

MESSAGE FROM THE PRESIDENT

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

SUMMER IS WINDING DOWN, kids are back to school, the weather is changing and – hopefully, before Sept. 20 – your budgets have been approved and submitted to the state. It's not an easy task, but somehow it gets done. Where did the summer go? I guess it's true, the older you get, the faster the days and years go by. Can you believe in just four months, Christmas will be over, as will the elections, Halloween and Thanksgiving, etc.? But let's not get ahead of ourselves. We just need to enjoy each day as it comes.

REMINDER – ANNUAL NMCA MEETING will be held Sept. 20, 2018 at 6 p.m. at the Holiday Inn in Kearney. Attached are changes to the NMCA Constitution and By-Laws that we will be ratifying at the meeting. The Executive Board will meet immediately following the General Meeting to approve the appointment of Janine Schmidt, Village of Morrill, as District 1 Director to fill the vacancy of Cindy Dickinson, Scotts-bluff, who retired.

EDUCATION COMMITTEE and Ellen Freeman-Wakefield have been working hard to bring you excellent education topics and sessions for the 2019 Clerks' Institute and Academy. They still need volunteers for the round table discussions along with topics. If you have any ideas, please contact Tammy or Ellen.



- Tammy Tisdall, Education Chair 402-332-3336 Ext. 210 tammy@cityofgretna.com
- Ellen Freeman-Wakefield 402-554-2636 efreemanwakefield@unomaha.edu

IIMC has released new certification information material. The new brochures are designed to provide the same information by the Education Department; however, in a new and creative way. You might want to take a look at the links in the IIMC News Briefing, if you are working on your CMC or MMC designation.

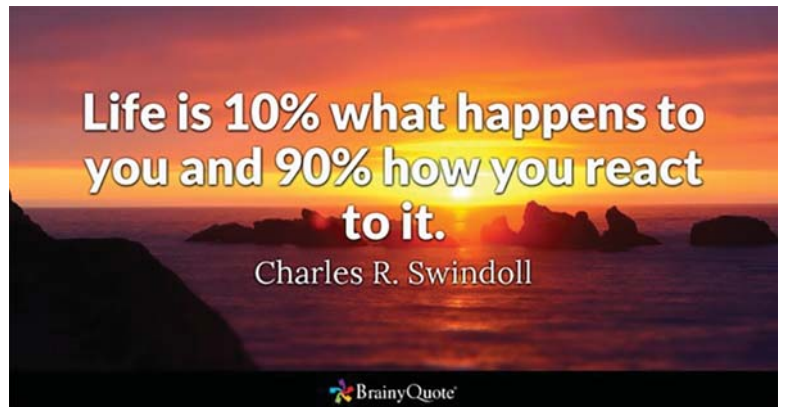
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MESSAGE FROM THE PRESIDENT

Continued from previous page

I hope everyone enjoys Labor Day and that you don't have to work (or at least not very hard). Have a great September!!

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

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

- 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.

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.

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

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~~ 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~~

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CONSTITUTION AND BY-LAWS

Continued from previous page

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.

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

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.

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

~~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.

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

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:

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 Annual Meeting only)
~~Clerks' Certification School~~)
9. New Business
10. 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

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

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.

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.

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

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.

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.

Continued on next page

CONSTITUTION AND BY-LAWS

Continued from previous page

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

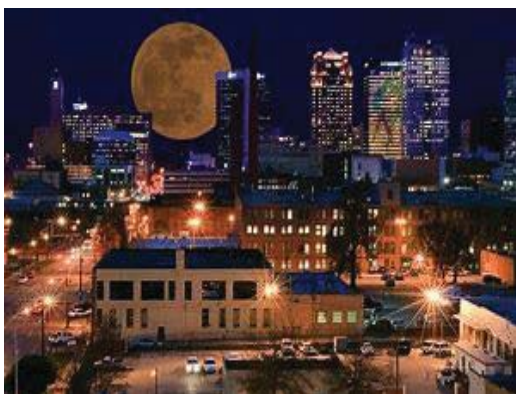
(A current copy of these By-laws is available at the office of the League of Nebraska Municipalities during normal business hours.)

SEPTEMBER BIRTHDAYS

Dee AriasLouisville 9/1
Eileen RexrothDuBois..... 9/2
Lisa Wolf.....Pleasant Dale 9/4
Kathleen Sliva.....Ashland..... 9/6
Melinda Ferree.....Wilcox..... 9/6
Lana Svoboda Glenvil 9/9
Melissa Johnson Waterloo 9/9
Eileen Murdoch.....Murray 9/12
Tresadi PreitauerStamford..... 9/13
Lori Hogan.....Cortland..... 9/14
Vicki Miller.....Elgin..... 9/14
Twila Fuller.....McCool Junction ... 9/17
Janice Emal.....Shelton 9/19
Shirley Schuman.....Crookston 9/20
Lois Ikenberry.....Palmyra 9/20
Kristi Thornburg.....Ainsworth..... 9/23
Andrew Devine.....Albion 9/23
Kimberly JacobitzHastings..... 9/24



Lauren Brandt Kearney 9/25
Brenda Wheeler Blair 9/26
Natalie Schaecher Hartington..... 9/26
Jill Swartzendruber Geneva 9/28
Rhonda Brunkhorst Wauneta 9/28
Sherry Haskett..... Auburn 9/30
Kim Petersen..... Barneston 9/30
Lanett Conroy Callaway 9/30
Courtney Retzlaff..... Plainview 9/30



WIN BIRMINGHAM CONFERENCE REGISTRATION AND 4-NIGHTS HOTEL

Thanks to the generous donation from IIMC, the IIMC Foundation is offering you an opportunity to win a four (4) nights lodging and one (1) free 2019 Conference Registration Package during the upcoming conference in Birmingham Alabama in May of 2019! Enter to win today!

This package is valued at \$1,600.

Name _____ \$ _____

Phone _____ Email _____

City _____ State/Country _____

Tickets are \$5 each or 5 for \$20

- I will pay by check** – Please make check payable to IIMC Foundation.
- I will pay by credit card** – Complete information below:

Credit Card No. _____ Expiration date _____

Signature _____ Please charge this amount \$ _____

Winner to be drawn on January 15, 2019!

Mail this flyer today along with your payment to:

**IIMC Foundation Treasurer
Roxanne Schneider
PO Box 686
Dysart IA 52224**



Thank you for your support!

All proceeds support the IIMC Foundation and IIMC education programs.

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

NOVEMBER 2018 CITIES OF THE FIRST CLASS

First day.....Class C liquor license year begins. (53-124)
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)
Within 30 days from
Council meeting.....Clerk publishes official proceedings of meetings including claims. (19-1102)
End of month.....Clerk files monthly report. (16-317)
Within 20 days after end of month.Treasurer files monthly financial report. (16-318)
* *Clerk must prepare agenda prior to next Council meeting. (84-1411)
Reminder 1 and 6 year plans are due at the Nebraska Department of Roads no later
than March 1, 2019. (39-2115 to 39-2119)

CITIES OF THE SECOND CLASS AND VILLAGES

First day.....Class C liquor license year begins. (53-124)
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)
Within 30 days from Council
or Board meeting.....Clerk publishes official proceedings of meetings including claims. (19-1102)
Within 20 days after end of month.Treasurer files monthly financial report. (17-606)
* *Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
Reminder 1 and 6 year plans are due at the Nebraska Department of Roads no later
than March 1, 2019. (39-2115 to 39-2119)

