

# COLORADO MUNICIPAL CLERKS ASSOCIATION

## **POLICIES & PROCEDURES AND COMMITTEE HANDBOOK**



PREPARED BY  
CMCA EXECUTIVE BOARD  
NOVEMBER 1996  
(Updated July 2023)

## Table of Contents

<b>COLORADO MUNICIPAL CLERKS ASSOCIATION MISSION STATEMENT</b> .....	4
<b>CODE OF ETHICS</b> .....	5
<b>GENERAL INFORMATION</b> .....	8
<b>CMCA Meetings</b> .....	8
<b>Membership Categories</b> .....	8
<b>Dues</b> .....	8
<b>Adoption of CMCA Budget</b> .....	9
<b>EXECUTIVE BOARD</b> .....	10
<b>President</b> .....	11
<b>Vice President</b> .....	13
<b>Secretary</b> .....	14
<b>Treasurer</b> .....	15
<b>Past President</b> .....	18
<b>Directors</b> .....	19
<b>CMCA COMMITTEES</b> .....	21
<b>Annual Conference Committee</b> .....	23
<b>Annual Conference Site Selection Committee</b> .....	25
<b>Audit Committee</b> .....	26
<b>Awards Committee</b> .....	28
<b>CMCA Nominations Form</b> .....	31
<b>Sample Articles Soliciting Nominations</b> .....	33
<b>Sample Letter Sent to Manager/Mayors Soliciting Nominations</b> .....	35
<b>Sample Award Announcement Press Release</b> .....	36
<b>Sample Award Announcement</b> .....	37
<b>Press Release for Newsletter and CML Newsletter</b> .....	37
<b>Sample Award Announcement Letter to Manager/Mayor</b> .....	38
<b>Certification of Recognition</b> .....	39
<b>Education Committee</b> .....	40
<b>EDUCATION PAYMENT, CANCELLATION, AND REFUND POLICY</b> .....	42
<b>Executive Board Nominating Committee</b> .....	44
<b>Handbook/Study Committee</b> .....	45
<b>Legislative Committee</b> .....	46

<b>Membership Committee</b> .....	47
<b>Records Management Committee</b> .....	48
<b>Roles and Responsibilities Relating to the Colorado Municipal Records Retention Schedule (CMRRS)</b> .....	49
<b>Guidelines for Making Revisions to the Colorado Municipal Records Retention Schedule (CMRRS)</b> .....	51
<b>CMCA Records Transfer Guidelines</b> .....	54
<b>Permanent Records of CMCA</b> .....	55
<b>Scholarship Committee</b> .....	59
<b>CMCA Scholarship Guidelines</b> .....	61
<b>CMCA Scholarship Guidelines for IIMC Conferences</b> .....	62
<b>Jean L. Rogers Scholarship Fund</b> .....	63
<b>Mary Watt Scholarship Fund</b> .....	64
<b>Scholarship Application</b> .....	65
<b>Mary Watt Scholarship Reimbursement Request Form</b> .....	67
<b>Web Page Committee</b> .....	68
<b>Colorado Municipal Clerk’s Association Request for Reimbursement</b> .....	69



## 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 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 Colorado Municipal League Annual Conference, 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:	\$130.00
Retired Members:	\$25.00
Honorary Members:	No annual dues assessed
Non-Municipal Members:	\$150.00
Business Members:	\$400.00

Dues are payable upon initial membership, then by February 15th of each year and are non-refundable. 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 two-year 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. Will 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. Maintain contact with the Institute Director, as needed.

### **Required Meetings**

1. Business meetings as designated by the transitional meeting.
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 business meeting and report on Association activities; carry the State flag at the opening ceremony proceedings. Attend, with the Education Chair and Institute Director.

allowable budget

### **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, IIMC Conference Registration, host hotel or comparable hotel, not to exceed \$5,000.
3. Mileage may be reimbursed at the current IRS rate for necessary travel.

## 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 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. Business meetings as designated by the transitional meeting.
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, IIMC Conference Registration, host hotel or comparable hotel, not to exceed \$5,000.
3. Mileage may be reimbursed at the current IRS rate for necessary travel.

## 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 packet of information, minutes, and committee reports distributed at each meeting and forward one complete set of originals to the Historian.
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.

### **Required Meetings**

1. Business meetings as designated by the transitional meeting.
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.

### Required Meetings

1. Business meetings as designated by the transitional meeting.
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. 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.

### **Treasurer's Tips**

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 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.
3. Serve as chair of the Past Presidents Council.

### **Required Meetings**

1. Business meetings as designated by the transitional meeting.
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. Business meetings as designated by the transitional meeting.
2. Annual Conference Committee Meetings.

### **Required Reports**

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

### **Allowable Budget Expenses**

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



## CMCA COMMITTEES

Standing committees of the Colorado Municipal Clerks Association are:

Annual Conference

Audit

Awards

Education

Legislative Membership

Past President

Records Management, including Historian Scholarship

Web 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.

Each January, the chairs of the current and prior year's standing committees are invited to attend the Transitional Meeting. This meeting is an opportunity for the Executive Board to identify the specific committee goals for the current year and for the past chairs to share information and resources. The Transition Meeting is open to any committee member.

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."

Each committee is charged with reviewing the policies, procedures, guidelines, and regulations governing its activities and recommend updates and changes to the Executive Board. This review should take place as needed by March 1st 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."

Each committee is charged with reviewing the policies, procedures, guidelines, and regulations governing its activities and recommend updates and changes to the Executive Board. This review should take place as needed by March 1st of each year.

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, Master's Academy 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, 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. JANUARY: The CMCA Board holds a Transitional Meeting in January. On the morning prior to CMCA's transitional meeting, the Annual Conference Committee meets with the previous year's committee to review the previous conference and begin planning for the current year.
2. JANUARY-MARCH- A site visit is conducted to conference facility.
3. JANUARY – MAY: Education Committee plans educational sessions. Moderator assignments and other responsibilities are assigned.
4. APRIL – MAY: Recruitment begins for exhibitors and sponsors.

5. JULY: A meeting is held to finalize conference plans. Conference registration begins (Conference Coordinator). The conference program is reviewed for content and accuracy.
6. AUGUST: The final program is prepared. Final preparations are made for exhibitors/sponsors.
7. OCTOBER: Conference. The committee provides assistance in preparing conference delegate packets and attends a pre-conference meeting with hotel management. Within two weeks of the conclusion of the conference, the committee meets to review and evaluate the conference.

## 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 Association 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 and Treasurer 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 CMCA Awards Committee's primary purpose is the solicitation and evaluation of nominations, and the selection of recipients for the following awards:

- CMCA Clerk of the Year (3 divisions)
- 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

Additionally, the CMCA Awards Committee is responsible for recommending to the Board members who may be eligible for special merit or recognition in a category not listed above, and for identifying members who are leaving the profession with at least 10 years of active service and thus eligible for a retirement award.

### Responsibilities

1. Solicit nominations for awards and other recognition. (NOTE: The CMCA Awards Committee has the right to recommend that a specific award not be given. The committee may also select recipients for Special Merit Awards unrelated to those listed above.)
2. Obtain plaques and other items of recognition and work with President to coordinate presentation(s).
3. Arrange for awards presentation at the CMCA Annual Conference.
4. Issue certificates to clerks nominated, but not selected for awards.
5. Obtain award and gift for outgoing President.
6. Review the policies, procedures, guidelines and regulations governing the activities of the committee and recommend updates and changes to the Executive Board.
7. In addition to the periodic reports listed in the Committee Overview, awards criteria, announcements, and nominations received should also be transferred to the Historian.

### Specific Activities

1. Solicit nominations through a press release (a) published in the June and July President memo and CMCA website news section, and (b) sent to the Colorado Municipal League for inclusion in its June and July newsletters.
2. Send solicitation letters to mayors or managers of all Colorado municipalities no later than July 15 for a deadline the first week in August.
3. Order awards no later than August 15. (May require earlier ordering depending on vendor.)
4. Notify mayors/managers of award winners and invite them to attend awards ceremony at the CMCA Annual Conference.
5. Create press releases announcing award recipients for distribution to local media and the CML newsletter.

6. Following the awards presentation at the CMCA Annual Conference, send nominees of all awards a letter congratulating them on their nomination.
7. Work with President to schedule timely presentation of the Clerk of the Year award at recipient's council/board meeting.
8. Submit reminders asking member to inform the CMCA Awards Committee of members needing a card sent to them.

### **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.



### CMCA Nominations Form

Name of Nominee:

Title:

Phone:

Municipality:

Mailing Address:

Nominated by:

Title:

Phone:

Municipality:

Mailing Address:

Municipality Size:

- Small: less than 8,000
- Medium: 8,000-60,000
- Large: 60,000-250,000

Is the Nominee currently a member of the Colorado Municipal Clerks Association?

- Yes
- No
- Not Sure

RETIREMENT AWARD ONLY: Has the Nominee completed 10 years as a Clerk, Deputy Clerk, or in a related position?

- Yes
- No

RETIREMENT AWARD ONLY: Dates of Service: \_\_\_\_\_

Describe in detail the Nominee's outstanding contributions to the municipality:

Describe in detail the Nominee's active, extensive, and continued participation in activities that have furthered the goals of the Colorado Municipal Clerks Association (CMCA):

List Nominee's activity demonstrating a commitment to personal and professional development (i.e., continuing education):

Describe in detail the Nominee's participation in professional associations (e.g., International Institute of Municipal Clerks (IIMC), Association of Records Managers and Administrators (ARMA), Colorado Finance Officers Association (CGFOA), Colorado Association of Parliamentarians (COA), Colorado Public Personnel Association (CPPA), etc.):

List offices held or committees served on by Nominee (IIMC or CMCA):

List Nominee's participation as a presenter at CMCA or IIMC-recognized conferences, seminars, or education programs:

Additional Comments:

## Sample Articles Soliciting Nominations

First submittal in July to be sent to CML

### **MUNICIPAL CLERKS SEEKING NOMINATIONS**

Every year the Colorado Municipal Clerks Association presents awards to honor the contributions of clerks who have significantly impacted a municipality, and to honor individuals or organizations who have made a significant impact on our organization. This year, the following awards will be made at the CMCA Fall Conference:

- Clerk of the Year
- Outstanding Contribution to a Municipality by a Clerk
- Outstanding Contribution to CMCA by a Clerk
- Outstanding Contribution to CMCA by a Person or Organization other than a Clerk (i.e., CML, State or Local Agencies, etc.)

In addition, please let us know if your municipality has a clerk retiring this year who has served their municipality for a minimum of 10 years as we would like to recognize their contributions. More information is available online at <http://www.cmca.gen.co.us/>. Nominations for these awards must be received by (date) and should be submitted to:

(Provide name and address of committee member assigned to collect nominations.)

Nomination forms will also be forwarded to Mayors Managers and Administrators in August.

Second submittal in August to be sent for press release and CML

### **COLORADO MUNICIPAL CLERKS ASSOCIATION AWARDS PROGRAM**

The Colorado Municipal Clerks Association (CMCA) Awards Committee is soliciting nominations for the following awards to be presented at the CMCA Fall Conference in (location):

#### **Clerk of the Year**

For recognition outstanding dedication to the profession of Municipal Clerk and exceptional service to a municipality. Nominees must be Municipal Clerks and members of CMCA. Nominations must be made by a member of CMCA or by a representative of the Clerk's Municipality on the nomination form provided, and attachments are limited to two (2) pages.

#### **Outstanding Contribution to a Municipality by a Clerk**

For recognition of outstanding and notable contributions to a municipality. Nominees must be Clerks and members of CMCA. Nominations must be made by a member of CMCA or by a representative of the Clerk's Municipality on the nomination form provided, and attachments are limited to two (2) pages.

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

For recognition of a unique accomplishment in an area of special expertise that furthers the goals of CMCA (e.g., public relations, records management, legislative activities, elections, etc.)

or for completion of a specific project or assignment during the current year. Nominations are accepted by nomination letter.

**Outstanding Contribution to CMCA by a Person/Organization other than a Clerk**

For recognition of outstanding contribution to CMCA. Nominees are organizations or persons other than clerks, and nominations are accepted by nomination letter.

**Special Merit Award**

For recognition of accomplishments unrelated to the above awards. Nominations are accepted by nomination letter.

**Retirement Awards**

Retirement Awards will be presented to Clerks who have completed 10 years of service as a Clerk, Deputy Clerk, or in a related position with active membership in CMCA. Municipalities are encouraged to contact CMCA with information on retiring clerks.

Additional information and nomination forms are available online at <http://www.cmca.gen.co.us/>. Nominations should be submitted by (date) to:  
(Provide name and address of committee member assigned to collect nominations.)

Sample Letter Sent to Manager/Mayors Soliciting Nominations

DATE

(Name and Address)

RE: Nominations for Municipal Clerk of the Year

Dear Mayor/Manager/Administrator:

The Colorado Municipal Clerks Association (CMCA) is soliciting nominations for Clerk of the Year as well as the Outstanding Contribution to a Municipality by a Clerk awards.

We're confident that your municipality's Clerks have provided outstanding service and represented our profession well. If you believe that a clerk in your organization has exceeded expectations, please take the time to nominate them for one of these awards:'

**Clerk of the Year**

For recognition of outstanding dedication to the profession of Municipal Clerk and exceptional service to a municipality.

**Outstanding Contribution to a Municipality by a Clerk**

For recognition of outstanding, notable and unique contributions to a municipality.

Nominees must be Municipal Clerks and members of CMCA, and nominations must be made by a member of CMCA or by a representative of the Clerk's Municipality on the nomination forms provided. Please note, attachments are limited to two (2) pages.

Nominate a clerk for outstanding service to your community and organization by completing the appropriate nomination form and returning it with any supporting materials by (Date) to:

(Name and address of committee member assigned to collect nominations)

We appreciate your support and desire to recognize your Municipal Clerks. You will be contacted should your nominee be selected, and CMCA will present the awards at our Annual Conference in October.

Sincerely,

Awards Committee Chair

Sample Award Announcement Press Release

CONTACT: (name and address of committee member issuing release)

FOR IMMEDIATE RELEASE-

**COLORADO MUNICIPAL CLERKS RECOGNIZE WOODLAND PARK CITY CLERK  
CINDY MORSE NAMED 2001 CLERK OF THE YEAR**

The Colorado Municipal Clerks Association recently named Woodland Park City Clerk Cindy Morse as 2001 Clerk of the Year. Morse has worked for the City of Woodland Park since 1981 and was sworn in as City Clerk in 1984.

According to the nomination, Morse was recognized by her peers for being a strong leader and role model in the Municipal Clerk profession as well as for being a dedicated servant of the City of Woodland Park and its citizens. Morse is an active member of the Colorado Municipal Clerks Association (CMCA) and the International Institute of Municipal Clerks (IIMC). She has received the IIMC Certified Municipal Clerk designation and has attained the IIMC Academy for Advanced Education designation. She is currently working toward her Master Municipal Clerk certification. "Ms. Morse's contributions to CMCA and the Municipal Clerk profession have been numerous and constant. She is a role model to her statewide and international peers – always displaying poise, tact and good judgement," said Durango City Clerk and Past CMCA President Linda Yeager. "Cindy is not only a true leader, but also an accomplished worker. She has inspired progressive, innovative programs and instilled pride in the CMCA membership, as well as dignity in the profession."

Cindy manages the day-to-day activities of the Clerk's Office and consistently provides extraordinary and friendly service to the citizens throughout the community, region and state. "Cindy is an excellent Clerk and is truly outstanding in her field," said Woodland Park City Manager Mark Fitzgerald.

Morse was presented with the Clerk of Year award on November 15 during the CMCA Fall Conference.

Sample Award Announcement  
Press Release for Newsletter and CML Newsletter

Colorado Municipal Clerks Association Honors Award Recipients

At the Colorado Municipal Clerks Association (CMCA) Annual Conference on (date), in (location), CMCA presented the following awards:

**Clerk of the Year – Cindy Morse, CMC, City of Woodland Park**

Cindy was recognized as Clerk of the Year by CMCA for her commitment to continuing education, her leadership in the Colorado Municipal Clerk’s Association and her overall dedication to the City of Woodland Park and CMCA.

**Outstanding Contribution to a Municipality by a Clerk – Nanette Fornof, CMC, Town of Milliken**

Nanette was recognized for her work on a model retention schedule for all municipal records. She was also recognized for assisting a neighbor municipality in rescuing their vital records when their City Hall was hit by a flash flood.

**Outstanding Contribution to CMCA by a Clerk – Kathryn Young, CMC, City of Colorado Springs.**

Kathryn was recognized for her hard work in establishing an elections curriculum for the organization’s On-The-Road Workshop training program.

**Outstanding Contribution to CMCA by a Person other than a Municipal Clerk**

Molly Davis, CMC/CRM, Circuit Rider Records  
Terry Ketelsen, Archivist, State of Colorado;  
Bob McCool, Aerial Design  
Cam Marshall, Marshall Information.

Molly and Terry were recognized for their efforts in assisting Colorado Clerks to establish a Model Retention Schedule for municipal records.

Bob and Cam were recognized for their contributions and assistance in updating CMCA’s Website and bringing it into working order.

Sample Award Announcement Letter to Manager/Mayor

Date

Mark Fitzgerald, City Manager City of Woodland Park  
P.O. Box 9007  
Woodland Park, CO 80866

RE: COLORADO MUNICIPAL CLERKS ASSOCIATION 2001 CLERK OF THE YEAR

Dear Mr. Fitzgerald:

On behalf of the Colorado Municipal Clerks Association (CMCA), I am pleased to inform you that your City Clerk Cindy Morse has been selected to receive the prestigious 2001 Clerk of the Year award.

Formal announcement and presentation of this award will be made at the CMCA Fall Conference at the Village at Breckenridge Resort on Thursday, November 15, 2001. You and your City Council are invited to attend the ceremony to help celebrate Cindy's recognition. Please feel free to bring any other guests that you feel are appropriate. The Business meeting will begin at 1:00 p.m. and the awards ceremony may begin as early as 1:45 p.m. If you are able to attend to help celebrate Cindy's recognition, please let me know. I can be reached at (719) 687-5295. This award is a surprise, so please keep it a secret!

Additionally, CMCA would like to arrange to have an Executive Board member from our organization make this presentation to Cindy in front of the Woodland Park City Council. Please let me know when you think it would be appropriate to schedule this event.

CMCA's membership represents over 300 members and for Cindy Morse to be selected as Clerk of the Year by her peer organization is a very prestigious honor. I know that you are as proud of Cindy as we are at the Colorado Municipal Clerks Association.

Sincerely,

Awards Committee Chair

cc: Mayor Prentis Porter & City Council

Certification of Recognition

PRESENTED TO

LAURA SMITH

for Demonstrating Excellence in the Municipal Clerk Profession and Nomination for

YEAR Clerk of the Year Nominee

Colorado Municipal Clerks Association

NAME President

Date

## 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 Colorado Institute for Municipal Clerks
- Masters Academy Sessions (Various dates throughout the year)
- Professional Development Outreach
- Distance Learning Webinars
- Lunch and Learns
- Annual Conference

### Specific Activities

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

1. Finalize the CML Conference section.
2. Identify, PDO and Lunch and Learn Coordinator
3. Preliminary planning and assignments to committee members to establish course content for the Annual Conference.
4. Review course and program content for the Institute and Masters Academies.

### Responsibilities

Academic program planning and implementation in collaboration with the institute director.

1. Identify and secure speakers, presenters, panelist and moderators for sessions.
2. Arrange for any required materials/audiovisual equipment.
3. The Chairs and Vice-Chairs serve on the Annual Conference Committee (See specific handbook sections on the process for this committees)
4. 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

Professional Development Outreach offers educational opportunities to CMCA members in the areas of elections, records management, liquor licensing, marijuana licensing, and the fundamentals and practicalities (“nuts and bolts”) of a Municipal Clerk’s office. These sessions

are established by the PDO Coordinators in collaboration with the Institute Director and taught throughout the state by certified CMCA instructors.

The host and a second person from the municipality will receive free registrations for the session they are hosting.

Curriculum Coordinators coordinate and schedule the Professional Development Outreach sessions and forward their scheduled classes to the Education Chair and PDO Coordinator who notifies the membership through available communication tools and included on the CMCA website. The Curriculum Coordinators coordinate the sessions with other certified instructors and host communities. In addition, certification of new instructors is conducted when necessary and based upon guidelines established by the Curriculum Coordinators. The Curriculum Coordinators, on an annual basis, consider updates to existing curriculum, as well as consideration of new curriculum (finalizing curriculum by the end of March). Non-Certified clerks will be allowed to participate in the Train the Trainer program as an associate instruct

### **Annual Conference**

The Education Committee Chairs and Co-Chairs serve on the Annual Conference Committee, along with the CMCA Executive Board, 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, is established on a three-year cycle to 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. Although there are no specific criteria for the Masters Academy the focus is on management and leadership.

### **Attachments**

Education Payment, Cancellation and Refund Policy



## EDUCATION PAYMENT, CANCELLATION, AND REFUND POLICY

Payment, Cancellation Refund and Reimbursement Policy | 2010, updated 2014

Approved on November 17, 2010, by the CMCA Executive Board

### **CMCA Webinar Refunds**

1. Registration fees for webinars may be paid by check or with credit card.
2. Those from whom payment has been received but can't participate on the day of the live webinar, will be given a hyperlink to that recorded session in lieu of a refund. That individual must complete the class within 30 days to receive scholastic credit.
3. "No Charge Webinar" class sizes are limited. Participants who register but who are unable to attend are asked to cancel as early as possible so the seat can be offered to another person.

### **CMCA Professional Development Outreach (PDO) sessions (formerly On-the-Road Workshops)**

1. Instructors who cancel the sessions must give at least 48 hours' notice before the starting time of the session when possible. There will be circumstances beyond their control at times when this cannot happen, but these instances should be few and only due to extreme incidents. In this instance, the instructors should give notice as soon as possible. Communication should be by email, text or telephone contact. Everyone on the registered class list is to be notified.
2. The minimum number of attendees required is ten (10). The session is to be cancelled if there are less than ten (10) in attendance. The host should be in communication with the instructors regarding attendance prior to the session.
3. Cancelled sessions are non-refundable. A voucher to attend another PDO session will be issued. The voucher will be valid for the year in which the PDO was cancelled.
4. Sessions should be pre-paid in order to assist the hosts and instructors in preparation. The schedule should be released in March/April of each year. The PDO session schedule is from April to October of each year. PDO coordinators should release the information to the hosts and instructors as soon as possible so that they can advertise the session.
5. Hosts should arrange for participants to have lunch on their own or hosts should pick a restaurant that can accommodate the group. If the host arranges a catered lunch, and the session is cancelled, they will not be reimbursed.
6. Participants who do not attend the session forfeit monies applied toward lunch.
7. Instructors will be reimbursed \$50.00 flat fee for driving mileage over 200 miles to teach a session. The reimbursement will require mileage proof (MapQuest, Google map) and a completed reimbursement form.

8. Instructors will be reimbursed for one night's hotel stay (per session) if the location is more than a four (4) hour drive from the instructors' location. The hotel rate must be reasonable, and a receipt is required along with a completed reimbursement form.
9. Instructors will not be reimbursed for meals or for any "prizes" given away in the session.

## 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.

## Handbook/Study Committee

### **Purpose**

The Handbook/Study Committee is responsible for researching issues which have been determined by the Executive Board to be of importance and significance to the membership and for proposing an appropriate course of action on these items.

### **Responsibilities**

1. Research the issue(s), including conducting membership surveys and querying other organizations.
2. Propose a course of action to the Executive Board, including the pros and cons of such action as well as the pros and cons of taking no action.
3. If an item(s) is to be voted on by membership, prepare a proposed ballot title and provide background information to Executive Board for inclusion in ballot packet. The Board will forward the packet on to the Executive Board Nominating Committee.
4. Review the policies, procedures, guidelines, and regulations governing the activities of the Committee and recommend updates and changes to the Executive Board.

### **Required Reports**

In addition to the periodic reports listed in the Committee Overview, surveys and other background information used in making recommendations should be transferred to the Historian.

## 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. Monitor legislative activities of the Colorado General Assembly
2. Analyze legislation
3. Determine impact, if any, on municipal clerks and municipalities
4. Keep municipal clerks apprised of current legislation.
5. Serve as liaisons between CML and CMCA regarding legislation.
6. Seek additional input from other municipal experts and/or trainers in specific topics who are not Committee members

### **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.

## 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. Ensure that members receive renewal notices between December 1 and December 31. It should be noted that a CMCA membership is an annual January-December membership. All renewals are due the first of the year, regardless of when a clerk became a member of CMCA. All membership dues are due by February 15th of the year.
2. Conduct intensive membership drives December through February and again during April and May. Membership reminders should also be provided at the Colorado Institute for Municipal Clerks.
3. 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.
4. Review, in odd numbered years, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.
5. Interact with the Web Page Committee regarding access of membership information on the internet.

### Specific Activities

1. On April 1, 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. Conduct intensive membership drive for those who have not traditionally held membership, and for those who still have not renewed during April and May.
3. Develop and distribute new member information packets for first-time persons holding CMCA memberships and/or new persons taking over a position. This packet of information can include the resource list, the latest emailed newsletter from the President directory, and anything else that the Membership Committee believes may be helpful.
4. Submit information to the President for weekly newsletters that includes statistical data, as well as transition information. The Web Page Committee will provide transition information as it occurs.
5. Membership renewal notices for the next year should be sent electronically mid to late December. Update the membership form if needed and ask the Web Page Committee Chair to post it on the web. Review the automatic website messages and offer changes to the website administrator. Follow up with any members who have not renewed by May.

## 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 CMCA RMC 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. Develop tools for use by municipal clerks in a variety of records management areas.
4. Digitize CMCA Records and keep the digital records updated.
5. Review the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.

### **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

**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 Outreach (PDO)
- CMCA Annual Conference
- International Institute of Municipal Clerks (IIMC) Region VIII Conference
- IIMC Annual Conference

### Responsibilities

1. Solicit nominations for scholarships. For all conferences other than the annual Region VIII 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 of the status of the awards.
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, Colorado Municipal League Annual Conference, 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 by March 31 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.

Applicant must be eligible to vote.

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 stay for the entire conference, which includes voting at the IIMC Business Meeting.

### 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. The 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.

Funding levels will be determined by the Executive Board at the time the annual budget is presented to the membership.

4. The scholarship committee will select applicant(s) from among the qualified applications as the budget allows.
5. 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. Seventy-five percent (75%) of the profits from the previous year's Annual Conference fundraising activities; and
  - d. Other fundraising efforts as determined by the Executive Board.
6. 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 (“PDO”) course.

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 \$25 to help defray the cost of their municipal clerk or deputy clerk for attending a PDO course during the calendar year.
4. If the funds are available, one scholarship will be funded after each PDO 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 Treasurer.
5. The winner must be a current member of CMCA in order to qualify for the scholarship monies.
6. PDO participants can apply for the scholarship at each PDO class they attend, but they can only win once during any calendar year.
7. Application for the Mary Watt Scholarship Fund will be made on its own form, separate from the regular scholarship application process.
8. Contributions to the Mary Watt Scholarship Fund will include:
  - a. Transfers from the General Operating Account, as determined by the Executive Board;
  - b. Twenty-five percent (25%) of the profits from the previous year’s Annual Conference fundraising activities; and
  - c. Other fundraising efforts as determined by the Executive Board.
9. Notice of receipt of this scholarship will be made in an electronic communication to CMCA Members.

Scholarship Application

Application Date:

Select Conference  
CMCA Annual Conference

Last Name    First Name    Mailing Address  
Telephone Number    Fax Number    Population of your Municipality: \_\_\_\_\_

E-Mail to:  
Scholarship Chair  
cmcascholarship@gmail.com

Municipality

City and State    Zip Code    E-mail Address

City/Town Clerk     Deputy City/Town Clerk\*\*     Other    \*\*

\*\* If other, not clerk or deputy, please attach list of job duties.

Years in your present position: \_\_\_\_\_    Are you a member of IIMC? Yes    No    Are  
you a member of CMCA? Yes    No

Have you previously attended this event/conference? \_\_\_\_\_    Dates: \_\_\_\_\_

List dates of attendance at CMCA Business Meetings: \_\_\_\_\_

Have you previously applied for and/or been awarded a CMCA Scholarship? \_\_\_\_\_

Conference(s) and Years(s): \_\_\_\_\_

List CMCA Committees on which you have served and the year(s):

What are your career goals?

---

---

---

How is this class/event/conference important to your career goals? What do you hope to learn from this event?

**Financial Information**

2023 General Fund Budget for your Municipality \$ \_\_\_\_\_

Amount budgeted for this event/conference \$ \_\_\_\_\_

Amount requested from Scholarship Fund \$ \_\_\_\_\_

Commuter

Non-Commuter

Please list any other scholarship/grants for this event/conference: \_\_\_\_\_

Please indicate the source of funding for last year's event/conference (if applicable) Municipality \$ \_\_\_\_\_ CMCA Scholarship \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

- Applicants must be a Member of the CMCA by March 31 of the current year. Questions regarding membership should be directed to the Membership Chair.
- The scholarship funding program attempts to assist as many applicants as possible, therefore no full scholarships will be awarded. This guideline assumes continued numerous applications and limited funding.
- Consecutively awarded scholarships may be reduced in order to encourage municipalities to budget for conferences and education.
- Scholarship awards are for education programs only. Scholarships do not include pre-conference sessions, off-site activities, travel, lodging or meals.
- Municipal Clerks shall receive first priority in consideration of scholarship awards, after which applications for Deputy Clerks and Others shall be considered.
- Review CMCA handbook for additional information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervising Clerk/Town Manager/Mayor \_\_\_\_\_ Date \_\_\_\_\_

**Mary Watt Scholarship Reimbursement Request Form  
(Professional Development Outreach (PDO) Students Only)**

PLEASE TYPE OR PRINT      Email form to:  
INFORMATION REQUESTED      Scholarship Chair cmcascholarship@gmail.com

Last Name      First Name      Municipality

Mailing Address      City and State      Zip Code      Telephone Number      Fax Number

E-mail Address

Name of PDO Attended: \_\_\_\_\_      Date: \_\_\_\_\_  
Location: \_\_\_\_\_

Amount requested from Mary Watt Scholarship Fund \$ \_\_\_\_\_

- Winner must be a current Member of the CMCA. Questions regarding membership should be directed to the Membership Chair.
- If the funds are available, scholarship(s) will be funded after each PDO course during the calendar year. The winner(s) will be determined by the host clerk drawing the winner's name from a hat. The host clerk and winner(s) will complete and forward the Mary Watt Scholarship Reimbursement Request to the CMCA Scholarship Chair. The Scholarship Chair will forward the information to the CMCA Treasurer.
- Scholarship awards will be actual PDO registration cost only, no travel or lodging.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Hosting Clerk \_\_\_\_\_ Date \_\_\_\_\_

## Web Page Committee

### **Purpose**

The purpose of the Web Page 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.