



# PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

# Policies & Procedures Manual



Atlantis • Belle Glade • Boca Raton •  
Boynton Beach • Briny Breezes • Cloud  
Lake • Delray Beach • Glen Ridge • Golf  
• Greenacres • Gulf Stream • Haverhill •  
Highland Beach • Hypoluxo • Juno Beach  
• Jupiter • Jupiter Inlet Colony • Lake  
Clarke Shores • Lake Park • Lake Worth  
• Lantana • Manalapan • Loxahatchee  
Groves • North Palm Beach • Ocean Ridge  
• Mangonia Park • Palm Beach • Palm  
Beach Gardens • Pahokee • Palm Springs  
• Palm Beach Shores • Riviera Beach •  
Royal Palm Beach • South Bay • South  
Palm • Tequesta Beach • Wellington •  
West Palm Beach • Westlake



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**Presented by the**  
**By-laws & Rules**  
**Committee**

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## INTRODUCTION

This manual of Policies and Procedures is intended to be used as a reference tool for the Board of Directors and its membership and has been compiled as a flexible procedural guideline. It provides direction for the Board of Directors in order to fulfill the duties of their Office; and provides policies in written form that may be reviewed and revised from time to time. This manual is not intended to be a legal resource, but only a guideline to establish goals and objectives, as well as provide an efficient and effective Management Plan for the Palm Beach County Municipal Clerks Association on behalf of its membership.

## MISSION AND GOALS

- ❖ Provide information on current legislation related to the duties and responsibilities of Municipal Clerks.
- ❖ Promote the role of the Municipal Clerk in the administration of government by educating appointed and elected officials, as well as the public, as to the value of the Municipal Clerks profession.
- ❖ Encourage experienced Municipal Clerks to contact and mentor new Municipal Clerks to offer guidance and information.
- ❖ Emphasize the need for on-going awareness and education; and utilize any input from Municipal Clerks relative to training, education, and courses or seminars.
- ❖ Set an example for the Municipal Clerks profession by always projecting self-esteem, self-confidence, and character with personal spirit. Always represent the association with courtesy, professionalism, and a mind to serve the association and the public.

## ASSOCIATION GOALS

The annual goals of the Board of Directors may change from time to time, depending upon many variables, i.e. state legislation, county issues, or local concerns. Therefore, the below examples provide a specific place to update the goals by the current Board of Directors upon their election to Office.

This example also provides a means to discuss and focus on the important and/or special projects to be accomplished by the Board of Directors during their term of office.

Yearly, prior to the installation of new Officers, the outgoing Board shall provide a report listing the goals of that Board and the status of each to the Vice President. At the goal setting meeting, the new President shall solicit suggestions from the Board of Directors as how to complete the current goals and establish new annual goals to be completed during their term of Office.

### EXAMPLES:

1. Update the policies and procedures manual.
2. Create a membership orientation packet.

**Note:** A “Goal Setting” session with the Board of Directors should be scheduled each November, resulting in a written action plan to include timelines and deadlines, to accomplish the established goals.

**ASSOCIATION PLANNING CALENDAR**

<b>Month</b>	<b>Association Planning Calendar</b>
October	<ul style="list-style-type: none"> <li>• Formal announcement of election results</li> <li>• Oaths of Office for Officers and Directors and Certificates of Appointment to be presented</li> <li>• Outgoing Officers to provide incoming Officers with a Welcome Packet that includes the best practices and procedures for their Office</li> <li>• Present End-of-Year Financial Report and Adopt Final Budget</li> <li>• Determine membership meeting locations</li> <li>• Membership Committee to provide “Membership Report (See Article IX, Section 3 of By-Laws)</li> <li>• Present Association with at least two (2) charitable organizations to vote upon to support for the New Year.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Board of Directors Annual Goal Setting Meeting</li> </ul>
December	<ul style="list-style-type: none"> <li>• Holiday Luncheon</li> </ul>
March	<ul style="list-style-type: none"> <li>• Election Committee Chair to extend invitation to Supervisor of Election to speak at the April Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Corporation Not-for-Profit Business Report due to the State of Florida by May 1<sup>st</sup> Treasurer prepares documents electronically and requests, President’s permission to submit on her/his behalf.</li> <li>• Association Scholarship Applications due by April 1 for review.</li> <li>• Scholarship Committee to award Scholarships at April meeting.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Annual dues for membership shall be recommended by the Board of Directors and approved by a majority of the membership biennially, on even years. Nominating Committee Chair distributes Nomination Ballots (Deadline July 1<sup>st</sup>)</li> </ul>
July	<ul style="list-style-type: none"> <li>• Nominating Committee tallies ballots (Deadline August 1<sup>st</sup>)</li> <li>• Annual Elections Informational Session</li> </ul>

**ASSOCIATION PLANNING CALENDAR**

<b>Month</b>	<b>Association Planning Calendar</b>
August	<ul style="list-style-type: none"> <li>• Slate of Officers presented by Nominating Committee.</li> <li>• Unopposed candidates shall be voted upon by show of hands at the August meeting.</li> <li>• Treasurer submits committee donations to selected organization(s).</li> <li>• Incoming President begins recruitment of Committee Directors to be sworn-in at the October meeting.</li> <li>• Proposed Budget to be presented by the Treasurer.</li> <li>• President to solicit suggestions of charitable organizations to sponsor for the upcoming new year.</li> <li>• Election Ballots distributed (Deadline September 1<sup>st</sup>)</li> </ul>
September	<ul style="list-style-type: none"> <li>• Incoming President prepares Oaths and Certificates of Appointment for new Officers and Committee Chairs</li> <li>• Outgoing President prepares Certificate of Appreciation for outgoing Officers/Committee Members</li> <li>• Membership Director to distribute Membership Renewal Notices by September 30<sup>th</sup>.</li> <li>• Ballot return deadline September 30<sup>th</sup>. Nominating Committee to tally votes soon thereafter.</li> <li>• Board to provide report listing goals and status of each to the Vice President (Incoming President).</li> </ul>

## ASSOCIATION RECORDS MANAGEMENT

The Palm Beach County Municipal Clerks Association (PBCMCA) Board of Directors recognizes the necessity of reducing the size of records storage, while maintaining a complete historical record of the Association.

A virtual account for records storage has been set up on Dropbox.com where documents can be scanned and uploaded in a format that can be accessed on any computer by any Board member. The user name and password is given to the Board Officers and Committee Directors only.

As technology and membership changes, in the future it will likely be necessary to transfer these records to a different available technology. The Board of Directors urges maintenance of all association records, in the appropriate electronic format, to maintain accessibility.

## ATTENDANCE

The PBCMCA Board of Directors are required to meet no less than once during the year, with additional meetings called by the President/Chair of the Board, or upon the written request of three (3) Board members.

Dates and times of these Board meetings shall be established well in advance to provide ample opportunity for members to calendar these meetings.

Members of the Board can only be effective if they attend all Association meetings on a regular basis; therefore, attendance shall be expected and monitored. The Board recognizes that circumstances often arise beyond one's control. However, an efficient and effective Board cannot function with less than a full membership. If a member of the Board is absent for more than one (1) meeting per year, the circumstances surrounding the absences shall be reviewed by the Board, as a whole, to determine if that member shall remain in his or her position.

Board Meeting attendance by telephone is permissible providing a quorum is in physical attendance.

Teleconference Board of Director's meetings may be conducted under special or emergency circumstances.

## BY-LAWS/RULES COMMITTEE

Refer to the By-Laws Article IX, Section 5.

## DONATIONS AND SPONSORSHIPS POLICY

Acceptance of any donation (including but not limited to any contribution, gift, or grant) to the Palm Beach County Municipal Clerks Association (PBCMCA) is at the discretion of the Board of Directors. Upon the offer of a donation, the Board of Directors will review the donation to determine if it is consistent with the purpose, mission, and By-Laws of the Association and vote on whether or not to accept the donation. The Board of Directors will not accept any donation unless it can be used or expended consistently with the purpose, mission, and By-Laws of the PBCMCA.

The Board of Directors will respect the intent of the donor relating to donations for restricted purposes and those relating to the desire to remain anonymous. The Association may accept cash donations in any amount. A named fund may be established, upon request of the donor, with a donation of \$500.00 or more. The Secretary of the Board will provide written acknowledgement to the donor of the Board's decision regarding acceptance of donations within thirty (30) days of the donation offer.

The PBCMCA seeks to give back to our communities and contribute to charitable organizations that benefit Palm Beach County residents. The Association may annually choose a charitable organization(s) to sponsor through community service and/or a donation. Each August, members of the Association will be asked to provide the President with suggestions of an organization(s) to sponsor for the following fiscal year. The Board will consider the suggestions and present the Association with at least two (2) organizations at the October General Meeting. The General Membership will vote on which charitable organizations to sponsor, and the sponsorship levels, each October. Any monetary contributions to any charitable organization will be funded through the membership making volunteer donations at each general meeting. These funds shall be monitored and accounted for by the Treasurer.



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## EDUCATION COMMITTEE

The PBCMCA Board of Directors has determined, with the concurrence of the members of the Association, that on-going education is imperative for its membership to keep abreast of fast paced technological advancements and legislative changes.

The Board believes it is in the best interest of the association to provide certified professional educators and training staff to present pertinent educational programs during the bi-monthly meetings of the association. To provide this level of expertise, the Board of Directors charges the Education Committee to coordinate the education efforts of the association.

Funding for educational workshops is allocated in the annual budget, which is approved by the membership.

The Board of Directors hereby deems that any professional speaker who has the ability to enlighten and educate will be due reasonable fees.

The Education Committee shall provide an on-going list of local educational courses, seminars, training, and other programs, approved by the International Institute of Municipal Clerks (IIMC), to the membership and notify the webmaster of any IIMC approved educational opportunities and related updates, if any.

## ELECTION COMMITTEE

The PBCMCA Board of Directors has determined the need for an Election Committee, to keep the members of the Association up to date with current changes that affect municipal elections.

The Election Committee shall be comprised of a minimum of a Chair and two members. The Chairperson shall schedule Election Committee meetings on an as-needed basis.

### RESPONSIBILITIES:

- Schedule informational meetings/dialogs with the Supervisor of Elections, and/or his/her staff, to address any issues or questions from the Association, and to obtain clarification on the most expedient method of obtaining municipal elections results.
- Ensure the most current information and election law changes are made available to all members of the Association, well in advance of each municipal election, by means of but not limited to tracking House and Senate bills relating to elections, tracking Legislative sessions of the State's subcommittee on Ethics and Elections and tracking the activities of the FSASE (Florida State Association of Supervisors of Elections).
- Create and distribute to each municipality a calendar of important election dates and deadlines for the uniform elections held in March of each year no later than December 31<sup>st</sup> of each year.
- Present status report on new issues, as needed, at regular Association meetings.
- Design and implement training sessions as needed for the Association members no later than ~~October~~ July of each year.
- Ensure training reaches all areas specific to municipal elections
- Schedule location and cost of training workshop
- Provide anticipated costs to Treasurer for line item budget detail

## MEMBERSHIP COMMITTEE

In accordance with Article IX Section 3 of the PBCMCA By-Laws, the Membership Committee shall solicit new members to the association and provide a membership report at the annual meeting and be responsible for the maintenance and distribution of a member contact list in order to keep an up to date and accurate record of all members. The Membership Committee shall consist of a Chairperson, who shall also serve as Director, and a minimum of two (2) members in which the President shall make all appointments.

### Responsibilities of the Director of the Membership Committee are:

- Keep an accurate and up to date list of all members, preferably on an Excel spreadsheet which includes their name, title, phone number, fax number, e-mail address, and the name of the municipality or governmental agency they work for. This list shall be distributed to all of the members and when any changes are made to the list the entire membership must be notified of those changes.
- Develop and update membership application forms (see Exhibit “A”) and renewal/invoice forms and send the renewal invoices for annual dues to each municipality by September 30<sup>th</sup> of each year.
- Keep a record of the membership renewal forms and send all membership and renewal payments to the Treasurer.
- Order and distribute identification badges for each new member. Any replacement badges will be at the expense of the member and must be ordered through the Membership Committee Director and paid in advanced.
- Compile and distribute new member information which shall include a welcome letter (see Exhibit “B”) from the President that will inform the new member of a link to the PBCMCA website where documents can be downloaded. A membership lapel pin and I.D. badge would also be included.
- Recruit and solicit new members to the association.
- Mentor new clerks by reaching out to them and connecting them with other seasoned clerks that are available for mentoring.
- Keep a current list of members who are willing and able to mentor new clerks.

### Membership Dues

- Membership Dues are due by October 1<sup>st</sup> of each fiscal year. If not paid by November 30<sup>th</sup>, member will be removed from the roster and no longer considered a member of the Palm Beach County Municipal Clerks Association.
- Annual dues for membership shall be recommended by the Board of Directors and approved by a majority of the membership biennially, on even years

## NOMINATING COMMITTEE

The PBCMCA Board of Directors has determined the need for a Nominating Committee. PBCMCA By-Laws require all members be afforded an opportunity to nominate candidates to Chapter Offices. The By-Laws state that the nominating ballots should be distributed to every member no later than July 1<sup>st</sup> of each year and be returned to and tallied by the Nominating Committee no later than August 1<sup>st</sup> of each year, to be able to develop a slate of officers for presentation at the August meeting or an election ballot in the event there are multiple candidates for a position.

### A. Nominations

The Nominating Committee is chaired by the Immediate Past President and consists of a minimum of two (2) members appointed by the President. The duties and responsibilities of the committee are:

- Prepare and distribute Nomination Ballots to each member by July 1<sup>st</sup> each year. Ballots may be distributed by online survey, e-mail, fax, or USPS [see below instructions] at the discretion of the committee. Nomination ballots should include the duties of each position.
- Nomination Ballots are to be returned to and tallied by the committee by August 1st for the purpose of developing the slate of Officers or candidates to be presented to the membership at the August meeting
- Committee members are to verify nominees are active members and contact nominees to determine acceptance or denial of the nomination.

*Note:* In the event the Association is unable to meet in August, an email will be sent to the members with the list of nominees.

- ◆ If by fax or USPS (United States Postal Service), see Exhibit “C”; and
- ◆ If by email, use the following suggested language:

It is that time of year that members have the opportunity to nominate a new slate of officers for the upcoming (insert F/Y) Fiscal Year. (Insert President’s name) will be retiring as President, and Vice President (insert Vice President’s name) will move into that position. Nominations will be accepted for the offices of Vice President, Secretary, and Treasurer. Please return the attached nomination ballot to me no later than (insert day of week and date). Returning the ballot by e-mail (insert applicable email address) is preferred.

Be advised, members are permitted and encouraged to nominate themselves for any position.

## NOMINATING COMMITTEE

The Nominating Committee will tally the nominations, contact each person nominated to confirm their willingness to serve, and present the results at the August (insert date) meeting. Should there be more than one candidate for any office, election ballots will be mailed to you by September 1st. If you have any questions, please don't hesitate to contact any member of the Nominating Committee (insert committee member names).

On behalf of the Nominating Committee, we extend our appreciation to you for your membership and participation in the PBCMCA.”

### B. Elections

In the event there is more than one candidate for a position, an election ballot must be prepared. The ballot should include the position duties and a brief biography of each candidate (see Exhibits “D” and “E”)

Election ballots are to be sent to all members no later than September 1st of each year and shall be returned to the committee on or before September 30th of each year. Election results are to be formally announced at the October meeting and the elected Officers sworn in at that time. In the event of a tie in any one office, the winner will be declared by a flip of a coin before the membership during the upcoming October regular meeting

o Mail Process:

All members, via fax or USPS, shall be sent the following:

- Election Introduction letter (Exhibit “D”)
- Ballot (Exhibit “E”)
- Ballot Return Instructions (Exhibit “F”)
- #9 envelope marked “BALLOT” (required for secret return of voted ballot)

o Email Process:

All members shall be sent an email, with Bios and pictures of each candidate for office attached.

Suggested email wording is as follows;

“Thank you for your nominations for XXXX Officers. (insert number of nominations received) nomination ballots were received. Some nominees declined. INSERT THE “WINNER” OF ANY UNCONTESTED RACES HERE.

## NOMINATING COMMITTEE

The following offices are up for election this year:

Vice President – The Vice President shall prepare to assume the duties of the President at the conclusion of their term of office, in his/her absence, or in the event a vacancy occurs in that office, arrange for the location of the regular meetings and serve as the program and publicity chair in conjunction with the hosting clerk. The candidates are:

NOMINEE NAME, NOMINEE TITLE, AGENCY

NOMINEE NAME, NOMINEE TITLE - AGENCY

Secretary – The Secretary shall keep an accurate record of all meetings, preserve a permanent file of all records and correspondence of value, notify all appointees of their duties, carry on all official correspondence of the association, and perform other duties that pertain to the office. The candidates are:

NOMINEE NAME, NOMINEE TITLE - AGENCY

NOMINEE NAME, NOMINEE TITLE - AGENCY

Treasurer - The Treasurer shall keep the accounts of the association, receive and be custodian of all funds, pay invoices as approved by the Board of Directors, or President, or as authorized by the membership, report to the membership at the regular meetings, present a proposed budget at the August meeting for the forthcoming fiscal year, and present an end of fiscal year financial report each October. The candidates are:

NOMINEE NAME, NOMINEE TITLE - AGENCY

NOMINEE NAME, NOMINEE TITLE - AGENCY

A bio and picture for each candidate are attached to this e-mail. Please vote by means of electronic ballots via Survey Monkey. Click on the following link to cast your vote(s): (INSERT WEB ADDRESS).

Please be sure to submit your vote no later than September 30, 20XX.

### **C. Breaking a Tie-Vote**

- In the event of a tie vote between two candidates for any one office, the winner shall be determined by a flip of a coin before the membership at the October meeting.

Note: In the event the Association is unable to meet in August, an email will be sent to the members with the list of nominees.

## PURCHASING POLICY

The PBCMCA Board of Directors has determined that it is in the best interest of the membership to establish policies and procedures for expenditures. The purpose of this policy is to provide safeguards against misuse of Association funds by defining levels of authorization, establishing procedures for unbudgeted and emergency expenditures, and creating a purchase requisition system.

### Levels of Authorization: Budgeted Expenditures

- President – All budgeted expenditures such as, but not limited to, speaker fees, reimbursements, scholarships, and other Association activities shall require written authorization from the Board of Directors, or President, or as authorized by the membership prior to being paid out by the Treasurer.

### Levels of Authorization: Unbudgeted Expenditures

- \$100.00 or less – requires approval by the Board of Directors.
- Over \$100.00 – requires approval of the membership.

### Emergency Purchases:

- Emergency purchases over \$100.00 shall require approval by the Board of Directors, with notice to the membership as soon as practical thereafter.

### Purchase Requisitions:

Purchase requisitions (see Exhibit “G”) shall be required for each expenditure being requested and shall be accompanied by appropriate documentation. Where possible, requisitions shall be submitted for approval prior to the purchase of any goods or services.

Requisitions shall be submitted by the appropriate Director, to the Treasurer. The Treasurer will confirm available funding. Once approved by the Treasurer, the requisition shall be forwarded to the President for final approval. A copy of the approved requisition will be provided to the requestor, who will then obtain the goods or services. Receipts or other appropriate proof of documentation shall then be sent to the Treasurer for payment no later than 14 business days.

## SCHOLARSHIP COMMITTEE

The PBCMCA Board of Directors has determined, with the concurrence of the members of the Association, that it is in the best interests of the membership to begin a Scholarship Program. The goal of this Program is CMC attainment; however, those pursuing their MMC are still eligible. This program shall assist members by offering a scholarship process to help defray the cost of attending IIMC approved education in the event that members are unable to obtain funding from their municipalities. It is imperative that all members have an opportunity to attend IIMC approved education to increase their knowledge through continuing education, and to have the ability to network with other municipal clerks within the State to stay abreast of current issues and learn new techniques, procedures, and best practices that may help to accomplish the duties of their office. It is imperative that all members receive the education they need to keep up during these exacting times of change and fast-paced technological advances. Therefore, it is hereby established that only current Active Members of the Palm Beach County Municipal Clerks Association shall be eligible to apply for scholarship funding to attend IIMC approved education.

### SCHOLARSHIP COMMITTEE COMPOSITION

The Vice President shall chair the Scholarship Committee, which shall consist of a minimum of three (3) members, in addition to the Vice President, who shall accept and review Scholarship applications. The Board of Directors must approve the Scholarship Program procedures.

The Board of Directors hereby establishes this Scholarship Policy, with the approval of the general membership. Scholarships will not exceed the registration fee.

The number of scholarships to be awarded and the dollar amount of each scholarship is subject to approval of the general membership at the time of adoption of the annual budget, or upon subsequent approval of a budget amendment.

### SCHOLARSHIP COMMITTEE DUTIES

The primary duties of the Scholarship Committee are to publicize the availability of scholarship funds to attend IIMC approved education; receive, review, rank, and recommend applicants for scholarship awards; notify applicants of the determination of the Committee; receive proof of attendance and forward documentation to the Treasurer for processing reimbursement payments to the applicable municipalities or the PBCMCA member, if self-funded.

The Vice President shall verify with the Treasurer the amount of scholarship funding available. The Scholarship Committee shall provide the membership with information concerning other scholarship opportunities, including, but not limited to, those available through the Florida Association of City Clerks.



## SCHOLARSHIP COMMITTEE

The committee shall:

- create an appropriate scholarship application;
- establish pertinent times for obtaining an application;
- establish a deadline for the Committee to receive the applications;
- establish a deadline by which the Committee shall determine the award winners; and
- review scholarship applications, criteria, related forms, and Committee's procedures for updates as needed.

### PUBLICATION OF SCHOLARSHIP AVAILABILITY

The Scholarship Committee shall inform the membership of the PBCMCA of any scholarships approved for funding by the Association. Notification shall be by announcement at general membership meetings and by email to the membership, with the scholarship criteria and application attached in PDF form, and shall include directions on how to apply, where to send the application and supporting documents, deadline for submittal, and procedure for reimbursement. Notification shall be made as often as deemed necessary by the Chair or Committee, but not less than four (4) times per year or until all scholarships have been awarded.

The committee will announce deadlines of IIMC Scholarships, FACC Scholarships, and the Palm Beach County High School Senior or Municipal Clerk Personnel Scholarships to the membership at a general meeting or via email.

### SCHOLARSHIP CRITERIA

Scholarship criteria (see Exhibit "H"). All criteria shall be based upon the preceding fiscal year. In addition to the designated criteria, Scholarship Committee members may consider the following items when ranking applicants:

- paid Active member of PBCMCA for the current and previous year;
- attendance at PBCMCA meetings;
- service to PBCMCA (Officer, Board of Directors, Committee member) ; and
- previous recipient of PBCMCA scholarship, if working towards CMC.

### SCHOLARSHIP APPLICATIONS

Applications for scholarships (see Exhibit "I") shall be mailed or emailed in PDF form to the Scholarship Committee Chair by the end of business day on the first Monday in April for the Summer Academy Scholarship and by the end of business day on the first Monday in August for the Fall Academy Scholarship. In the event of a lack of applicants, the deadline may be extended at the discretion of the Scholarship Committee.

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**PALM BEACH HIGH SCHOOL SENIORS AND MUNICIPAL CLERK APPLICANTS**

The Association will award two scholarships annually, each in the amount of \$500, to qualified applicants. Eligible applicants include:

1. A high school senior enrolled in a Palm Beach County (PBC) school.
2. Essay and two (2) reference letters
3. Sealed Grade Transcript(s) sealed or Performance Evaluation
4. A municipal clerk who is an active member in good standing with the Association.
5. An active employee in a Municipal Clerk's Office.
6. An immediate relative (parent, child, or sibling) of a municipal clerk or a staff member employed in a Municipal Clerk's Office. Proof of kinship required.

Applicants must complete the PBCMCA Scholarship Application (see Exhibit M) and submit it to the Scholarship Committee Chairperson by July 30<sup>th</sup> for consideration. In addition, applicants must meet the eligibility criteria in the categories listed above. High school seniors must demonstrate enrollment in a PBC school. Municipal clerks or staff member(s) must provide proof of active employment and performance evaluation. Municipal clerk/Deputy Clerk must meet the meetings attendance requirement outlined in the policies and procedures manual and/or by-laws.

Scholarship Chair and committee members shall follow the Publication of Scholarship Availability, Scholarship Eligibility, Ranking Applications, Scholarship Award, and Reimbursement Procedure process as outlined in the By-Laws. Scholarships will be awarded based on eligibility and based upon annual budget appropriations.

Failure to meet the application criteria and/or submit a complete application including supporting documentation may result in disqualification.

The Chair shall verify meeting attendance, membership, service, and previous scholarship awards with the appropriate PBCMCA officers.

Not less than one week after the established deadline, the Chair shall forward all applications to the members of the Scholarship Committee for review and ranking.

**RANKING APPLICATIONS**

Committee members shall complete the Applicant Scoring Form, attached as Exhibit "J & K". Members may return the scoring form by email or fax to the Chair. The Chair shall designate the date on which the scoring forms will be returned and shall complete the Master Tabulation Sheet, attached as Exhibit "L".

**SCHOLARSHIP AWARD**

The Chair shall notify the Scholarship Committee members, in writing, of the voting results. In the event that no applicant receives a majority vote, scoring forms shall be resubmitted to the Committee members for further review and subsequent vote.

Those applicants receiving a majority vote will be awarded a scholarship to attend IIMC approved education, subject to both the number of scholarships and dollar amount of each scholarship as approved by the general membership of the PBCMCA at the time of budget adoption or upon subsequent budget amendment.

Upon determination of scholarship award(s) by the Scholarship Committee, the Chair shall send notification of the award in writing to the member selected, which notification shall specify the amount of the award, the event for which it is approved, and the procedure by which the member's municipality or PBCMCA member, if self-funded, will be reimbursed. The Chair shall maintain a list of awarded scholarships.

#### REIMBURSEMENT PROCEDURE

Upon completion of IIMC approved education, the member must provide proof of attendance by mailing or emailing a copy of the Certificate of Attendance to the Chair of the Scholarship Committee. The Chair shall prepare a purchase requisition and forward it and the Certificate of

Attendance by email to the Treasurer, who will mail a check in the amount of the scholarship award to the member's municipality or PBCMCA member, if self-funded.

#### NON-AWARDED SCHOLARSHIPS

In the event that there are not enough applicants to award a scholarship to either the FACC Summer Academy or the FACC Fall Academy, the remaining scholarship funds will be transferred to the "Miscellaneous Education Scholarship Fund".

The Miscellaneous Education Scholarship Fund will be used to provide scholarships to those applicants, who meet the scholarship criteria and provide the necessary documentation. These scholarships will only be granted to cover the cost of the registration fee of an IIMC approved course such as a webinar, mini-academy, etc. Should the Scholarship Committee receive more qualified applicants than there are scholarships, the scholarships will be awarded by a lottery drawing.

#### LOTTERY DRAWING

The lottery drawing will only occur after the Scholarship Committee reviews the scholarship applications and finds that there are more qualified applicants than there are scholarships. All applicants names will be placed in a drawing at the next general meeting. In the event that a general meeting is not scheduled within a reasonable time frame, the scholarship committee must meet to draw from the lottery and announce the winners at the next regular meeting

## SCHOLARSHIP COMMITTEE

### SURRENDERED SCHOLARSHIPS

In the event a scholarship recipient notifies the Chair that he/she no longer wants the scholarship, or in the event a scholarship recipient no longer meets the criteria set forth herein, the Scholarship will be considered surrendered and shall be awarded to the next highest ranked applicant, if applicable.

## SECRETARY RESPONSIBILITIES

In addition to the duties outlined in Article VII Section 3 of the PBCMCA By-Laws, the Secretary is also responsible for the following duties and procedures:

- Attend, record, and transcribe minutes for all Board of Directors Meetings and Regular Meetings of the Association.
- Prepare completed agenda packets and distribute to the membership (see Agenda Procedure).
- Provide extra copies of the agenda at meetings and a sign in sheet for keeping a record of members' attendance. The sign in sheet must be kept and scanned with the agenda or minutes.
- Keep an up to date meeting attendance sheet each Fiscal Year for each member.
- Keep up to date records of all meeting agendas and minutes. The agendas, minutes, sign in sheets and complete attendance sheets must be scanned in PDF format and upload to the Associations current records management software.
- Distribute to the membership any questions that a member may need answered by the membership through e-mail blasts.
- Provide secretarial support to the President and/or Vice-President of the Association and complete tasks and projects as assigned.

### AGENDA PROCEDURE

In order to have continuity in the procedures for the preparation of the agenda packets sent to the membership, this procedure will ensure that the President and Board of Directors will be able to produce a timely agenda to enable all membership to have full knowledge of actions to be taken at the upcoming meetings three (3) weeks prior to those meetings. This will also provide the hosting city/cities to have sufficient notice of attendance. Therefore, the following timetable for the month prior to the bi-monthly meeting has been established for all Board of Directors and Committee Chairs for submission of minutes of the meetings, agenda items for discussion, committee chair reports, treasurer's reports, announcements and any speaker outline to be included in the agenda packets.

## SECRETARY RESPONSIBILITIES

- 2<sup>nd</sup> Thursday of the month – Board Secretary sends email to Board Officers and Committee Directors calling for agenda items and include draft minutes of previous membership meeting for review and comment by the Board which shall be submitted no later than the 3<sup>rd</sup> Thursday of the month. Agenda items should be forwarded to the President for placement on the agenda.
- 3<sup>rd</sup> Thursday of the month - Board Secretary sends email to Board Officers and Committee Directors who have not responded with agenda items.
- 3<sup>rd</sup> Friday of the month – President compiles agenda and sends to the Board Secretary
- 4<sup>th</sup> Tuesday of the month – Secretary forwards draft agenda to Board Officers and Committee Directors for final review.
- 1<sup>st</sup> Friday of the meeting month– Board Secretary emails complete agenda packet, including minutes of previous meeting, treasurer’s report and any other back-up items, as well as directions to location of upcoming meeting, to all membership. Those members without emails will have agenda packets mailed to the address on the membership roster.
- Board meeting minutes shall be provided to the Board no later than three weeks from the date of the Board meeting.

## MISCELLANEOUS DUTIES

Shall serve on the Website Committee.

## SUNSHINE COMMITTEE

The PBCMCA Board of Directors has determined the need for a Sunshine Committee.

The President, or his/her designee, is authorized to convey congratulations/get well /recovery wishes and/or condolences on behalf of the association to members of the association who experience congratulatory events, illness or the loss (death) of a member of their immediate family, i.e. spouse, child, step-child, father and mother.

These expressions, may include, cards, flowers, plants, or a memorial contribution, depending upon the family’s wishes, in an amount to be approved by the President, or his/her designee.

## HISTORIAN

The Historian shall be responsible for collecting, organizing and archiving the Association photographs. The Association shall provide all reasonable material necessary to capture the events at memorable meetings, conferences and seminars of the association.

It is the responsibility of the Historian to ensure that they attend all Regular Meetings to take these photographs. In the event that the Historian cannot attend a meeting, they must provide an alternate member to attend and take the photographs. All photographs must be uploaded to the Association's website within two weeks of the meeting

## TREASURER

The Treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of PBCMCA finances. The Treasurer has many important duties specific to its role, including, but not limited to:

- Bank account maintenance – Sign checks, reconcile bank statements, maintain a balanced checkbook, etc.
- Financial transaction oversight – Know who has access to the PBCMCA funds, and any outstanding bills or debts owed
- Budgets – Develop the annual budget as well as compare the actual revenues and expenses incurred against the budget
- Reports – Keep the board regularly informed of the Association's financial status

The Treasurer shall:

- Keep the accounts of the Association.
- Receive and be custodian of all funds, which shall be deposited in a financial institution approved by the membership.
- Pay invoices properly approved by the Board of Directors or President in a prompt manner; and pay out such funds as are authorized by the membership; or pay an expense not to exceed One Hundred Dollars (\$100) for the purpose of an unanticipated and/or obligatory expense.
- Provide a Treasurer's Report to the membership at the regular meetings. Present a proposed budget at the August meeting for the forthcoming fiscal year and shall present a final budget and fiscal year financial report at the October annual meeting.
- Prepare Corporation Not-for-Profit Business Report due to the State of Florida by May 1<sup>st</sup> and pay associated fee.
- Abide by the Association's Purchasing Policy.
- Keep an accurate and up to date inventory list of all items owned and/or used by the Association.

## TREASURER

The financial books of the association while in custody of the Treasurer shall always be open for inspection and passed on to the incoming Treasurer. In the absence or inability of the Treasurer to perform the duties of that office, the President or Vice President shall be authorized to sign checks.

### MONTHLY TREASURER'S REPORTS

The Treasurer is responsible for preparing and presenting to the Association a Treasurer's Report for every two (2) month period: October/November; December/January; February/March; April/May; June/July; and August/September.

The Treasurer will always have a Treasurer's Report which is placed on the Consent Agenda. The report is prepared after the close of the month for that reporting period (Example: If preparing the October/November report, which is presented at the December meeting, wait until November closes to finalize the treasurer's report).

Once report is prepared, email it to the Association's President for review and approval. Once approved by the President, email it to the Secretary for inclusion in the agenda meeting packet.

### REQUISITIONS

A requisition must be completed for every check that is written. Usually one of the Committee Chairs will send you a requisition and invoice that needs the Treasurer's and President's approval. Once you receive a completed requisition and have reviewed and approved it, email it to the President for approval and signature. The President will usually approve it and send you the signed requisition. Once that is done, the check can be issued and released.

Usually the Membership Chair will just send the vendor invoices to you for the name badges. Once received, you will need to complete a requisition, approve it and send it to the President for approval. Once received back, you can then issue and send out the check.

### FILING OF FLORIDA NON-PROFIT CORPORATION ANNUAL REPORT

Each year we are responsible for filing our Annual Report with the State. It is prepared and approved on line. ([www.Sunbiz.org](http://www.Sunbiz.org)). The Association's ID number is: 65-0173130.

The information is updated with the most current Board member information. An email will be received from the State notifying us that we can file our information (usually comes in January). The report must be filed by May 1<sup>st</sup>. If it is not filed by that date, we will be charged a \$400.00 late fee. We usually file our report in January.

## TREASURER

When you receive notice that you can go on line to update the form, proceed with completing all the information, but don't submit it. Email a copy to the President for review and approval. Once approved, go back into the on-line report, approve it and pay it. You will be issued a debit card – use that card to pay it on line. The cost is \$61.25 as of 2015.

### END OF THE YEAR FINANCIALS

#### Budget

The end of the year is a busy one for the Treasurer. Usually in June, the Board will meet and at that time, you should be prepared to present to them a proposed budget for the coming year. At that meeting, the Board will review and discuss it, and make any recommendations or changes to what you have proposed.

After you have finalized the proposed budget (which will contain financial information as of the end July 31<sup>st</sup> of the current budget year), email a copy to the Board for their approval prior to it being included in the August agenda packet.

You will be required to present the first hearing of the Proposed Budget at the August Meeting.

#### Comparison

At the August meeting, you will also be responsible to prepare a comparison between the income and expenditures from the current adopted budget to what has been received and expended as of July 31<sup>st</sup> of the current year; what is projected to be spent; and what has been proposed for the next fiscal year budget. You do not have to present the comparison, but it will be included in the Agenda packet. You will then do a final comparison to be distributed to the Association again at the October meeting. This should include everything to the end of the fiscal year.

#### Financial Statement

A Financial Statement has to be prepared and presented to the Association at the October meeting. It is a comparison between the previous year's Financial Statement to the end of the year of the recent closed budget. The ending balance for the previous year must be shown as your starting balance, and your ending balance should be what you have in the Fund Balance.

#### Bank Monitoring

Bank account accessibility is available to the President, Vice President and Treasurer to review the account activity and encourage monitoring.



## TREASURER

### Records Retention

The Association's financial records, which includes, but not limited to: bank statements, deposit slips, check stubs, requisitions with associated back up, treasurer reports, End of Year Reports, etc., shall be maintained for 5 fiscal years, after which the records shall be shredded, with the exception of the following End of Year Reports: Budget Comparison and Financial Statement. End of Year Reports are permanent records, as it has been determined by the Board of Directors to have historical value to the Association. These records shall be uploaded to the Association's Dropbox at the close of each fiscal year, and a hard copy shall be maintained in a ring binder, which is passed on to the incoming Treasurer.

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*As prior End of Year Reports have not been maintained, this requirement shall begin with Fiscal Year 2015/2016 and shall continue thereafter.*

## VICE PRESIDENT DUTIES

As Vice-President, you shall serve as a member of the Board of Directors for this Association.

### The Vice-President shall:

- Prepare to assume the duties of the President at the end of that term of office or in the absence or inability of the President;
- Preside over any meeting at which the President is unable to preside;
- Automatically become President in the event a vacancy occurs in that office prior to the completion of the term of office;
- Arrange for the location of our regular meetings. Announce upcoming meetings and locations during regular meetings (this is also a good time to solicit interest for hosts for future meetings); and
- Serve as the program and publicity chair in conjunction with the hosting clerk. The primary requirement consists of the Vice-President contacting the hosting clerk to:
  - A. Ensure an American Flag is in the meeting room to facilitate the Pledge of Allegiance;
  - B. Request directions (including a map, if possible) to the hosting facility for inclusion in the agenda packet; and
  - C. Confirm who everyone should send their RSVP to and by what date.
  - D. Report above to Secretary who will submit to membership along with the agenda.

### The Vice-President also serves as the Chair of the Scholarship Committee.

This Committee shall:

- Develop and maintain application forms, criteria and ranking procedures;
- Publicize scholarship availability for IIMC approved education;
- Verify with Treasurer the amount of scholarship funding available;
- Receive, review, rank, and recommend applicants for scholarship awards;
- Notify applicants of the determination of the Committee; and
- Receive proof of attendance and forward documentation to the Treasurer for processing reimbursement payments.

## VICE PRESIDENT DUTIES

The Scholarship Chair shall maintain a continuing list of individuals awarded scholarships, when awarded, and the type of scholarship granted.

Once your Vice-President term is completed, all Scholarship Committee documentation shall be relinquished to the incoming Vice-President.

Additionally, in the absence or inability of the Treasurer to perform the duties of that office, the President or Vice President shall be authorized to sign checks.

**Vice-President shall, prior to being sworn-in as President, preform the following duties:**

It is customary for the incoming President to host the October meeting in which they will be sworn-in as President. This affords the new President an opportunity to showcase their municipality and invite their elected officials and municipal manager.

The Vice-President is responsible for the acquisition of the President's service plaque.

In September, the Vice-President requests the Treasurer to order the plaque for the outgoing President, plaque details are listed below along with an example. The plaque is prepared by Baker's Trophy (e-mail: [bakerstrophy@aol.com](mailto:bakerstrophy@aol.com); address: 6282 South Congress Avenue, Lantana, FL 33462) and it takes about a week and a half to complete the order. When the plaque is picked up it should be carefully reviewed for correct spelling and layout.

The plaque is wooden, size 9x12 with a gavel, The Palm Beach County Municipal Clerks Association's logo (which Baker's has on file) and an engraved plate (examples below).

**The plate wording is as follows:**

EXCELLENCE IN LEADERSHIP AWARD

Presented To:

(Insert Name of Recipient), (Insert CMC or MMC Designation)

President (insert years served)

Vice President (insert years served)

## VICE PRESIDENT DUTIES

### Sample of Engraved Plate:



As Vice-President (Incoming President) you will need to appoint a Chair for each of the various committees. August is a good time to begin working on this endeavor. As a professional courtesy, it is recommended that you consult with the current Chairs to determine their interest in serving another term and/or to solicit their recommendations. Should this not prove to be effective, reach out to the members of that committee and/or to the entire membership.

Once Chairs have been selected prepare "Certificate of Appointment" and "Oath of Office" (templates can be obtained from current President). These certificates will be presented during the October meeting in which the Vice-President will be sworn-in as President.

After Officers have been elected prepare "Certificate of Election" and "Oath of Office" (templates can be obtained from current President). These certificates will be presented during the October meeting in which the Vice-President will be sworn-in as President.

The Certificates of Election/Appointment and Oaths of Office will be distributed/administered at the October meeting in which the President is sworn-in. Remember to bring your notary stamp/log to this meeting. After execution, the original Oaths are to be given to the Secretary, for scanning into the records management software.

As soon as practicable, the following documents will need to be updated and submitted to the Webmaster for posting on our website (<http://www.leagueofcities.org/resources/PBCMCA/>):

1. Board of Directors/Committee "Appointment" Roster (this does not get posted on our website);
2. Board of Directors/Committee Roster (post on website)

Once the Directors have selected their committee members, send each committee member a letter of appointment.

## WEBSITE COMMITTEE

In order to maintain a well-informed organization, the Board of Directors has determined the need for a Website Committee to provide for efficient and effective communication with the membership.

The President shall appoint a Chair (a.k.a. Webmaster) and two or more members to the Website Committee. In order to provide for coordination of information, the Secretary and Historian shall be members of the Website Committee.

The Webmaster shall serve as the point of contact between the PBCMCA and the Palm Beach County League of Cities (web host). The Webmaster's contact information shall be posted on the PBCMCA website, and the Webmaster shall request that this contact information be listed on the local Associations page of the Florida Association of City Clerks website. The Website Committee shall make recommendations to the Board of Directors regarding the website.

### Responsibilities of Webmaster:

The Webmaster, in coordination with the President, Secretary, and Historian, and the Palm Beach County League of Cities support staff, shall ensure that the PBCMCA Website is up to date on all information posted. Information to be posted on the website shall include, but not be limited to:

- The Association Calendar of Meetings and Events, including current meeting agenda packet
- Membership Roster
- Officers and Committees
- By-laws
- Membership Application
- Policies and Procedures Manual
- Scholarship Criteria and Application
- Job Opportunities
- Important Links including educational opportunities

To ensure that the Website maintains its usefulness, the Webmaster shall:

- Forward all updates and changes to the Palm Beach County League of Cities;
- Coordinate routine updates to the webpages as needed; major changes in content will require President or Board approval;
- Answer emails relative to the website, and refer emails regarding Website content to the President for direction;
- Monitor hyperlinks for related websites; and
- Post educational opportunities, job postings, and other information applicable to the members on the site.

## EXHIBIT LIST

Exhibit A – Membership Application

Exhibit B – New Member Welcome Letter

Exhibit C – Nomination Ballot

Exhibit D – Election Letter

Exhibit E – Election Ballot

Exhibit F – Ballot Return Instructions

Exhibit G – Purchase Requisition Form

Exhibit H – Scholarship Criteria

Exhibit I – Scholarship Application

Exhibit J – Scholarship Applicant Scoring

Exhibit K – Scholarship Applicant Tabulation

Exhibit L – Scholarship Master Tabulation

Exhibit M – Inventory List

Exhibit N – Scholarship Application

- See attached Exhibits A –N



**PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION  
2024/2025 MEMBERSHIP APPLICATION**

**Please check one:**      Active     Associate     Retiree     Honorary

**Paid by:**  Member                     Municipality

**Please check if you need a nametag:**     Yes

*(\$6 Charge for Replacement Nametag)*

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Municipality/Organization:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Tenure as A Municipal Clerk:** \_\_\_\_\_ **(Years)**

**CMC:** \_\_\_\_\_ **MMC:** \_\_\_\_\_ **If not, which program currently enrolled:** \_\_\_\_\_

**Home**

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

**Home Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_



## **PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION 2024/2025 MEMBERSHIP APPLICATION (*Corrected 11/2024*)**

The Palm Beach County Municipal Clerks invite you to become a member of an Association that promotes and supports improvement, efficiency and development in the operations; administration and methods of the Municipal Clerk's office; interchange of experiences; understanding of the official duties and obligations of its members; and cooperation with municipal and higher authorities in administering the provisions of law. The Association offers the following four (4) types of Memberships:

- 1) **Active:** Any Clerk, Deputy Clerk or Assistant Clerk elected or appointed to office in any municipality in Palm Beach County.
- 2) **Associate:** Any former member who wishes to continue their affiliation with the association; or any individual affiliated with municipal government, but not directly related to the office of the City Clerk, Deputy Clerk, Assistant Clerk, Clerk of the Council or Clerk performing duties commensurate to the duties performed by the City Clerk, shall be eligible for Associate Membership upon approval of application by the Board of Directors.
- 3) **Retiree:** Any former member who retires as a Municipal Clerk or Deputy Municipal Clerk from municipal government service and wishes to continue their affiliation with the association, shall be eligible for a Retiree Membership upon approval of application by the Board of Directors to the Membership Committee.
- 4) **Honorary:** Any former member who is no longer actively employed by a governmental agency and who retires as a Municipal Clerk or Deputy Municipal Clerk from municipal government service and wishes to attend regular meetings of the association, shall be eligible for Honorary Membership upon submission of the Honorary Membership Application to the Membership Committee. Dues for Honorary Members shall be waived; however, Honorary Members shall not be entitled to vote.

*Annual membership dues for Active, Associate and Retired Members are forty dollars (\$35.00) and Associate and Retiree is twenty-five (\$25.00) for FY October 1, 2024 through September 30, 2025.*

**If more than one representative seeks membership, please duplicate this application. Please make checks payable to: Palm Beach County Municipal Clerks Association, Inc. (PBCMCA). Mail with the completed form(s): Katrina Pinder, CMC, Membership Director, Town of Ocean Ridge, 6450 N. Ocean Blvd. Ocean Ridge, FL 33435. Phone: 561-732-2635, Fax: 561-734-7031 and email address: [kpinder@oceanridgeflorida.com](mailto:kpinder@oceanridgeflorida.com).**





## PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_,

Welcome to the Palm Beach County Municipal Clerks Association! On behalf of the PBCMCA, we extend our warmest welcome! To help acquaint you with PBCMCA, the Board has assembled an online packet of information.

Please download the following informational documents from our webpage at the Palm Beach County League of Cities website ([www.leagueofcities.com/resources /PBCMCA /](http://www.leagueofcities.com/resources/PBCMCA/)):

- A copy of the PBCMCA By-laws and Policies and Procedures Manual
- Membership Roster - will be emailed to you. Updates to the roster are also emailed
- Calendar of scheduled PBCMCA Meetings and Events.
- List of the main Board of Directors with contact information
- List of the Membership Committees and their Directors with contact information

As another benefit of your membership, you will receive a Membership Name Badge and a Membership Lapel Pin which will be provided to you at the next scheduled Clerk's meeting by the Membership Committee Director.

As you will see PBCMCA has much to offer! As you begin your PBCMCA adventure, it is our hope that you will discover, as we have, that our members are a gracious, welcoming and down-to-earth group of professionals devoted to supporting one another. You will also find through our membership, acceptance, new friends, and a collective wealth of professional knowledge.

It is our sincere wish that you enjoy the time you spend as a member of PBCMCA. If you have any questions or concerns, please feel free to contact me or any other member of the Board.

Sincerely,

---

PBCMCA President



Palm Beach County Municipal Clerks Association  
XXXX Nomination Ballot

EXHIBIT "C"

Dear PBCMCA Members

PBCMCA By-Laws require that each member be afforded an opportunity to nominate candidates for Board Officers. Be advised, members are permitted and encouraged to nominate themselves for any position.

The following offices are up for election this year:

**Vice President** - The Vice President shall prepare to assume the duties of the President at the conclusion of their term of office. In his/her absence, or in the event a vacancy occurs in that office, arrange for the location of the regular meetings and serve as the program and publicity chair in conjunction with the hosting clerk.

**Secretary** - The Secretary shall keep an accurate record of all meetings, preserve a permanent file of all records and correspondence of value, notify all appointees of their duties, carry on all official correspondence of the association, and perform other duties that pertain to the office.

**Treasurer** - The Treasurer shall keep the accounts of the association, receive and be custodian of all funds, pay invoices as approved by the Board of Directors or as authorized by the membership, report to the membership at the regular meetings, present a proposed budget at the August meeting for the forthcoming fiscal year, and present an end of fiscal year financial report at the October annual meeting.

For additional information on the duties and responsibilities of the above offices, please refer to the Association's By-Laws and Policies.

I, \_\_\_\_\_ nominate  
PLEASE PRINT

\_\_\_\_\_ as a candidate for Vice President.  
PLEASE PRINT

\_\_\_\_\_ as a candidate for Secretary.  
PLEASE PRINT

\_\_\_\_\_ as a candidate for Treasurer.  
PLEASE PRINT

Please return the completed ballot to (INSERT CHAIR'S NAME) at (INSERT EMAIL ADDRESS) no later than August 1, XXXX. The nominating committee will tally the nominations and prepare an election ballot and/or slate of officers to be considered for election by the membership at the August meeting.

Cordially

Nominating Committee: (INSERT NAMES OF COMMITTEE MEMBERS)



## Palm Beach County Municipal Clerks Association

### XXXX ELECTION BALLOT INTRODUCTION LETTER

Dear PBCMCA Members:

Thank you for your nominations for 20XX Officers. nomination ballots were received. Some nominees declined. INSERT THE "WINNER OF ANY UNCONTESTED RACES HERE

The following offices are up for election this year.

**Vice President** - The Vice President shall prepare to assume the duties of the President at the conclusion of their term of office. In his/her absence, or in the event a vacancy occurs in that office, arrange for the location of the regular meetings and serve as the program and publicity chair in conjunction with the hosting clerk. The candidates are:

**NOMINEE NAME**

NOMINEE TITLE, AGENCY

SAMPLE BIO -XXXXX began her clerk career in XXXX and received her certification in XXXX. She has previously served PBCMCA as XXXX. She is currently serving as XXXXX. Over the years XXX has served PBCMCA as XXXXXX. XXXX also serves as XXXX for the Florida Association of City Clerks and is a member of XXXXX.

**NOMINEE NAME**

NOMINEE TITLE - AGENCY

SAMPLE BIO - NOMINEE has been employed at the CITY OF XXXXX and a member of PBCMCA since XXXX. XXX is currently XXX.

He has served PBCMCA on the XXXXX Committee and as XXXXX. XXXX has also served as the XXXXX as .

**Secretary** - The Secretary shall keep an accurate record of all meetings, preserve a permanent file of all records and correspondence of value, notify all appointees of their duties, carry on all official correspondence of the association, and perform other duties that pertain to the office.

**NOMINEE NAME**

NOMINEE TITLE - AGENCY

INSERT BIO

**NOMINEE NAME** -

NOMINEE TITLE - AGENCY

INSERT BIO

**Treasurer** - The Treasurer shall keep the accounts of the association, receive and be custodian of all funds, pay invoices as approved by the Board of Directors, or President, or as authorized by the membership, report to the membership at the regular meetings, present a proposed budget at the August meeting for the forthcoming fiscal year, and present an end of fiscal year financial report each October.

**NOMINEE NAME** -

NOMINEE TITLE - AGENCY

INSERT BIO

**NOMINEE NAME** -

NOMINEE TITLE - AGENCY

INSERT BIO





## Palm Beach County Municipal Clerks Association

### BALLOT RETURN INSTRUCTIONS

Active, Associate and Retired members are eligible to vote. In order to enable you to vote by secret ballot, but ensure that only current member's ballots are counted, the following procedure MUST be followed for your vote to count.

- 1 Complete your ballot - Do not sign the ballot or the envelope marked "BALLOT"
- 2 Place the completed ballot into the envelope stamped "BALLOT" and seal.
- 3 Insert the sealed BALLOT envelope into your city or county envelope and seal.

\*\*\*\*\***VERY IMPORTANT**\*\*\*\*\*

**In order to have your vote counted you must:**

4. Print your name in the return address area and **SIGN YOUR NAME** under the return address on the front of the envelope.
5. Mail by September 30<sup>th</sup> to: **NOMINATION COMMITTEE CHAIR  
ADDRESS  
CSZ**

EXHIBIT "G"



**PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION**

**PURCHASE REQUISITION**

(FOR ALL PURCHASES)

VENDOR INFORMATION:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

COMMITTEE/OFFICE: \_\_\_\_\_

BUDGETED ITEM:            YES                            NO

APPROVED BY COMMITTEE DIRECTOR (ffnoau,,yl): \_\_\_\_\_

APPROVED BY TREASURER: \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

NAME OF FUND	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
TOTAL				

Additional Notes:  
 (Such as Board approval, Membership approval, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Check No.: \_\_\_\_\_ Check Date: \_\_\_\_\_

Click here for position:

- President
- Vice President/Scholarship Chair
- Board Secretary
- Treasurer
- Immediate Past President/Nominating Chair
- By-Laws/Rules Chair
- Education Chair
- Election Chair
- Legislative Chair
- Membership Chair

Click here for Fund:

- Office: Supplies & Postage
- Office: Award Plaques
- Office: Name Badges
- Florida Dept. of State
- Sunshine Fund
- Holiday Luncheon
- Scholarships
- Educational Workshops

- Retirement Gifts
- Charitable Donation
- Contingency

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# PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION

## SCHOLARSHIP CRITERIA

Criteria No.	Description of Scholarship Criteria
1.	Applicant must be a Municipal Clerk, Deputy Clerk, Clerk of Council, or Secretary/Clerk employed by a municipality performing duties commensurate to the duties performed by a Municipal Clerk in Palm Beach County.
2.	First year CMC applicants must be an Active member in good standing with the Palm Beach County Municipal Clerks Association for a period of at least six (6) months prior to the application submittal and have an 80% attendance rate at PBCMCA meetings. Second- and third-year CMC Applicants must be an active member for at least one (1) year with an 80% attendance rate at PBCMCA meetings and have served at least one (1) year on a PBCMCA Committee. MMC Applicants must be an active member for at least three (3) years with an 80% attendance rate at PBCMCA meetings and have served for three (3) consecutive years on a PBCMCA Committee.
3.	Applicant must be actively pursuing CMC or MMC designation. Preference shall be given to those applicants pursuing their CMC designation.
4.	Applicant must provide written evidence attached to the application that his/her immediate supervisor has authorized time off to attend IIMC approved education in the event a scholarship is awarded.
5.	Applicant must acknowledge that any awarded funds are to be used solely for the purpose of paying the registration fee to attend the event listed on the application. The total scholarship award shall not exceed the registration fee per individual or shall be based on the current budgetary funding amount that is approved by the membership.
6.	Applications for the FACC Summer Academy must be received by the Scholarship Committee Chairperson no later than the 1 <sup>st</sup> Monday in April. Applications for the FACC Fall Academy must be received no later than the 1 <sup>st</sup> Monday in August. In the event of a lack of applications, the deadline may be extended at the discretion of the Scholarship Committee. For all other IIMC approved education such as mini-academies, webinars, etc., the application shall be due upon the deadline set by the Scholarship Committee Chairperson.
7.	Applicants may apply for a scholarship to attend IIMC approved education, if budget continues to provide for Scholarship funding. Any Scholarship Award shall be solely based on the Committee's fundings and decision.
8.	Application acknowledges that in order to receive reimbursement, the entire coursework must be completed, and the applicant must maintain the required criteria at the time of attendance.
9.	Applicant must be a high school senior enrolled in school and provide proof of enrollment in Palm Beach County such as letter from school registrar's office or guidance department, etc.
10	Applicant must be a municipal clerk who is an active member in good standing with the Association and meet the attendance requirement outline in the policies and procedures.



# PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION



11.	Applicant must be an active employee in a Municipal Clerk's Office, provide of employment and a letter of support.
12.	Applicant can be an immediate relative (parent, son, daughter, or sibling) of a municipal clerk, or a staff member employed in a Municipal Clerk's Office. Proof of kinship is required.
13.	Applicant must provide proof of acceptance letter, enrollment in college, university or trade school.
14.	Failure to meet and maintain the application criteria and/or submit a complete application, including supporting documentation, may result in disqualification.



FACC Active Member for ____ year(s). Are you currently serving as: ____ Chair ____ Member Name of Committee(s): _____	IIMC Active Member for ____ year(s). Are you currently serving as: ____ Chair ____ Member Name of Committee(s): _____
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Have you attended or completed any of the following:

See attached Scholarship Criteria

Summer Academies within the last 3 years?      \_\_\_\_ Yes    \_\_\_\_ No

Fall Academies within the last 3 years?      \_\_\_\_ Yes    \_\_\_\_ No

If yes, to any above, did you pay for your own expenses?      \_\_\_\_ All    \_\_\_\_ Partial      \_\_\_\_ None

Have you ever been awarded a scholarship by PBCMCA?      \_\_\_\_ Yes    \_\_\_\_ No  
 If yes, enter date awarded \_\_\_\_\_

What level of CMC have you completed?      \_\_\_\_ 1<sup>st</sup>    \_\_\_\_ 2<sup>nd</sup> Year      \_\_\_\_ 3<sup>rd</sup> Year  
 Date CMC Obtained: \_\_\_\_\_  
 Year

What level of MMC have you completed?      \_\_\_\_ 1<sup>st</sup>    \_\_\_\_ 2<sup>nd</sup> Year or more  
 Date MMC Obtained: \_\_\_\_\_  
 Year

Is funding for education and/or conferences available from your municipality?      \_\_\_\_ Yes      \_\_\_\_ No

Have you applied to your municipality for funds for other education, conferences, meetings, travel, etc?      \_\_\_\_ Yes    \_\_\_\_ No

If yes, list name of class/conference and funds for each:

Name of Class/Conference	Funds
Name of Class/Conference	Funds
Name of Class/Conference	Funds

Briefly explain your goals as a Municipal Clerk/Deputy Clerk:

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Briefly describe how attending the academy will benefit you and your municipality:

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The following information MUST be attached as part of this application:

Written evidence attached to the application that his/her immediate supervisor has authorized time off to attend the FACC Fall Academy or Summer Academy in the event a scholarship is awarded; in addition, that his/her municipality cannot fund the expense of attending the FACC Fall Academy or Summer Academy or has allocated only partial funding. If the applicant is underwriting the attendance, then that should be explained as well.

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR SCHOLARSHIP TO THE ABOVE DESCRIBED EDUCATIONAL EVENT, AND THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit one application for each type of scholarship.  
Mail or Email by the deadline to the Scholarship Chairperson.**

Reviewer's Name and Title:  
 \_\_\_\_\_  
 Date: \_\_\_\_\_



Applicant: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Municipality: \_\_\_\_\_

**PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION**  
**2025 SCHOLARSHIP APPLICATION SCORING**

Please review the attached scholarship applications and score each item 1 through 5. (5 being the highest score and 1 being the lowest score.)

Criteria No.	Description of Scholarship Criteria	Score
1.	Is the application complete? Yes ____ No ____ Explain _____ Overall Quality of Application 1 ____ 2 ____ 3 ____ 4 ____ 5 ____	
2.	Is the application an active and participating member of PBCMCA 1 ____ 2 ____ 3 ____ 4 ____ 5 ____	
3.	Is the applicant pursuing CMC (5) ____ MMC (4) ____	
4.	Is this the applicant's first time attendance at an FACC Academy? Yes ____ No ____ Fall ____ Summer ____ 5 ____ (1 <sup>st</sup> Year CMC) 4 ____ (2 <sup>nd</sup> Year CMC) 3 ____ (3 <sup>rd</sup> Year CMC) 2 ____ (1 <sup>st</sup> Year MMC) 1 ____ (2 <sup>nd</sup> Year MMC)	
5.	Has the applicant received any prior scholarship funding from the PBCMCA? Yes ____ No ____ 5 ____ (No) 4 ____ (2 <sup>nd</sup> Scholarship) 3 ____ (3 <sup>rd</sup> Scholarship) 2 ____ (4 <sup>th</sup> Scholarship) 1 ____ (5 <sup>th</sup> Scholarship)	

6.	Does the applicant demonstrate a need for funding? 1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
7.	Did the applicant clearly explain their goals as a Municipal Clerk? 1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
8.	Did the applicant clearly describe how attending the Academy will benefit themselves and their municipality? 1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
9.	Reviewer: Please feel free to add additional comments (both positive and negative) and add or delete points according to the quality of the application received.	
	TOTAL SCORE:	

Return completed review to.

Melissa Coyne, MMC  
City Clerk, City of Lake Worth Beach  
[mcoyne@lakeworthbeachfl.gov](mailto:mcoyne@lakeworthbeachfl.gov)  
Office. 561-586-1659



# 2025 SCHOLARSHIP PROGRAM Application Tabulation Sheet

Committee Member: \_\_\_\_\_

Voting Number: \_\_\_\_\_

(Entered by tabulator)

Summer Academy

Fall Academy

Palm Beach High School Senior

Municipal Clerk or Clerk Staff or Relative \_\_\_\_\_

### Instructions to Committee Members:

Enter each applicant's name and their total score from the application scoring sheet. Rank each applicant according to their score starting with 1 for the highest score. In the event that two or more applicants receive the same score, rank each applicant in order of preference.

Applicant's Name	Municipality/High School	Score	Ranking

Comments:

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Updated 10/11/2024







## PBCMCA INVENTORY LIST

Description of Item	Quantity	Cost	Location
Flash Drive	1	Unknown	Treasurer
Self-Ink Stamp	1	\$10.98	Treasurer
Leather Binder Check Book w/checks	1	\$0	Treasurer
Deposit Slip Books	3	\$0	Treasurer
Debit Card	1	n/a	Treasurer
Retirement Bracelets	18	\$1690.75	Treasurer
Retirement Necklace	1	Unknown	Treasurer
Plastic black, four wheel, 17x17 foldable, portable, file storage container with pull up handle and lid	1	\$26.74	Treasurer
Roll of Tickets	2	\$5.00	Treasurer
Olympus Digital Voice Recorder, Model VN-702PC	1	\$47.93	Secretary
Toshiba Hard Drive	1	\$64.12	Secretary
Banners (PBC Logos & "Clerks Get it Done in Minutes")	2	\$100.00	President
Car Magnets with PBCMCA Logo	2	No cost (gift)	President
Gavel	1	TBD (not purchased yet)	President
Kodak Easy Share Digital Camera 7.2 Mega Pixels	1	\$137.65	Historian
PBCMCA Logo Pins	182	Unknown	Membership Director



Applicants must include:

- Application
- Essay
- (2) Reference Letters
- Grade Transcripts (sealed) or Performance Evaluations

EXHIBIT "N"

# 2025 PBCMCA Scholarship Application

## For Palm Beach County High School Seniors and Municipal Clerk Applicants

Please respond to the following questions and provide ALL requested documentation.  
Incomplete Applications will not be processed or judged. Attach additional sheets as necessary.

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

\_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

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

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_

Name of School or Work Organization: \_\_\_\_\_

Guidance Counselor or Work Reference: \_\_\_\_\_ Personal Character Reference: \_\_\_\_\_  
(Name) \_\_\_\_\_ (Name) \_\_\_\_\_

(School/ Work) \_\_\_\_\_ (Work) \_\_\_\_\_  
(Address) \_\_\_\_\_ (Address) \_\_\_\_\_

(Phone) \_\_\_\_\_ (Phone) \_\_\_\_\_

Briefly describe all related governmental experience in a school and/or work environment.

\_\_\_\_\_

List all awards and special recognition you have received.

\_\_\_\_\_

List college or technical school you plan to attend, start date, and briefly describe the planned course of study.

\_\_\_\_\_

\_\_\_\_\_

Write a one-page essay in which you:

Describe yourself and your future goals/career plans in public service.

Explain how this scholarship meets your needs.

Explain how your experience through volunteering or work has helped you understand the importance of public service, and why you believe public service is important to society.

"Municipal Clerk Department Applicants indicate if your organization has a tuition reimbursement policy:

\_\_\_ Yes \_\_\_ No Please attach

**Postmark/Delivery Deadline is July 30, 2025**

Submit to: Melissa Coyne, City Clerk

Scholarship Committee Chair

City of Lake Worth Beach

7 N. Dixie Hwy.

Lake Worth Beach, FL 33460

Phone: 561-586-1659

Email: [mcoyne@lakeworthbeachfl.gov](mailto:mcoyne@lakeworthbeachfl.gov)

Updated: 10/16/2024