the CMRRS revisions on an annual basis
- Schedule at least one CMRRS Review Committee meeting annually in September and schedule additional meetings as needed
- Schedule CMRRS Review Subcommittee meetings as needed to review and make recommendations on specific areas of the CMRRS
- Coordinate compilation of information from a variety of sources pertinent to annual revisions to the CMRRS
- Each January, initiate annual meeting with CMCA Records Management Committee representative(s) to plan upcoming work on the CMRRS

CMRRS Review Committee Participation

- Compile all proposed revisions submitted to the State Archives and forward to CMRRS Review Committee/Subcommittee review and discussion
- Appoint individuals to the CMRRS Review Committee and each CMRRS Review Subcommittee established
- Appoint State Archives representative(s) to serve on the CMRRS Review Committee
- Appoint at least one State Archives representative to serve on each CMRRS Review Subcommittee that is created to review and make recommendations on specific areas of the CMRRS
- Provide input to CMRRS Committee regarding proposed revisions i.e. perspective of State agencies, comparisons with other retention schedules on file at State Archives, known legal requirements, etc.
- Finalize CMRRS changes following CMRRS Committee reviews and route for final Committee reviews
- Obtain State approvals for CMRRS revisions
- Submit approved changes to Colorado Code for “codification”
- Post electronic version from Colorado Code to State Archives website
- Send e-mail notification of posting to adopting municipalities

CMRRS Review Committee - a partnership of (1) representatives of the State Archives, (2) representatives of the CMCA Records Management Committee and (3) other individuals who are knowledgeable about municipal records and are invited by the State Archivist to serve on the committee.

- Review and make recommendations to the State Archives regarding all proposed revisions to the CMRRS
- Serve on a voluntary basis to research legal or operational requirements pertinent to specific records listings in the CMRRS
- Serve on a voluntary basis to gather information needed to for the CMRRS Review Committee to make recommendations regarding CMRRS revisions.

Guidelines for Making Revisions to the Colorado Municipal Records Retention Schedule (CMRRS)

General Considerations

- The CMRRS Review Committee and Subcommittees are advisory in nature and the State Archives has decision-making authority with regard to revisions to the CMRRS.
- Revisions to the CMRRS should be made on behalf of the greater good of all adopting municipalities i.e. the needs of the many outweigh the needs of the one or the few.
- Establish priorities for revisions and take a concerted and “big picture” approach, rather than a piecemeal approach, to reviewing and updating any specific area of the CMRRS.
- Ensure that legal cites are provided in the CMRRS (if applicable) so that the reason for the retention period is readily available and to make legal research for future updates easier.
- Establish the minimum acceptable retention period based on the assumption that different municipalities may either propose local exceptions to retain records longer than the minimum retention period or simply retain records longer than the established minimum retention period.
- The CMRRS is intended to be a dynamic document that changes over time and, at a minimum, an annual review and update is intended.

Basis for Revisions

CMRRS annual review should address specific issues that have been raised by adopting municipalities:

1. Via the CMCA listserv (compiled by the CMCA RM Committee).
2. Through personal contacts with State Archives, CMCA RM Committee or CMRRS Review Committee.
3. In local exceptions submitted to the State Archives (compiled by State Archives).

Requests for revisions must:

1. Identify the item number(s) to be reviewed and revised.
2. Propose specific language for the revision.
3. Provide a rationale for the revision.
4. Be submitted to the State Archives no later than August 15 prior to the September CMRRS Review Committee meeting.

Considerations for Making Revisions to the CMRRS

Additions to the CMRRS

1. Determine if a proposed new record title is already covered adequately by a more general existing record type.
2. Determine if it would be adequately covered by another existing record type if the existing title or description was expanded.
3. Determine if it is a record that most Colorado municipalities have, or if it is unique to a municipality.

4. Determine if there is a real need for a more specific record type to add clarity even if it might be covered under a more general existing listing.
5. Establish a reasonable retention requirement that meets legal requirements and operational needs for most municipalities.
6. Ensure that a concise description is written to accurately reflect the purpose and use of the record type.
7. Check the index first to make sure it is not already in the CMRRS!

Deletions or Combinations of Listings

1. Determine that the listing is no longer applicable in any way for any municipality.
2. Determine if there is a need to combine multiple listings into one to simplify the CMRRS.
3. If combining several listings, determine if there needs to be a cross reference in place of a listing that has been removed and combined with another listing elsewhere in the CMRRS.

Retention Periods

If shortening a retention period:

1. Ensure that the revised retention period is not shorter than any legal requirement.
2. Ensure that there is CMRRS Committee consensus that a shorter retention period is acceptable.

If lengthening a retention period:

1. Determine if there has been a change in the law to justify a longer retention period.
2. Determine that the longer retention period is not unduly burdensome for adopting municipalities and that there is CMRRS Review Committee consensus on the change.
3. Ensure that the longer retention period is needed for a good reason and the greater good of adopting municipalities i.e., that the records in question typically have sufficient administrative, fiscal, legal, reference or historical value to justify the longer retention period. (Note: Adopting municipalities are able to have local exceptions to the CMRRS if they wish to keep certain records longer than specified in the CMRRS, and a longer retention period should not be assigned solely to satisfy the requirements of a few municipalities.)
4. Ensure that retention periods reflect some kind of “trigger” date (if applicable) to clarify when the record is to be eligible for destruction (i.e., 2 years + current after inspection, 1 year + current after expiration, 5 years + current after termination, 10 years + current after demolition, etc.). Typically, the established retention period is to be “years + current” rather than “years” so that the record is not destroyed before the completion of the audit.

Descriptions

1. Ensure that records descriptions are included and (if applicable) provide examples (i.e. a description for business license records may provide examples such as transient vendors, street vendors, taxicabs, etc.).

2. Changes to records descriptions are encouraged to make general listings more applicable to specific types of records.

CMCA Records Transfer Guidelines

As municipal clerks, we clearly understand the value that accrues to our government organizations by maintaining records in a consistent and logical manner. Likewise, a value would accrue to our professional association by the utilization of similar record keeping practices. Records not only provide information regarding the operation and administration of the Association, they also provide valuable historical perspectives and references. The Colorado Municipal Clerks Association understands this and has therefore re-instituted the position of Historian to ensure preservation of its records and its history.

Approximately 23 different records series have been identified (for purposes of discussion, the general records of individual committees have been considered as one records series) as permanent records of the Colorado Municipal Clerks Association. The role of Historian is to preserve the records. What follows are some guidelines to assist CMCA officials and members in the transfer of permanent records to the Historian.

In general:

1. The original of every record series identified as permanent (see attached list) shall be sent to the Historian for storage and preservation. Except for reports for business meetings, the records should be sent directly to the Historian.
2. Every document should be dated. The date may be one of the following:
 - a. the date created;
 - b. the date distributed;
 - c. the date adopted; or
 - d. the date effective.
3. Correspondence of a routine nature need not be sent to the Historian. However, any correspondence, which sets policy or precedent, or any correspondence, which identifies or refers to a specific event or activity of the Association should be sent. If in doubt, send the record.
4. At the end of the Association (calendar) year, files of work undertaken should be sent to the Historian. Send originals whenever possible; copies will be given to officer or committee chair successors.

Permanent Records of CMCA

Operational

Budgets
Adopted
Business Meetings
Agendas Minutes
Supporting Documents Correspondence (non-routine) Executive Board Meetings
Agendas Minutes
Supporting Documents Financial Reports Committees
Assignments Reports

Administrative

By-laws
Adopted
Proposed, with backup information/explanations Committee Information
Incorporated Documents Oaths of Office
Officer Information
Policies & Procedures (Manual) Resolutions

Historical

CMC and AAE Designations (Prior to 2000) CMC and MMC Designations (Beginning in 2000)
Clerk's Luncheons
Announcements
Communiqué/President Memo
CMCA Annual Conference Program Institute (CMC and AAE) (Prior to 2000)
Institute (CMC and MMC) (Beginning in 2000) Program
Application Form Roster of Attendees Evaluation
Membership Lists
Municipal Clerks Week
Activities/announcements News clippings
Press Releases
Proclamations
Special Projects/Assignments Manuals
Surveys Visual Records
Photographs News Clippings Videotapes

Responsible Party of Submission of Permanent Records CMCA to the Historian

(NOTE: Please notify the Historian if another person is designated as the responsible party.)

President

By-laws
Committee Assignments Committee Information
Municipal Clerks Week (CMCA official actions/activities) Oaths of Office
Officer Information

Policies and Procedures (Manual)
President Memo
Proclamations
Resolutions

Secretary

Business Meetings
Agendas Minutes
Supporting Documents Executive Board Meetings
Agendas Minutes
Supporting Documents Press Releases

Treasurer

Budgets (proposed/adopted)
Financial Reports
Procedures Manual

Committee Chairs

Correspondence
Project and Activity Information
CMCA Awards Criteria, announcements, nominations received
Education
Professional Development Outreach announcements, programs for all educational offerings
Annual Conference
Conference guidelines
Membership Lists, statistical information
Executive Board Nominating
Slate of nominees, ballot as printed, candidate information
List of scholarships awarded and guidelines.

Any Member Involved in or Having Access to the following:

Clerks' luncheons Municipal Clerks Week
Special Projects/Assignments Visual Records
Listed below are guidelines regarding the specific records series.

Operational Records

Budgets – Includes both proposed and adopted budgets. Indicate type of budget by title

Business Meetings – Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Correspondence – Excludes routine correspondence and correspondence from outside the Association, which is not answered. When a response is made, please attach the request and response together.

Executive Board Meetings – Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Financial Reports – Includes treasurer reports.

Committees – (Provided primarily by committee chairs). Includes a list of committee chairs assigned by the President and all committee members, non-routine correspondence, reports and files of work undertaken. (See listing under specific committees for additional document listings.)

Administrative Records

Bylaws – Includes both proposed and adopted By-laws. Also includes any background information or explanation supporting or opposing the proposed changes.

Committee Information – General. (Provided primarily by the President or Executive Board.) Includes committee purpose, composition, goals, and assignments.

Incorporation Documents – Includes copy of application and/or renewal forms.

Oaths of Office – One original of oaths signed by President, Vice President, Secretary, and Treasurer.

Officer Information – Includes list of officers, organizational charts, and any general information regarding duties, responsibilities or requirements of officers.

Policies and Procedures – Includes a variety of information.

Resolutions – Includes resolutions presented to CMCA members, those supporting IIMC candidates, supporting/opposing IIMC Constitutional Amendments and any supporting/opposing IIMC policies or guidelines.

Historical Records

CMC, AAE, and MMC Designations – Includes names of persons having achieved these designations and the year achieved. Includes letters/press releases from IIMC, correspondence from President.

Clerks' Luncheons – Includes announcements and schedule of monthly or other clerks' luncheons held throughout the state. Does not include activities for Municipal Clerks Week.

Communiqué/Friday Memo – Send 1 electronic copy of each issue to the Historian.

Membership Lists – Listing of member names and municipalities. Includes any periodic reports. Excludes any statistical information.

Municipal Clerks Week – Includes news clippings, proclamations, meeting/event announcements and activities, invitations, and programs.

Press Releases – From CMCA, IIMC, municipal governments regarding a member or a profession-related activity involving a member.

Proclamations – From CMCA or a municipal government regarding a member or profession-related activity involving a member.

Special Projects/Assignments – Includes any activity outside the normal activities of the association. Includes final report or recommendations.

Visual Records – Of any profession-related events and activities involving one or more members of CMCA. Includes photographs from newspapers. Date, event, name of person (as reasonable) should be noted on the back of photograph. Name and date of newspaper should be included.

Scholarship Committee

Purpose

The Scholarship Committee is responsible for awarding general scholarships, to defray the costs of registration, to the following educational programs:

- CMCA Institute
- CMCA Masters Academy
- Colorado Municipal League Annual Conference
- CMCA Professional Development Sessions (PDOS)
- CMCA Annual Conference
- International Institute of Municipal Clerks (IIMC) Region Conference
- IIMC Annual Conference

Responsibilities

1. Solicit nominations for scholarships. For all conferences other than the annual Region Conference, applications for scholarships will be due a minimum of 45 days before the first day of the conference. Decisions by the Committee will be made no later than one month prior to the first day of the conference. Applicants will be notified immediately upon decision of the Scholarship Committee.
2. Review all scholarship applications, verify membership, and recommend the dollar amounts to be awarded.
3. Notify all applicants, CMCA Board, Institute Director and Annual Conference Coordinator of the status of the awards prior to registration being opened.
4. Review, as needed, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.
5. Award two fully paid scholarships, followed by partial scholarships for third-year students to the CMCA Institute annually from the Jean L. Rogers Scholarship Fund.

Required Reports

Written reports are created for the business meetings held at the CMCA Transitional Meeting,, CMCA Institute, and the CMCA Annual Conference. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. A final report which includes all activities for the year is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent electronically to the Secretary prior to the appropriate meeting. The original of all reports will be preserved by the CMCA Historian.

A list of scholarships awarded should also be transferred to the Historian.

Specific Activities

1. Solicit requests for scholarship applications for each educational event through electronic communications with CMCA Members and the CML newsletter.
2. Update criteria for awarding scholarships and present to the CMCA Board for approval.

3. Communicate with CMCA Institute Director regarding unusual circumstances which may occur regarding scholarships for the attendees at the CMCA Institute and Masters Academies.

Budget

Refer to current budget for scholarship committee allocation amount. One scholarship will be offered per clerk per year unless budget allows for additional scholarships at the end of year.

Attachments

- CMCA Scholarship guidelines
- CMCA Scholarship guidelines for IIMC Conferences
- Rules governing Jean L. Rogers Scholarship Fund
- Rules governing Mary Watt Scholarship Fund
- Scholarship Application form

CMCA Scholarship Guidelines

Applicants must be a current member of CMCA at the time of their scholarship application of the current year.

The scholarship funding program attempts to assist as many applicants as possible, therefore full scholarships will only be awarded if the budget allows.

Consecutively awarded scholarships may be reduced in order to encourage municipalities to budget for the education/conference for their own clerks and to further maximize participation in the Institute program.

Scholarship awards are for registration for the educational programs only. Scholarships do not include pre- conference sessions, off-site activities, travel, lodging or meals.

Municipal Clerks shall receive priority in consideration of scholarship awards, after which applications for Deputy Clerks and Others shall be considered.

CMCA Scholarship Guidelines for IIMC Conferences

Applicant must be a member of both CMCA and IIMC.

Scholarship awards are for registration for the educational programs only. Scholarships do not include pre- conference sessions, off-site activities, travel, lodging or meals.

The award will be split among applicants; if one applicant, they can be awarded the full registration fee. If more than one applicant, then the award is divided evenly up to the full registration fee.

Recipient(s) must sign an affirmation that they stay for the entire conference

Jean L. Rogers Scholarship Fund

The Jean L. Rogers Scholarship Fund was established in 1986 as a tribute to Jean L. Rogers, City Clerk for the City of Lakewood, in recognition of her contribution to the Colorado municipal clerks in helping to establish the Municipal Clerks Institute. Monies from this fund are used for Institute scholarships for third-year students.

In 2019, the estate of Donna L. Young contributed \$20,851.58 to the Jean L. Rodgers Scholarship Fund. The CMCA Executive Board voted to award a second fully paid scholarship to a third-year student for 10 years beginning in 2020.

1. The Jean L. Rogers Scholarship Fund will be identified by a separate line item (budgeted expenditure) in the CMCA annual budget.
2. he Fund balance, from which the scholarships will be awarded, will be maintained at a minimum funding level of \$1,000.
3. If the funds are available, the Jean L. Rogers Scholarship Fund will provide:
 - a. One fully paid scholarship for a third- year student to the Colorado Municipal Clerks Institute.
 - b. A second fully paid scholarship for a third-year student from the Donna L. Young contribution for the years 2020-2029.
 - c. Partial scholarships for third year students to the Colorado Municipal Clerks Institute.
4. Funding levels will be determined by the Executive Board at the time the annual budget is presented to the membership.
5. The scholarship committee will select applicant(s) from among the qualified applications as the budget allows.
6. Contributions to the Jean L. Rogers Scholarship Fund will include:
 - a. Voluntary donation request on the annual membership application form
 - b. Transfers from the general operating account, as determined by the Executive Board
 - c. Other fundraising efforts as determined by the Executive Board.
7. Notice of receipt of this scholarship will be made in an electronic communication to CMCA Members.

Mary Watt Scholarship Fund

The Mary Watt Scholarship Fund was established in 2012 as a tribute to Mary Watt, City Clerk from 1979 – 2004 of the City of Montrose and later City Manager of Montrose from 2005 – 2010, in recognition of her contributions toward education of Colorado municipal clerks. Monies from this fund are used to pay for one attendee at a Professional Development Outreach Session (“PDOS”).

1. The Mary Watt Scholarship Fund will be identified by a separate line item (budgeted expenditure) in the CMCA annual budget.
2. Funding levels will be determined by the Executive Board at the time of the annual budget is presented to the membership.
3. If the funds are available, the Mary Watt Scholarship Fund will be used to reimburse municipalities the cost of a PDOS to help defray the cost of their municipal clerk or deputy clerk for attending a PDOS course during the calendar year.
4. If the funds are available, one scholarship will be funded after each PDOS course during the calendar year. The winner will be determined by the host clerk drawing the winner’s name from a hat. The host clerk and winner will complete and forward the Mary Watt Scholarship Application to the CMCA Scholarship Chair. The Scholarship Chair will forward the information to the CMCA Treasure and the Institute Director.
5. The winner must be a current member of CMCA in order to qualify for the scholarship monies.
6. PDOS participants can apply for the scholarship at each PDOS they attend, but they can only win once during any calendar year.
7. Contributions to the Mary Watt Scholarship Fund will include:
 - a. Transfers from the General Operating Account, as determined by the Executive Board;
 - b. Other fundraising efforts as determined by the Executive Board.
8. Notice of receipt of this scholarship will be made in an electronic communication to CMCA Members.

Cindy Morse Scholarship

This scholarship was started by Cindy Morse, Woodland Park City Clerk. It is to reimburse PDO instructors for travel expenses, hotel, meals, and supplies for the PDO. Need to travel at least 50 miles from their home municipality to qualify for travel expenses.

50/50 Raffle Scholarship Fund

At the annual conference there is a 50/50 raffle scholarship fund. Half of the proceeds from the 50/50 raffle go to a winner and the other half is deposited into the scholarship fund. The board will budget the 50/50 raffle scholarship fund to provide scholarships for clerks to attend the annual conference.

Website Committee

Purpose

The purpose of the Website Committee is to maintain and create new resources on the CMCA Website on an as-needed basis.

Responsibilities

Maintain the CMCA website by ensuring it is a user-friendly resource for Colorado municipal clerks by efficiently promoting communication, education and collaboration.

Specific responsibilities

1. Post CMCA meeting agendas, packets and minutes, as well as events and educational opportunities such as Professional Development Outreach classes, CMCA Institute and the CMCA Fall Conference, IIMC and Regional Conferences, Athenian Dialogues, Secretary of State Certified Election Official Classes and any other information the committee deems necessary to be on the website.
2. Post job and scholarship opportunities.
3. Maintain accurate committee / member information listed on the website.
4. Annually, request a budget amount to allow for the yearly costs associated with hosting and maintenance of a functioning website and a designated amount to hold in reserves for future website upgrades. Attend budget and transitional meeting to present budget request.

Required Reports

Reports regarding the ongoing upkeep and maintenance of the website.

Historical Notes:

Communication Committee was removed from the handbook in 2023. It is no longer active. Re-added in 2025 as the Marketing and Communications Committee.

Liquor committee was officially added in 2025.