

MESSAGE FROM THE PRESIDENT

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

HOPEFULLY, ALL OF YOU ARE ENJOYING your summer. I'm sure everyone is busy, busy, busy with budgets – besides the other duties we have to do on a regular basis. Hang in there as this too will pass. Once we get to the end of August, we can all breathe a little easier. Then, fall is just around the corner along with a new fiscal year and the year-end reports and we get to start the process all over again. **AWESOME!** Just one cycle after another, but aren't we lucky to be living where we do? We have so much for which to be thankful.

REMINDER – ANNUAL NMCA MEETING will be held during the League Annual Conference – Sept. 19-21, 2018 at the Holiday Inn in Kearney. Included are the changes to the NMCA Constitution and By-Laws that we will be ratifying at that meeting.

THE NEBRASKA STATE FAIR starts Friday, Aug. 24, – Monday, Sept. 3, 2018 in Grand Island. You won't want to miss this outstanding celebration as there is so much to see and do – something for everyone! And, the food is really great, too.

BACK BY POPULAR DEMAND – ROUND TABLES – The Education Committee met on Friday, July 27, 2018 at the Younes Conference Center in Kearney where we will hold the 2019 Clerks Institute and Academy. The facilities are spectacular with plenty of room for our conference. It was decided to bring



back the "round tables," but we need your help. We need topics and facilitators for this session. Please send your ideas to:

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

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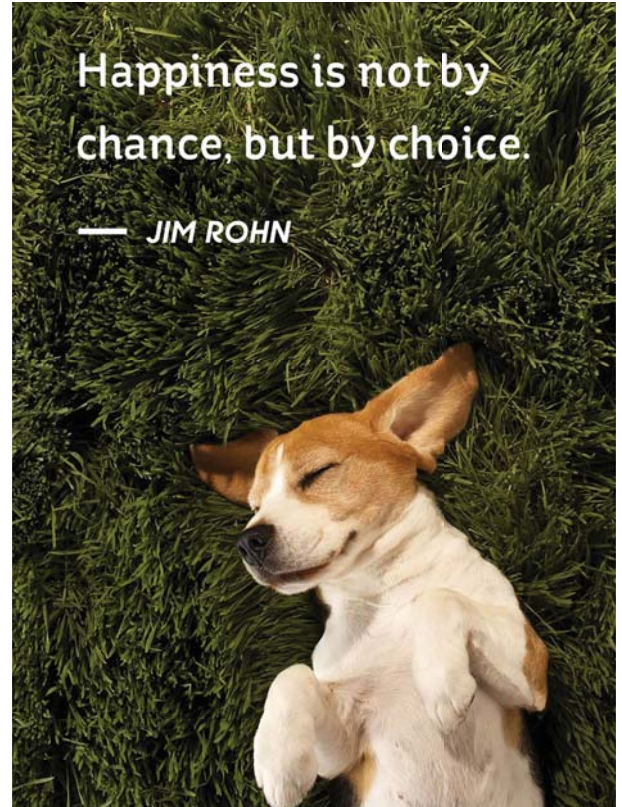
MESSAGE FROM THE PRESIDENT

I hope you are happy – have a great August!!

*RaNae Edwards, MMC
NMCA President
City Clerk, City of Grand Island
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Interim committee hearings to begin in late summer, early fall

Interim Legislative Committee Hearings will begin in late summer and early fall. You may find the schedule for hearings listed at <http://nebraskalegislature.gov/session/interim.php>. ■



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

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- 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.

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~~

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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 and shall prepare and distribute agendas and any

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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.

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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.

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

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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~~

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~~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:

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 only~~)
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.

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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.

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~~

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~~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.)

AUGUST BIRTHDAYS

Jill Sharkey..... Beaver Crossing 8/2
Diane Goranson..... Crete 8/3
Carissa Lufkin..... Fairbury..... 8/8
Mandy Garrod..... La Vista 8/9
Karen Kleinschmit.. Wausa..... 8/9
Erica Pallas Milford..... 8/11
Mary Lou Ritter Lyon 8/12
Carrie Hansen..... North Loup..... 8/14
Jeanne Stokes Petersburg..... 8/15
Stephanie James Wisner 8/15
Joan Sokol Newman Grove 8/17
Michael Flear Battle Creek..... 8/18
Elizabeth Binder Spencer 8/18
Shawn Isom..... Valley..... 8/20
Patricia Rule..... Bennet..... 8/23



Vikki Carlson..... Laurel..... 8/23
AJ Reimers..... Rockville 8/23
Tammy Tisdall Gretna 8/27
Cathie Walker Phillips 8/30
Christine Burbach ..Scottsbluff..... 8/30
Mary Jean Rogers ... Pierce..... 8/31



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.

Three Rivers Clerks Association, Minutes – 7-12-2018

The Three Rivers Clerks Association met for their quarterly meeting Thursday, July 12, 2018, at The Village Spoon in Arlington.

President Roxanne Meyer from Hooper opened the meeting with the following members present: Patty Knobbe, Snyder; Theresa Busse, North Bend; Mary Kempf, West Point; Lori Kathol, Dodge; Brenda Weitzenkamp, Uehling; Megan Novak, Bancroft; Cheryl Eckerman, Waterloo; Linda Cech, Clarkson; Dawn Gall, Howells; June Moline, Mead; and, Shellie Brainard, Arlington.

Linda Cech moved to approve the minutes from the April 19, 2018, meeting, seconded by Lori Kathol. Ayes: all; Nays: none. Motion carried.

Theresa Busse's treasurer's report was reviewed. The beginning balance as of April 5, 2018 was \$3,332.02. Deposits for dues totaled \$20.00 and interest earned during the three months totaled 8 cents, leaving a balance of \$3,352.10. Patty Knobbe moved to approve the treasurer's report, Cheryl Eckerman seconded the motion. Ayes: all; Nays: none. Motion carried.

No claims were submitted.

Committee Reports:

Update from those who attended the Municipal Accounting & Finance Conference in June.

Mary Kempf distributed article about Ellen Freeman-Wakefield getting the IIMC Director Award – way to go Ellen! She also reported that in 2020 IIMC Conference will be held in St. Louis, MO, 2022 in Little Rock, AR.

New Business:

According to our constitution and bylaws, new



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officers are elected for a two-year term at the July Meeting. Patty Knobbe nominated Linda Cech for President, Mary Kempf seconded the motion. Ayes: all; Nays: none. Motion carried.

Knobbe nominated Cheryl Eckerman for Vice President, seconded by June Moline. Ayes: all, Nays: none. Motion carried.

Shellie Brainard nominated Dawn Gall for Secretary/Treasurer, seconded by Theresa Busse. Ayes: all; Nays: none. Motion carried.

A lot of networking was held between the clerks discussing concerns/questions they had.

The next meeting will be held Oct. 18, 2018, at the Pizza Ranch in West Point.

Dawn Gall moved for adjournment, seconded by Linda Cech. Ayes: all; Nays: none. Motion carried.

*Theresa Busse
Secretary/Treasurer*

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

OCTOBER 2018

CITIES OF THE FIRST CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (16-405)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First Day	Fiscal year begins. (16-701)
After start of fiscal year	Treasurer makes annual report to Mayor and Council. (16-720)
Oct. 9	A vote to exceed levy limits must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
Within 20 days after end of month	Treasurer files monthly financial report. (16-318)
Within 60 days after close of fiscal year	Treasurer publishes Statement of Receipts and Disbursements. /Semi-annual financial statement published. (16-318) (16-722) (19-1101)
**	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Within six months after close of fiscal year	Audit of city's accounts completed. (19-2903)

CITIES OF THE SECOND CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspections. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First Day	Fiscal year begins. (17-701)
Oct. 9	A vote to exceed levy limits must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
Within 60 days after close of Fiscal Year	Treasurer publishes Statement of Receipts and Disbursements. (17-606) (19-1101)
**	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Within six months after close of fiscal year	Audit of city's accounts completed. (19-2903)

VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspections. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Board of Trustees' meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First day	Fiscal year commences. (17-701)
Oct. 9	A vote to exceed levy limits by election or by townhall meeting must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
Within 60 days after close of Fiscal Year	Treasurer publishes Statement of Receipts and Disbursements. (17-606) (19-1101)
**	Clerk must prepare agenda prior to next Board meeting. (84-1411)
Within six months after close of fiscal year	Audit of Village's accounts completed unless audit requirement waived by State Auditor. (19-2903) (84-304)

ALL MUNICIPALITIES

On or before November 1	Each municipality which offers a defined benefit plan pursuant to section 401(a) of the Internal Revenue Code which was open to new members on January 1, 2004, shall submit written notification to the Nebraska Retirement Systems Committee of the Legislature that it offers such a plan. (13-2402)
October 15	Each municipality that offers such a defined benefit retirement plan shall file with the committee a copy of the most recent annual actuarial valuation of the retirement plan. The valuation report shall be filed electronically. (13-2402)
October 15	Each municipality that offers such a defined benefit retirement plan shall file a report with the committee if either of the following conditions exists as of the latest annual actuarial valuation of the retirement plan: (i) The contributions do not equal the actuarial requirement for funding; or (ii) the funded ratio is less than eighty percent. (13-2402)
October 15	Each municipality which offers such a defined benefit plan shall conduct an experience study at least once every four years to review the actuarial assumptions used to determine funding needs for its defined benefit plan. Each such political subdivision shall electronically file a copy of the most recent actuarial experience study with the committee by October 15, 2016, and shall electronically file a copy of each study completed pursuant to this subsection by the next October 15 after completion of the study (13-2402)