

Nebraska Municipal Clerks Newsletter

January
2012



MESSAGE FROM THE PRESIDENT

Vanee Holtmeier, CMC, NMCA President

Hope everyone had a very Merry Christmas and a happy 2012.

Are you ready for the Nebraska Clerk's Institute and Academy, March 12-March 16, 2012 in Kearney? Have you registered yet? If not, you still can register on-line at clerkinstitute.unomaha.edu or call Melanie Kiper at 402-554-2133. Early registration ends February 2, 2012 and the final registration deadline in March 2, 2012. Hopefully, I get everything done that needs to be done. I have a great group of NMCA officers and directors and UNO directors that will help keep me on track. If you notice something that needs to be done, please don't hesitate to let me know.

The NMCA Committees are all getting things in order to make this year's Clerk Institute and Academy a fun time with new and old clerk friends. Something new this year on Monday night will be a NMCA President's Reception that will be hosted by me, as your president, and Mary Kempf of West Point as your vice-president. This event will go from 6-7 p.m. with finger foods and drinks. So you will still have time to go to supper and out shopping with your fellow clerks. This event is for all 1st, 2nd, 3rd and 4th year clerks. I hope everyone attends, because this is where the clerk bonding begins for many years to come.

The Wednesday Night Hospitality Chair is Melissa Waggoner of Potter. This will also be a fun time that includes the academy clerks. So please plan to



Photos.com

attend to get to know some of us more "experienced" clerks.

Barb Whitley of Geneva is the Chair for the Celebration of Clerks on Wednesday afternoon before the NMCA business meeting. Barb is also the Chair for the Nominating Committee. Please contact Barb if you are interested or know of anyone who is interested in being nominated for an NMCA officer or as a Board of Directors to see if you meet the qualifications. NMCA Board of Directors in District 1 (Panhandle Area Clerks Association) and District 2 (Southwest Area Clerks Association and undesignated North-Central Area) will be up for nominations this year. Third year clerk's, have you been thinking of ideas for your skit after the business meeting?

Barb Rabe of Wisner is the Chair for Honorary Member-

Continued on page 2

MESSAGE FROM THE PRESIDENT

ber at the time of his or her termination to be eligible for an Honorary Membership. These nominations will be submitted at the NMCA Annual Meeting on Thursday afternoon at the Clerk's Institute and Academy. If you would like to nominate someone for an Honorary Membership, please send his or her name and current address to Barb Rabe in Wisner by March 9, 2012.

Susan Klopping is the Chair of the Silent Auction. Let's make this year's silent auction a huge success. Start thinking of something you can donate to the silent auction. Proceeds go to the NMCA Scholarship Fund to help next year's fellow clerks with their institute and academy registrations. The Southern Seven Clerks Association with Erin Baker as the Chair is in charge of the

Thursday Night Banquet. The banquet theme is "Mr. and Ms. NMCA". We even have a special song dedicated for the night and 2011 Mrs. Nebraska, Karalyn Hoefer, making an appearance. So dig out your old homecoming tiaras and crowns, bridesmaid dresses, mother of the bride dresses, prom dresses or if you just need a reason to buy a new dress and some new bling, us this as your excuse. The banquet will begin at 6:30 p.m. this year. Please plan to attend. This is always a fun time by all. I look forward to see everyone in Kearney in March.

*Vanee K. Holtmeier, CMC
NMCA President
P.O. Box 145
McCool Junction, NE 68401
402-724-2525
mccoolclerk@galaxycable.net*

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

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, a Section of the League of Nebraska Municipalities, hereinafter referred to as the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

ARTICLE II - OBJECTIVES

The objectives for which this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION 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

Continued on page 3

CONSTITUTION AND BY-LAWS

Continued from page 2

- 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 whose operations are closely allied with the functions of the Municipal Clerk's office, 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, and is a member of the Nebraska Municipal Clerks' Association at the time of his/her termination shall be eligible for Honorary Membership.

Recommendations for Honorary Membership must be submitted by a Clerk or Deputy Clerk who is a current member of the Nebraska Municipal Clerks' Association and shall be submitted to any member 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. (3/18/04)

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

Only Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall be eligible to vote or hold office in this ASSOCIATION, each member being entitled to one vote, provided that member's dues are paid for that year.

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:

Continued on page 4

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

CONSTITUTION AND BY-LAWS

Continued from page 3

Municipalities of less than 300 population	\$10.00/year
Municipalities of 301 to 800 population	\$15.00/year
Municipalities of 801 to 5,000 population	\$25.00/year
Municipalities of 5,001 or larger	\$35.00/year

Dues will not be prorated. (4-22-07)

SECTION 2. ASSOCIATE MEMBERS

Annual dues of ten (\$10.00) 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 shall be as follows:

SECTION 1. PRESIDENT

The President shall preside at all meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall prepare and distribute any required notices of regular or special meetings. The President shall appoint all committees and shall be an ex-officio member of all committees. (3-2009)

SECTION 2. FIRST VICE PRESIDENT

The First Vice President shall coordinate the Scholarship Program with UNO, 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'

Continued on page 5

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

CONSTITUTION AND BY-LAWS

Continued from page 4

ASSOCIATION and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws. (3-2009)

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

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

~~The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall periodically provide written reports thereon. (3/15/01)~~

~~The League of Nebraska Municipalities shall pay all bills of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION approved by the President and/or Secretary-Treasurer of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file. (3/21/02)~~

The Secretary -Treasurer shall keep all other records and letters of continuing value to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. (3/15/01)

SECTION 5. TREASURER

~~The Secretary-Treasurer shall conduct the correspondence of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws. (3-2009)~~

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

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

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall periodically provide written reports thereon. (3/15/01)

The League of Nebraska Municipalities shall pay all bills of the NEBRASKA MUNICIPAL

Continued on page 6

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

CONSTITUTION AND BY-LAWS

Continued from page 5

CLERKS' ASSOCIATION approved by the President and/or ~~Secretary~~-Treasurer of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file. (3/21/02)

The ~~Secretary~~-Treasurer shall keep all other records and letters of continuing value to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. (3/15/01)

The Office of the Treasurer shall be appointed by the Executive Board for a three-year term. The Treasurer shall be in good membership standing of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION for the past five years and has been a past Executive Board Member. The Treasurer is a Non-Voting Member. The first three-year term shall begin on October 1, 2012 and appointed every three years thereafter.

ARTICLE VI - COMMITTEES

The Officers, Immediate Past President of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION 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 regarding proposed amendments to the Constitution and By-laws; shall supervise the affairs of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION 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.

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 3. EDUCATION COMMITTEE

It shall be the duty of the Education Committee to develop a coordinated program for the Annual Meeting in harmony with the objectives of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. The Education Committee shall serve from July through June for the purpose of planning and evaluating the program.

Continued on page 7

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

CONSTITUTION AND BY-LAWS

Continued from page 6

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. (3-2009)

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

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 5. AUDIT COMMITTEE

Repealed by By-Laws adopted March 15, 2001.

SECTION 6. 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) first class city or larger, (b) 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. (3-2009)

SECTION 7. SPECIAL COMMITTEES

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

ARTICLE VII - MEETINGS

SECTION 1. ANNUAL MEETING

The annual meeting will be held in conjunction with the Annual Conference of the League of Nebraska Municipalities. (3/15/01)

SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE

Special meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION 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'

Continued on page 8

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

CONSTITUTION AND BY-LAWS

Continued from page 7

Newsletter, or an acknowledgement of said special meeting being held if a meeting is held before the Newsletter publication date. (3-2009)

SECTION 3. ORDER OF BUSINESS

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

1. Roll Call
2. Reading of Minutes
3. Report of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Communications
7. Unfinished Business
8. Election of Officers (at the meeting held in conjunction with the Clerks' Certification School only)
9. New Business
10. General Discussion

SECTION 4. QUORUM

Fifteen (15) Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION 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 Clerks' Certification School, appoint a Nominating Committee who, at the Clerks' Certification School, shall submit nominees for the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION Officers and District Directors. Additional nominations may be made from the floor at the Clerks' Certification meeting at which the election for the final nominee is held. (3/15/01)

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) consecutive years experience as City Clerk or

Continued on page 9

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

CONSTITUTION AND BY-LAWS

Continued from page 8

Deputy City Clerk 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.

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.

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 following the confirmation at the Annual Meeting. (3/15/01)

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 the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION prior to the Clerks' Certification School and shall be approved by two-thirds vote of the Active Members in attendance at the Clerks' Certification School. (3/15/01)

Ballots shall be canvassed by a committee appointed by the President of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. Report on results shall be made during the session. Upon approval, the proposed amendment 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. (3/15/01)

Continued on page 10

Blue-Section added
Red-Wording Changed

Yellow-Wording deleted

CONSTITUTION AND BY-LAWS

Continued from page 8

ARTICLE X - PARLIAMENTARY PROCEDURE

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

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 if approved by a majority of the Active Members in attendance.

Approved this 22nd day of March 2007.

Amended this 19th day of March, 2009.

Ratified this 1st day of October, 2009

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.)



~~REMINDER~~

All Clerks please bring a silent auction item---big-small-or otherwise!!



Three Rivers Clerk's Association Minutes

The Three Rivers Clerk's Association met on Thursday, Jan. 19, 2012 at 12:30 p.m. at Mel's Diner in Fremont. President Jennifer Carlson called the meeting to order. Clerks present were: Jennifer Carlson, Bancroft; June Moline, Mead; Al Vacanti, Scribner; Patty Knobbe, Snyder; Mary Kempf, West Point; Dawn Gall, Howells; Lori Kathol, Dodge; Roxanne Meyer, Hooper; Brenda Weitzenkamp, Uehling; Dawn Schmidt, Yutan; Lynne McIntosh, Fremont; Trisha Robertson, Beemer; Mindi Laaker, Bennington; Melissa Johnson, Waterloo; Nancy Hert, Waterloo; Kim Volk, Fremont.

Nancy Hert made a motion to dispense with the reading and approve the minutes from the previous meeting. Lori Kathol seconded the motion. Aye: all. Nay: none. Motion carried.

The treasurer's report was presented. The balance in the checking account is \$2,333.90. We have received dues in the amount of \$150.00 and paid \$150.00 to the NMCA for scholarship funds for clerk's school.

Mary Kempf reported that the Midwinter Conference will be held Feb. 27-28. Also, clerk's school is March 12-16 in Kearney. The banquet theme is Beauty Pageant. June Moline, Dawn Gall, Trisha Robertson and Mindi Laaker thanked the association for the scholarships that were awarded to them to attend clerk's school.

Kim Volk made a motion to donate embroidered kitchen towels for the silent auction. Dawn Gall seconded the motion. Aye: all. Nay: none. Motion carried.

The next meeting was scheduled for April 19 in Scribner but Al Vacanti reported that the place he had planned on didn't work out. There is another restaurant but it will only work if we have the meeting on April 20. Mary Kempf made a motion to change our meeting date from April 19 to April 20. June Moline seconded the motion. Aye: all. Nay: none. Motion carried.

Kim Volk made a motion to adjourn. Lynne McIntosh seconded the motion. Aye: all. Nay: none. Motion carried. Meeting adjourned subject to the call of President Carlson.

Submitted by Patty Knobbe, Acting Secretary

FEBRUARY BIRTHDAYS

Jennifer Carlson..... Bancroft2/1
 Nancy Schaad..... Leigh2/1
 Colleen McKay..... Dalton2/2
 Nicole Wiese..... Palisade2/3
 Jeanie Schmidt..... Campbell2/4
 Barbra Mikkelsen..... Aurora.....2/6
 Theresa Busse..... North Bend.....2/6
 Linda Hazen..... Butte.....2/7
 Lori Vorderstrasse..... Hastings2/11
 Peggy Sheldon..... Hemingford2/11
 Joan Hanson..... Concord2/13
 Kim Everhart..... Greeley2/14
 Sue Murray-Lee..... South Sioux City.....2/14

Janiel Kimble..... Imperial2/15
 Michaelle Trembly..... Kearney2/16
 Lanette Doane..... Ansley.....2/18
 Cynthia Ourada..... Prague2/20
 Susan Cook..... Rockville2/20
 Linda Carroll..... Fairmont.....2/21
 Amy Allen..... Stapleton.....2/21
 Dawn Schmidt..... Yutan.....2/23
 Sandra Meyer..... Plattsmouth.....2/24
 Kelly Oelke..... Hickman.....2/25
 Kimberly Volk..... Fremont.....2/26

** List reflects names of those who have paid dues thus far.*

LEAGUE OF NEBRASKA MUNICIPALITIES
 1335 L STREET
 LINCOLN, NE 68508
 402-476-2829

www.lonm.com

On the Agenda for Clerk Institute/Academy 2012

Is it January already? If you haven't booked your sleeping room, then now is the time. The room block is filling fast; and the guaranteed reduced rate of \$74.95 ends February 25. You have 3 hotels to choose from: Holiday Inn (308-237-5971), Hampton Inn (308-234-3400) and Wingate Inn (308-237-4400). All are within easy walking distance of the convention center.

We are excited to have Matt "Mattitude" Booth return to present to the entire group on Thursday. "What's in Your Wallet," is a three-hour interactive seminar that will put you back in charge of your life and let you determine your own direction to achieve personal satisfaction and professional success. This is one session not to miss!

Lorre McKeone will teach Institute participants how to "Celebrate Change" in a workshop that uses discussion, interaction and laughter to help people move through the inevitable changes they face, both professionally and personally, with poise and confidence. Lorre is a professional speaker from North Platte who always presents to rave reviews. You will enjoy this session.

CHECK LEGISLATIVE WEBSITE FOR INFORMATION

Check the Legislature's web site for more information about your state Senators and the legislative process. The regular session, which began Jan. 4, is scheduled to adjourn April 12. (This is the short, or 90-day, session.) **The web site address** is <http://nebraskalegislature.gov/web/public/home>.

Institute participants will also attend a session on "Government Ethics" presented by yours truly. We will examine the relationship between ethics and public trust, ethical principals will be defined, various codes of ethics (including IIMC's) will be examined and a framework for analyzing ethical issues and making ethical decisions will be presented. Then we will use the framework to discuss several ethical case studies in a small group setting.

As always, you can find more information about the program and how to register on our website at <http://clerkinstitute.unomaha.edu>. Please contact us if there are questions. See you soon!

Submitted by Melanie Kiper, Co-Director, Nebraska Municipal Clerk Institute and Academy

SUBMIT IDEAS AND MATERIALS FOR CLERKS NEWSLETTER

Please submit your ideas and materials for the Municipal Clerks' Newsletter to Lynn Marienau at the League of Nebraska Municipalities.

As you know, the newsletter's usefulness to clerks depends on the material provided. Please use the newsletter to tell of relevant events taking place in your community, reports on workshops, seminars or meetings of interest to clerks and as an information exchange, or forum for solving problems facing you and your municipality.



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP DUES STATEMENT
2011-2012

NAME: _____
 TITLE: _____
 ADDRESS: _____
 MUNICIPALITY: _____
 E-MAIL ADDRESS: _____

Population of Municipality:
 Under 300 \$10.00 _____
 301-800 \$15.00 _____
 801-5,000 \$25.00 _____
 Over 5,000 \$35.00 _____

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

Northeast Nebraska Clerks Association Minutes

The Northeast Nebraska Clerk's Association met on Jan. 19, 2012 at Norfolk Council Chambers. President South Sioux City Clerk Sue Murray Lee called the meeting to order at 1:04 p.m. Clerks from the following communities were present: Norfolk, Genoa, Petersburg, Wausa, Elgin, Wayne, Ewing, O'Neill, Cedar Rapids, Battle Creek, Hartington, two from Albion, Chambers, Clearwater, two from Madison, South Sioux City, Oakdale, Atkinson, Coleridge, Neligh, and Duncan.

The meeting started with introductions. There was a motion to approve Oct. 20, 2011 meeting minutes made by Lacie Andreasen, City of Genoa, and seconded by Cinda Jones, City of Randolph. Motion carried.

REMINDER: BRING YOUR FLAGS

Reminder Area Association Presidents: Please bring your Association's flag to the Nebraska Municipal Clerk Institute & Academy March 15, 2012 at 4:15 p.m.

Thank you.

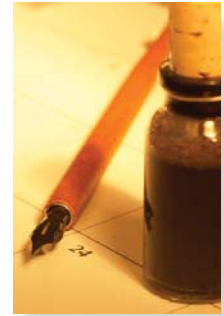
*Barb Whitley
Celebration of Clerk's Committee*

Safety

Accidents, and particularly street and highway accidents, do not happen – they are caused.

Ernest Greenwood

Treasurer Lacie Andreasen, City of Genoa, stated we had \$216.59 in the checking account and \$735.60 in the savings account with claims to Dee's Delight for \$119 and also \$100 to go toward the scholarship for a Northeast Clerk. There was a motion to approve the treasurer report along with the two claims made by Michael Fleeer, City of Battle Creek, and seconded by Betty McGuire, City of Wayne. Motion carried.



Sunshine Committee stated they still have cards to send out and nothing else to report. The new association shirts/jackets are in, President Sue asked that everyone look at their balance and if the community is paying for the shirt then fill out a Form 13 or else send payment.

Nebraska Municipal Clerk Institute and Academy was discussed. First being the banquet theme will be Beauty Queen, silent auction that helps with scholarship, and if any one would want to make a donation it would be helpful.

There was a motion to adjourn the meeting at 1:27 p.m. made by Andrew Devine, City of Albion and seconded by Lacie Andreasen, City of Genoa. Motion Carried

The next meeting will be April 12, 2012 in Norfolk at 1 p.m.

Presenter was a Randy Hellbusch from Nebraska Rural Water Association and he talked about rate studies.

Jennifer Carr – Secretary

Nominations for NMCA Positions

NMCA election will take place at the General Membership Meeting at the Clerks Institute and Academy on March 15, 2012. Nominations are being accepted for the following positions:

President

1st Vice President

2nd Vice President

Secretary

District 1 Director – 2 year term

District 2 Director – 2 year term

To run for President, 1st Vice President, 2nd Vice President and Secretary you had to serve as a District Director for two years.

On the next page is the 2012 Biography form to run for an office. Also attached is the District Map in case you are unaware of the district in which you live.

If you have any questions, please let me know.

Barbara Whitley, MMC
City Clerk-Treasurer
City of Geneva 402-759-3109
bwhitley@cityofgeneva.org

Smile! Take pictures that showcase your creative talents

Photography has come a long way since the days of flash powder and dark rooms. Now that nearly everyone's cell phone can take pictures, everyone can be a photographer. But not everyone knows how to take a great picture (as too many fuzzy or embarrassing photos on Facebook can attest). Here are some tips for taking good pictures with a little flair:

- **Change your point of view.** Take a pic from ground level, looking up at your subject. Or stand on a chair and point your camera downward. Tilt your camera (or phone) a little for a diagonal shot. Different angles are more eye-catching than the same old picture of Aunt Flo's face from three feet away.
- **Shift your subject's eyes.** Ask Aunt Flo to look behind you, or in a different direction, to make your photo less of a mug shot and more of a character study. Hand your brother a prop, like a book or a toy, and ask him to look at that instead of your lens.
- **Take a series.** A sequence of photos can tell a story or record a moment in time. Try adding one element with every new shot (start with a bride, and then have each bridesmaid come to stand behind her for every subsequent shot). Or photograph the same scene every day for a month to highlight what changes what remains the same.

**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
A SECTION OF THE LEAGUE OF NEBRASKA MUNICIPALITIES
2012 Nominee Biography**

Office Nominated for: _____

Name: _____

Municipality: _____

Present Position: _____

How Long at Position: _____

Former Positions: _____

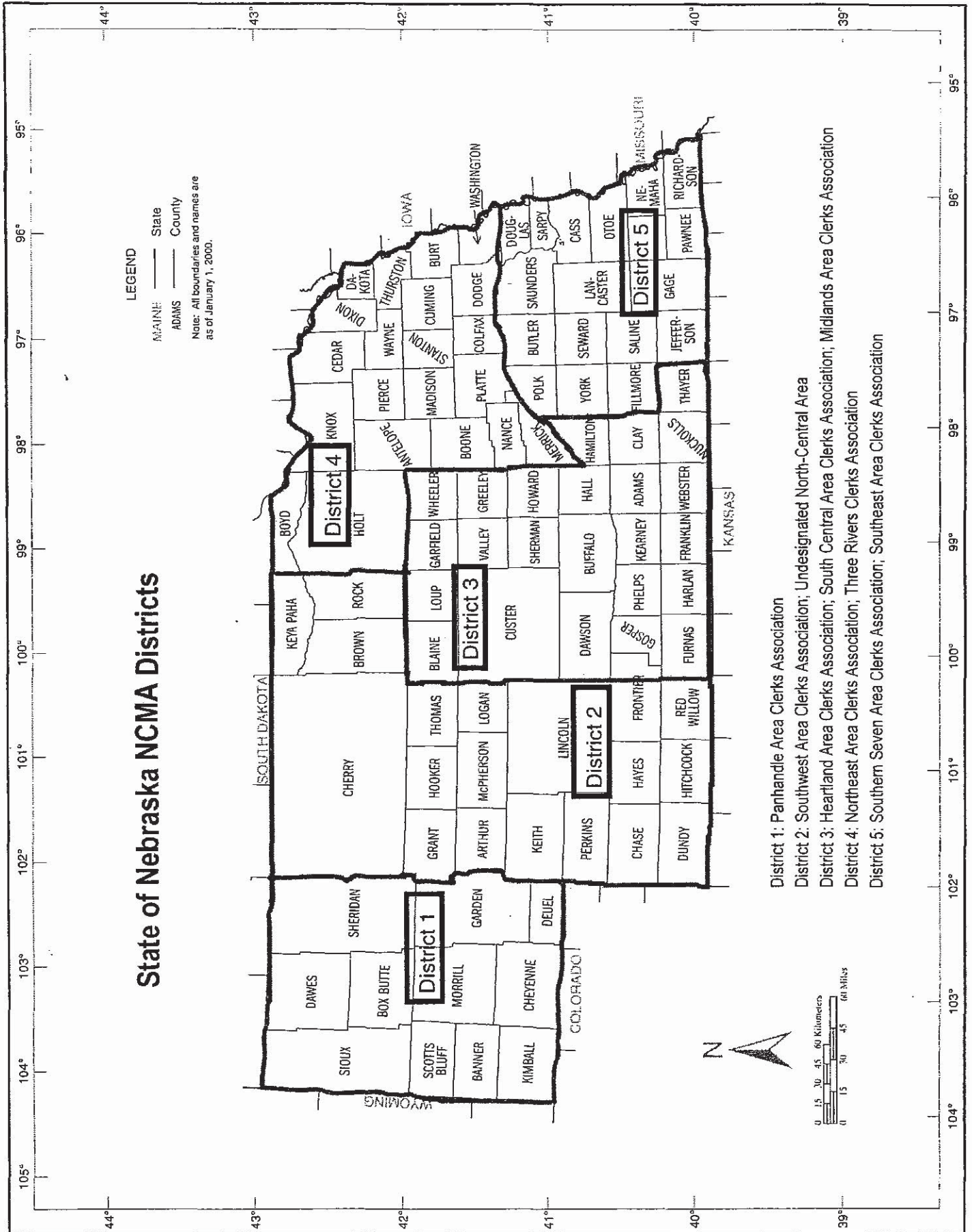
Certified? Yes No Academy Member? Yes No

Other Offices Held: _____

Committees Worked on: _____

Other Information: _____

**Please Return to:
Barbara Whitley
PO Box 409
Geneva, NE 68361
bwhitley@cityofgeneva.org**



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

FEBRUARY 2012

CITIES OF THE FIRST CLASS

Within 15 days of Passage.....Clerk publishes ordinances passed. (16-405)
Within 10 days from meeting or before
next meeting (whichever is sooner).....Clerk to have minutes available for public inspection. (84-1413)
On or before second MondayAnnual Library Board report due. (51-213)
Within 30 days from Council meeting.....Clerk publishes official proceedings of meeting. (19-1102)
End of monthClerk files monthly report. (16-317)
Within 20 days after end of monthTreasurer files monthly financial report. (16-318)
On or before March 1One and six year plans are due at the Nebraska Department of
Roads, Board of Public Roads, Classification and Standards,
March 1, 2012. Legal notice is required 10 days before the
hearing. (39-2115 through 39-2117)
* *Clerk must prepare agenda prior to next Board meeting. (84-1411)

CITIES OF THE SECOND CLASS

Within 15 days of Passage.....Clerk publishes ordinances passed. (17-613)
Within 10 days from meeting
or before next meeting
(whichever is sooner)Clerk to have minutes available for public inspection. (84-1413)
On or before second MondayAnnual Library Board report due. (51-213)
Within 30 days from
Council meetingClerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of monthTreasurer files monthly financial report. (17-606)
On or before March 1One and six year plans are due at the Nebraska Department of
Roads, Board of Public Roads, Classification and Standards,
March 1, 2012. Legal notice is required 10 days before the hearing.
(39-2115 through 39-2117)
* *Clerk must prepare agenda prior to next Council meeting. (84-1411)

VILLAGES

Within 15 days of Passage.....Clerk publishes ordinances passed. (17-613)
Within 10 days from meeting or before
next meeting
(whichever is sooner)Clerk to have minutes available for public inspection. (84-1413)
On or before second MondayAnnual Library Board report due. (51-213)
Within 30 days from
Trustees' meeting.....Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of monthTreasurer files monthly financial report. (17-606)
On or before March 1One and six year plans are due at the Nebraska Department of
Roads, Board of Public Roads, Classification and Standards, March 1,
2012. Legal notice is required 10 days before the hearing. (39-2115
through 39-2117)
* *Clerk must prepare agenda prior to next Board meeting. (84-1411)