

Nebraska Municipal Clerks Newsletter

December 2017

MESSAGE FROM THE PRESIDENT

*RaNae Edwards, MMC, City Clerk, City of Grand Island
NMCA President*

Hopefully, everyone had a wonderful Thanksgiving with family and friends. We have so much for which to be thankful and are blessed in so many ways. The holidays are truly upon us and what an awesome time of the year it is.

Elections closed Nov. 30, 2017 for the position of NMCA Secretary/Treasurer. Our new Secretary/Treasurer for 2017/2018 is Melissa Johnson. Welcome Melissa to the NMCA Board. We look forward to working with you and having you as a part of our team.

The By-laws Committee met by conference call Nov. 29, 2017 for final revisions of the NMCA By-laws. On page 3, begin changes the committee is recommending. The most notable change is to have the Annual Meeting in March during Clerk's Institute and Academy since that is when we have the most members present instead of September. The plan is to vote on these changes at our meeting in March 2018.

Continue to send your questions and/or concerns to any of the following committee members:

By-Laws Committee:

RaNae Edwards, Grand Island
redwards@grand-island.com
Linda Jensen, Central City
centralcityclerk@hotmail.com
Wendy McKain, Trenton
vtrenton@gpcom.net



Thinkstock.com

Jane Skinner, Ogallala
jane.skinner@ogallala-ne.gov
Kelly Oelke, Hickman
koelke@hickman.ne.gov
Melissa Johnson, Waterloo
mjohnson@waterloone.com
Kellie Crowell, Ravenna
kcrowell@ravennanebraska.net
Beth Deck, Norfolk
bdeck@ci.norfolk.ne.us
Pam Buethe, LaVista
pbuethe@cityoflavista.org
Lanette Doane
villageofansley@nctc.net

I had the privilege of attending the IIMC Mid-Year Board of Directors Meeting in Riverside, Calif., Nov. 16-19, 2017. What an honor it is to serve Region VIII. We toured IIMC Headquarters in Rancho Cucamonga on Thursday and participated in the Board

Continued on next page

MESSAGE FROM THE PRESIDENT

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Development on Friday. We covered the roles and responsibilities of IIMC Board Members along with identifying the following core values of IIMC:

Communication
Integrity
Innovation
Professionalism

We approved new online education courses from MindEdge. If you need more points for your CMC or MMC designation, make sure to look at this and other online courses offered by IIMC. The Board also reviewed the recommendations from the Diversity/Inclusivity Task Force. We voted on and approved the 2022 Annual Conference, which will be held in Little Rock, Ark. All in all, it was a great meeting.

If anyone has the opportunity to attend an Annual IIMC Conference, I would highly recommend it. Following are the locations for the next five years:

2018	Norfolk, Va.
2019	Birmingham, Ala.
2020	St. Louis, Mo.
2021	Grand Rapids, Mich.
2022	Little Rock, Ark.

Don't forget to register for the NMCA Clerk's Institute and Academy coming up in March 2018.

Three Wise Women

- * Would have asked directions
- * Arrived on time
- * Helped deliver the baby
- * Brought practical gifts
- * Cleaned the stable
- * Made a casserole
and there would be
Peace on earth!

(Author unknown)

Have a very Merry Christmas and a Happy New Year!

RaNae Edwards, MMC
NMCA President
City Clerk
City of Grand Island
100 East 1st Street
Grand Island, NE 68801
308-385-5444 Ext. 111
redwards@grand-island.com

League magazine available on website

The League of Nebraska Municipalities wants to remind Clerks that the *Nebraska Municipal Review* is available on the League's website at <http://www.lonm.org/> under the "News" tab.

As always, we encourage you to share the news from your city or village with fellow municipal officials across the state by sending information for the *Nebraska Municipal Review* to the League of Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone or lynnm@lonm.org by e-mail.

CONSTITUTION AND BY-LAWS

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

A SECTION OF THE LEAGUE OF NEBRASKA MUNICIPALITIES

ARTICLE I - NAME

The name of this organization shall be the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION (NMCA), a Section of the League of Nebraska Municipalities, hereinafter referred to as ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA.

ARTICLE II - OBJECTIVES

The objectives for which ~~this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA is formed shall be to:

Promote the interests of Municipal Clerks
Promote professional administration of Municipal Clerks' offices
Promote improved standards of efficiency for Municipal Clerks
Promote better municipal government through increased cooperation with other municipal officials
Promote effective legislation on all levels for the professionalization of Municipal Clerks

ARTICLE III - MEMBERSHIP

SECTION 1. ACTIVE MEMBERSHIP

Any appointed or elected Municipal Clerk or appointed Deputy Municipal Clerk, representing a Municipality in the State of Nebraska, shall be eligible for Active Membership ~~and entitled to one vote provided that member's annual dues are paid.~~

SECTION 2. ASSOCIATE MEMBERSHIP

~~Institutions and/or organizations~~ Persons who are ~~whose operations are closely allied currently engaged~~ with the functions of the Municipal Clerk's office shall be eligible for Associate Membership, ~~those persons formerly engaged in Municipal Clerk's activities, and professional persons in fields directly related to municipal governments shall be eligible for Associate Membership.~~

SECTION 3. HONORARY MEMBERSHIP

Any member who has been an Active or Associate Member of ~~the Nebraska Municipal Clerks' Association~~ NMCA, and is a member of ~~the Nebraska Municipal Clerks' Association~~ NMCA at the time of his/her resignation, shall be eligible for Honorary Membership.

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Recommendations for Honorary Membership ~~must~~ may be submitted by a Clerk or Deputy Clerk who is a current member of ~~the Nebraska Municipal Clerks' Association NMCA and shall be submitted to any the~~ membership ~~at the~~ of the Executive Committee for presentation at the next Annual Meeting. Approval of such Honorary Membership shall be by majority approval of those voting members present at such Annual Meeting.

SECTION 4. RESTRICTION OF RIGHTS TO VOTE OR TO HOLD OFFICE

Only Active Members of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ shall be eligible to vote or hold office ~~in this ASSOCIATION.~~ Each member is entitled to one vote provided that member's dues are paid for that year. Voting may be held by electronic means when the Executive Board deems necessary.

ARTICLE IV - DUES

SECTION 1. ACTIVE MEMBERS

Annual dues per Active Member for ~~September~~ October 1, each year to ~~August 31~~ September 30 the following year, shall become due the first of ~~September~~ October and shall be as follows:

Municipalities of less than 300 population	\$20.00/year
Municipalities of 301 to 800 population	\$25.00/year
Municipalities of 801 to 5,000 population	\$35.00/year
Municipalities of 5,001 or larger	\$45.00/year

Dues will not be prorated.

SECTION 2. ASSOCIATE MEMBERS

Annual dues of ~~ten twenty~~ (\$20.00) dollars per Associate Member shall be due annually on ~~September~~ October 1st. Dues will not be prorated.

SECTION 3. HONORARY MEMBERS

Honorary Members shall be exempt from the payment of dues.

ARTICLE V - OFFICERS

The Officers of ~~this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ shall serve a term of one (1) year and shall be as follows:

SECTION 1. PRESIDENT

The President shall preside at all meetings of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~

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and shall prepare and distribute agendas and any required notices of regular, ~~or~~ special, or Executive Committee meetings. The President shall appoint all committees and shall be an ex-officio member of all committees.

SECTION 2. FIRST VICE PRESIDENT

The First Vice President shall coordinate the Scholarship Program with the UNO University of Nebraska Omaha, perform the duties of the President in his/her absence, and shall act in an advisory capacity at all times. In case of the resignation or death of the President, he/she shall become President for the unexpired term.

SECTION 3. SECOND VICE PRESIDENT

The Second Vice President shall coordinate the Silent Auction and, in the absence of the First Vice President, perform his/her duties as stated in Section 2 above, and act in an advisory capacity at all times. In case of the resignation or death of the First Vice President, he/she shall become First Vice President for the unexpired term.

SECTION 4. SECRETARY-TREASURER

The Secretary-Treasurer shall conduct the correspondence of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws.

The Secretary-Treasurer shall keep an accurate record of the proceedings of all regular, and special, and Executive Committee meetings of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA and of the Executive Committee~~. The Secretary-Treasurer shall publish all minutes ~~of the regular and special meetings~~ in the Nebraska Municipal Clerks' Newsletter.

The Secretary-Treasurer shall keep a list of names and addresses of all members of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and shall periodically provide written reports thereon.

The League of Nebraska Municipalities shall pay all bills of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ approved by the President and/or Secretary-Treasurer of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file.

The Secretary-Treasurer shall keep all other records and letters of continuing value to ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. After five (5) years, historical documents shall be forwarded to the League of Nebraska Municipalities for safe keeping.

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ARTICLE VI - COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

The Officers, Immediate Past President of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and five District Directors, shall constitute an Executive Committee to meet at least semi-annually upon call by the President or by any three members of the Executive Committee.

The Executive Committee shall make recommendation to ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ regarding proposed amendments to the Constitution and By-laws; shall supervise the affairs of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and devise measures for its growth and usefulness; shall ratify all appointments to fill vacancies; shall transact any business conducted, including disbursements of funds in the interim between regular meetings; and shall report thereon at the next Annual Meeting of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~.

SECTION 2. LEGISLATIVE COMMITTEE

~~It shall be the duty of the Legislative Committee to stimulate interest and activity in legislation affecting municipal government, to study proposed legislation and to report to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION concerning legislation proposed by the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.~~

SECTION 2. EDUCATION COMMITTEE

It shall be the duty of the Education Committee to develop a coordinated program for the Annual ~~Meeting Institute and Academy~~ in harmony with the objectives of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and in conformance with the International Institute of Municipal Clerk's (IIMC) requirements for certification as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC). The Education Committee shall serve from July through June for the purpose of planning and evaluating the program.

It shall be the duty of the Education Committee to explore all possibilities for a program of continuing education for Municipal Clerks who are members of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~. The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.

~~The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.~~

It shall be the duty of the Education Committee to assist Nebraska Municipal Clerks understand IIMC certificate requirements and to congratulate clerks who attained certification and are recognized by IIMC.

SECTION 4. CERTIFICATION COMMITTEE

~~It shall be the duty of the Certification Committee to help Nebraska Municipal Clerks understand International Institute of Municipal Clerks (IIMC) certification requirements and to congratulate clerks who attained certification and are recognized by IIMC. (3/2009)~~

SECTION 3. AWARDS COMMITTEE

The Awards Committee shall solicit nominations, evaluate each nominee, and select the recipient of the annual Outstanding Municipal Clerk award. One award may be given annually to a clerk in the following categories: (a) city of the first class city or larger, (b) city of the second class city and (c) village. The recipients of the award from each of the three categories for the prior two years shall constitute the members of the Awards Committee.

SECTION 4. SPECIAL COMMITTEES

The President may appoint such other committees as he/she deems necessary.

ARTICLE VII - MEETINGS

SECTION 1. ANNUAL MEETING

The annual business meeting will be held in conjunction with the ~~Annual Conference of the League of Nebraska Municipalities Annual Clerks' Institute and Academy and shall hereafter be referred to as the~~ **Annual Meeting**.

SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE Special meetings of the ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA may be called by the President or three of the members of the Executive Committee.

A written notice shall be communicated to all members of the Executive Committee for any specially called meeting. There shall also be a notice of special meetings in the Municipal Clerks' Newsletter, or an acknowledgement of said special meeting being held if a meeting is held before the Newsletter publication date.

SECTION 3. ORDER OF BUSINESS

At all meetings of the ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA, except special meetings, the order of business shall be:

Roll Call

Continued from previous page

Reading of Minutes
Report of Officers
Reports of Standing Committees
Reports of Special Committees
Communications
Unfinished Business
Election of Officers (at the meeting held in conjunction with the Annual Meeting only) ~~Clerks' Certification School only~~
New Business
General Discussion

SECTION 4. QUORUM

Fifteen (15) Active Members of the ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ shall constitute a quorum at any Annual Meeting or Special Meeting.

Five (5) members of the Executive Committee shall constitute a quorum of that body.

ARTICLE VIII - ELECTION OF OFFICERS AND DISTRICT DIRECTORS

SECTION 1. NOMINATING COMMITTEE

The President shall, prior to the Annual Clerks' Institute and Academy Clerks' Certification School, appoint a Nominating Committee who, at the Annual Meeting Clerks' Certification School, shall submit nominees for the ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ Officers and District Directors. Additional nominations may be made from the floor at the Annual Clerks' Certification Meeting at which the election is held. The Nominating Committee is responsible for verifying eligibility of all nominees.

~~The election of the final nominee for each office shall take place at Clerks' Certification School. The nominee receiving the highest number of votes cast for the respective office shall be declared the final nominee and will be confirmed at the Annual Meeting.~~

SECTION 2. ELIGIBILITY

Only Active Members who have had ~~three (3)~~ two (2) consecutive years of experience as Clerk or Deputy City Clerk and two (2) years of membership shall be eligible for nomination and election.

SECTION 3. ELECTION OF OFFICERS

The election of Officers and District Directors shall take place at the Annual Meeting. The nominee receiving the highest number of votes cast for the respective office shall be declared duly elected thereto.

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SECTION 4. DISTRICT DIRECTORS

There shall be one District Director from each of the five districts in the State. The District Directors will be elected by a majority of the Active Members present at the Annual Meeting, but each of the five District Directors must be from a different district. The Nominating Committee will be required to submit nominees from each district in which a vacancy will occur due to the expiration of the term of office. Vacancies in the office of District Director due to resignation or death shall be filled for the unexpired term by appointment by the Executive Committee.

~~Of the three District Directors serving for the fiscal year 1988-1989, one shall be nominated for the office of Secretary-Treasurer for the fiscal year 1989-1990 and the two remaining District Directors shall serve another one-year term. Three additional District Directors, from the remaining districts, will be elected for two-year terms. Thereafter, all District Directors will be elected for two-year terms.~~

All District Directors are elected to serve a two (2) year term. Directors from District 1 and 2 are elected in the odd numbered years. Directors from District 3, 4 and 5 are elected in the even numbered years.

The boundaries of the five districts may be amended by resolution of the Executive Committee if population changes deem this action necessary.

SECTION 5. COMMENCEMENT OF TERMS OF OFFICE

Officers and District Directors shall begin their terms of office ~~immediately~~ the day following the ~~confirmation at the Annual Meeting~~ conclusion of the Annual Meeting.

ARTICLE IX - AMENDMENTS

These By-laws may be amended at any Annual Meeting. Any proposed By-law amendments shall first be submitted, in writing, to the Secretary-Treasurer of ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ prior to the Clerks' ~~Certification School Institute and Academy~~ and shall be approved by two thirds vote of the Active Members in attendance at the ~~Clerks' Annual Meeting, Certification School~~

Ballots shall be canvassed by a committee appointed by the President of ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~. Report on results shall be made during the session. ~~Upon approval If approved;~~ the proposed amendment(s) ~~shall be submitted to the membership for ratification at the Annual Meeting and, if ratified,~~ shall be in force immediately after closing of the Annual Meeting.

ARTICLE X - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall govern the procedures of ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ in all cases where they are applicable.

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ARTICLE XI - VACANCIES

The Executive Committee shall fill, by appointment, any vacancies occurring in any elective office not already provided for in these By-laws. Written consent of the appointee shall be obtained by the Executive Committee before the appointment is made.

The President, and First and Second Vice Presidents shall fill, by appointment, any vacancies occurring in the committees for which they are respectively responsible.

ARTICLE XII - EFFECTIVE DATE

The effective date of these By-laws or amendments thereto shall be the date and time of the Annual Meeting at which the resolution of adoption is approved by a majority of the Active Members in attendance.

Amended this ___ day of _____, 2018.

PRESIDENT

ATTEST:

SECRETARY-TREASURER

(A current copy of these By-laws is available at the office of the League of Nebraska Municipalities during normal business hours.)

DECEMBER BIRTHDAYS

Ramona Schafer	Alda.....	Dec. 1
Noelle Klitz	Emerson.....	Dec. 1
Nikki Schwanz.....	O'Neill	Dec. 2
Kathleen Gottsch	Springfield.....	Dec. 4
Stephanie Wright.....	Broken Bow	Dec. 6
Abbey Jordan.....	Minden	Dec. 7
Linda Jensen.....	Central City	Dec. 7
Debbie Gilmer	Friend	Dec. 8
Sharon Reinmiller	Staplehurst	Dec. 8
Megan Novak	Bancroft	Dec. 11
Debra Thayer.....	Bladen.....	Dec. 11
Jan Singleton	Hayes Center..	Dec. 12
Susan Dallegge	Hampton.....	Dec. 13
LeAnn Ellis	Hershey	Dec. 16
RaNae Edwards	Grand Island ...	Dec. 17
Jamie Rathman	Cairo.....	Dec. 18
Jane Skinner	Ogallala	Dec. 19
Susan Kluthe.....	Bellevue.....	Dec. 20



Bonnie Gilpin.....	Wolbach.....	Dec. 20
Carol Maxson.....	Wymore.....	Dec. 21
Marcy Welch.....	Hebron.....	Dec. 23
Jeanne Hoggins.....	Milford	Dec. 23
Shellie Brainard	Arlington	Dec. 27
Jean Polzkill.....	Central City	Dec. 27
Dana Klabenes	Neligh	Dec. 30
Marilyn Varner	Seward.....	Dec. 30
Kathy Meharg.....	Wood River.....	Dec. 30

Nebraska Municipal Clerks Association

2018 Scholarship Information

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska Municipal Clerks and/or Deputy Clerk's attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association."

The 2018 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Please remember to complete the application in its entirety, including the following information:

- Email address.
- Name of Area Clerks' Association
- Number of times and amounts your Municipality has received a NMCA Scholarship in the past five years.
- A short narrative (**WHICH IS MANDATORY**) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.
- All lines must be filled in on the Scholarship application.
- Incomplete applications will not be considered for Scholarships.
- Must be a current member of the NMCA. All membership dues are payable in October of each year and the dues are for the Clerk, not the City and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter and is online at the website listed above.
- All applications must include a complete copy of the United States Citizenship Attesting form. **THIS FORM IS MANDATORY** in order to be considered for a Scholarship and is included with the Scholarship form.

Application deadline is December 18, 2017 and awards will be made before the end of January 2018.

*Linda Jensen, MMC
NMCA First Vice President
City of Central City*

NMCA Institue/Academy March 25-29, 2018

Nebraska Municipal Clerks Association

2018 Scholarship Application

The 2018 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Name: _____ Title: _____

Address: _____ Municipality: _____

Zip: _____ Office Phone: _____ Cell Phone: _____

Email: _____

Name of Area Clerks' Association: _____

Last Census Population: _____ How long have you been a Clerk: _____

This is my _____ First _____ Second _____ Third year of attendance at Nebraska Clerks' Institute.

I _____ did _____ did not receive a scholarship to attend the first year.

I _____ did _____ did not receive a scholarship to attend the second year.

This is my _____ year attending Academy.

Number of times your Municipality received a NMCA Scholarship in the past five year's _____.

Please note how much scholarship aid your Municipality received for the Clerks' Institute or Academy in the past five (5) years from the NMCA: \$ _____

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your Municipality's need for financial assistance from the NMCA Scholarship fund. (PLEASE BE SPECIFIC)

NMCA yearly dues MUST be paid and current to qualify for a scholarship.

Incomplete forms WILL NOT be considered for scholarships.

All scholarship forms MUST include the Citizenship Attestation form.

Please return this form and the citizenship Attestation form completed by December 18, 2017 to:

City of Central City

Attn: Linda Jensen

NMCA Scholarship Application

PO Box 418

Central City, NE 68826-0418

centralcityclerk@hotmail.com

NMCA Institue/Academy March 25-29, 2018

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States.

— OR —

☐ I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

(first, middle, last)

SIGNATURE

DATE



IT'S THAT TIME OF YEAR AGAIN, AND TIME
TO TAKE ON GRAND ISLAND
Nebraska Municipal Clerk Institute and Academy

**EDUCATION | NETWORKING |
CELEBRATING CLERKS
SAVE THE DATE and REGISTER TODAY
March 25-29, 2018 | Grand Island, NE
For more information, scholarship forms and
the registration form:**

<https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/professional-programs/nmci-2016.php>

or

Registration form only, cut and paste the link: <https://commerce.cashnet.com/UNOCW?itemcode=CW-CLERK2018>

Questions? Call 402.554.2636

Say "Aloha" to Hawaii

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach.

With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.

**Sponsored by
American Legal Publishing Corporation**

*All proceeds support the IIMC Foundation
and IIMC education programs*



*2016 raffle winner Dani Snider from
Fairbanks, Alaska*

Name _____ **\$** _____

Phone _____ **Email** _____

City _____ **State/Province/Country** _____

- ☐ **I will pay by check** - Return flier and check payable to IIMC Foundation to: IIMC Foundation Treasurer, 3518 Poppleton Avenue, Omaha, NE 68105
- ☐ **I will pay by credit card** - Return flier with information completed below to: IIMC Foundation Treasurer, 3518 Poppleton Avenue, Omaha, NE 68105

Visa/MasterCard/AmEx# _____ Expiration date _____

Signature _____ Please charge this amount \$ _____

**Winner drawn at IIMC Annual Conference in Norfolk, VA, on May 23, 2018. Winner need not be present to win.
For ticket numbers or stubs email rbollhauer@amlegal.com**





Don't be shellfish

If there was ever a time to invest in clerks' education, it's now. You can support education—and enjoy a delicious holiday dinner!—by purchasing raffle tickets for the **IIMC Foundation Santa Claws Raffle.**

Two lucky winners will each receive **five pounds of Alaska King Crab legs** shipped directly to your door, on the date you decide.

Tickets are \$5 each or 5 for \$20, so take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.





NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: RaNae Edwards, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2017 to September 30, 2018 is now due. Please fill out the form on the next page and send it with your check to the League of Nebraska Municipalities. Remember the check needs to be made out to the Nebraska Municipal Clerks' Association (NMCA).

The NMCA voted not to send out membership cards, unless you need one. Please indicate that you will need a card on the statement and we will do our best to get you one. Also reminding all Clerks that you have to be a member of the NMCA to be eligible for scholarships.

If you have any questions, please contact me at the Village of Trenton Office (308) 334-5488 or vtrenton@gpcom.net.

Thank you,

Wendy L. McKain, MBA, MMC
NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

MEMBERSHIP DUES STATEMENT
2017-2018

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

E-MAIL ADDRESS: _____

Population of Municipality:

Under 300 \$20.00 _____

301-800 \$25.00 _____

801-5,000 \$35.00 _____

Over 5,000 \$45.00 _____

Years of Service as Municipal Clerk: _____

Are you a Certified Municipal Clerk (CMC)? Yes _____ No _____

Are you a Master Municipal Clerk (MMC)? Yes _____ No _____

Are you an IIMC (International Institute of Municipal Clerks) Member? Yes _____ No _____

PLEASE include the MONTH and DAY of your birthday: _____
(to be listed in the Clerks Newsletter)

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET
LINCOLN, NE 68508

MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

DECEMBER 2017

CITIES OF THE FIRST CLASS

Each month	Clerk publishes ordinances passed within 15 days after passage. (16-405)
Within 10 days from meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Council meeting	Clerk publishes official proceedings of meetings. (19-1102)
Last Day	Treasurer files monthly financial report. (16-318)
Dec. 31	Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
Dec. 31	Clerk files report on city's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the State Auditor's Office. If the retirement plan is a defined benefit plan which was open to new members on January 1, 2004, the city council shall file an annual report consisting of a full actuarial analysis with the Public Employees Retirement Board, the Nebraska Retirement Systems Committee of the Legislature, and the Auditor of Public Accounts. (19-3501)
* *	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Reminder	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder	1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2018. (39-2115, 39-2117)
Reminder	On or before January 31 provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)

CITIES OF THE SECOND CLASS AND VILLAGES

Each month	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 days from meeting or, before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Governing Board meeting	Clerk publishes official proceedings of meeting. (19-1102)
Last Day	Treasurer files monthly financial report. (17-606)
Dec. 31	Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
Dec. 31	Clerk files report on city's/village's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the State Auditor's Office. If the retirement plan is a defined benefit plan which was open to new members on January 1, 2004, the governing body shall file an annual report consisting of a full actuarial analysis with the Public Employees Retirement Board, the Nebraska Retirement Systems Committee of the Legislature, and the Auditor of Public Accounts. (19-3501)
* *	Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
Reminder	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder	1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2018. (39-2115, 39-2117)
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