



Massachusetts Town Clerks' Association

The Public Recorder

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From the President, Nancy M. Blackmer

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Many communities held elections earlier this month – thank you for making your calls to Associated Press. Each call made earns money for our Association. Following each election, I receive a call from Dick Fleming thanking us for our work.

The Education Committee is busy working on classes for our conference in Sturbridge – mark your calendar, the dates are February 5-7, 2014. We hope to have the conference brochure out at the beginning of December. The hotel deadline is usually one month prior to the conference and with the holiday I want to make sure you have plenty of time to register. If your town will not fund your attendance, please apply for a scholarship from our Association. Our Association sets aside money each year to help fund attendance at conferences for clerks whose towns will not fund it. Scholarships funds may be applied for to cover the cost of registration, the cost of meals, and/or the cost of lodging. The application is included in this issue of The Public Recorder. Please remember to mail your application and letter to 1st Vice President Andy Dowd in Northborough.

By the time you read this, the New England Conference will be over. Portland is a nice area and I hope all who attended enjoyed the conference. The New England Conference Committee is hard at work raising money and making plans for hosting the conference in 2016. They can always use more help, so if you are willing to help with the planning or fundraising, please

contact either Jeremy Gillis (Easton) or Bob Cutler (Foxborough) and let them know you are willing to help. We will have a basket raffle and 50/50 raffle at each of our conferences so remember to bring a few dollars to help support the effort. If you wish to donate a basket for the raffle, they will gladly accept that as well.

I would like to take this opportunity to wish you and your families a Happy Thanksgiving. If you are traveling, please be safe. When I looked at my calendar, I noticed that Hanukkah also begins at the same time, so to those of you who celebrate, Happy Hanukkah to you and your family.

MTCA CONFERENCES

MTCA WINTER CONFERENCE

Sturbridge Host Hotel
Sturbridge, MA
February 5 - 7, 2014

MTCA SUMMER CONFERENCE

Sea Crest Beach Resort
N. Falmouth, MA
June 11 - 13, 2014

BEACON HILL REPORT

by Thomas Joyce, Esq.

YOU WON YESTERDAY! After six hours of debate and disposing of 16 amendments, many harmful, on the final day of formal legislative sessions for the year, the Massachusetts House of Representatives voted 142-10 to pass H3772, the elections bill we have been working on for nearly 11 months.

Election Laws Committee House Chairman Jamie Murphy of Weymouth crafted the bill and marshaled the floor debate and amendments. The few amendments that were adopted went to strengthen our position and support your role as Clerks. I am pleased to say the finished product favorably reflects scores of hours of lobbying on your behalf. Representative Murphy deserves credit for being accessible and open to our views over these many months and holding the line on this landmark bill.

The proposed law, which establishes early voting for the 2016 Presidential elections to be conducted at town and city halls for a finite period prior to the election requires:

1. Clerks' offices to be open **ONLY** during normal business hours for that purpose.
2. Expressly prohibits the need for police presence.
3. Refers to election "location" rather than polling place to relieve you of the usual polling expenses.
4. Makes certain the proposal does not impose any un-

funded mandates. Additionally the bill establishes a portal for online voter registration.

Importantly, the bill incorporates the vast majority of the MTCA legislative agenda. Cancellation devices will no longer be mandated, Clerks have more control over the education of election workers, the continued need for check out tables will be examined and lastly two task forces are created. The first to investigate and report on all aspects of the 2016 early voting experience and second to examine the need for audits in the future. Keep in mind, each task force requires the participation of one member of the MTCA and one member of the City Clerks Association while mandating one single member of the many voter advocacy groups. No small feat to be certain, these task forces for the first time give Clerks an actual stake in the public policy arena.

In closing, I must say how pleased I am to have received the support of so many of you since you brought me on board this January. Without it, I could never have been so successful in advocating your public policy goals while protecting the continued invaluable service each of you provide. I have enjoyed the ride so far! Now it is on to the Senate where Joe Powers and I will devise a lobbying strategy to assure the MTCA continues to be in the most favorable position for success.

FUNDRAISING FOR THE NEACTC CONFERENCE 2016



A heartfelt thank you to all the wonderful Clerks who attend our MTCA meetings and contribute their hard earned dollars to the basket and 50/50 raffles. We are continually asking you to help by bringing baskets for the raffle. So a huge thanks to those Clerks who use their creativity to assemble baskets for our sale.

To keep you all up-to-date, we (your hardworking committee) have earned over seven thousand seven hundred dollars in raffle money. The big draw for tickets is for the baskets. The baskets can net us over a thousand dollars in one day of selling tickets (the more baskets, the more money).

So here is my pitch...I need **YOU** to bring a basket to

the next conference. If you need ideas my team is willing to help in anyway. So please remember we will be having a basket raffle and a 50/50 raffle at each MTCA conference from now until the NEACTC conference in 2016.

I just want you all to know that I appreciate everyone's contribution to this fundraising adventure. Whether you are a basket maker, a fundraising helper, or a "bringer" of extra cash to help us out...you play an important part in the fundraising for the 2016 NEACTC conference and from the bottom of my heart...thank you!

Ann M Quirk, CMC
Town Clerk/Town of Barnstable
Fundraising Chair 2016 NEACTC Conference

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

The following individuals have earned the prestigious designations from the International Institute of Municipal Clerks (IIMC):

Master Municipal Clerk

Joseph F. Powers, MMC - Town Clerk - Town of Braintree, MA.

Certified Municipal Clerk

Dawn M. Varley, CMC - Town Clerk - Town of Whitman, MA

The MMC is one of the two professional designations granted by IIMC. To qualify for entrance into the Master Municipal Clerk Academy (MMCA), which prepares participants for achieving the MMC status, one must have earned the CMC designation. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with 47 institutions of higher learning.

The MMCA is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contributions component, and a commitment to lifelong learning. The Academy members must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

Founded in 1947, IIMC is a professional association with more than 10,000 members in the US, Canada and 15 other countries. IIMC's primary goal is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, recertification, publications, networking, annual conferences and re-

search. IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among municipal clerks around the globe. IIMC is governed by a 26-member Board of Directors.

For more information please visit our website at www.iimc.com or contact us at hq@iimc.com or 909-944-4162.



Need to know what MTCA classes you have taken?

Contact Database Coordinator:

Katherine Ingram

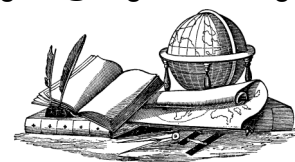
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413-565-4103

kingram@longmeadow.org



MASSACHUSETTS TOWN CLERKS' ASSOCIATION OFFERS CONFERENCE SCHOLARSHIPS!

By Andy Dowd

In August 2008 the MTCA Executive Board voted to create scholarship funding for the MTCA conferences for municipal clerks who may have trouble obtaining financing from their communities to attend the MTCA conferences. **This is completely separate from the NEMCI & A scholarships!**

The Massachusetts Town Clerk's Association holds three conferences annually in three different locations across the state in order to make attendance as easy as possible for the greatest number of municipal clerks in an effort to provide guidance and education to our membership. The MTCA Mission is **"The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk."**

The application and criteria are printed below and will be available prior to each conference. If you can meet the criteria and hope to attend the Winter Conference in February, please fill out the application and send it to **the MTCA Scholarship Chair Andrew T. Dowd, 1st Vice President, MTCA, 63 Main St., Northborough, MA 01532 by January 10, 2014.**

MASSACHUSETTS CONFERENCE SCHOLARSHIP CRITERIA

1. The Executive Board shall determine, annually, the amount of scholarship monies to be allocated. Scholarships are only for those applicants who have been denied funds from their municipalities.
2. It shall be the Scholarship Committee chaired by the 1st Vice President that shall award the scholarships.
3. Scholarship awards will be limited to one person per office with the Clerk having first preference.
4. Applicant must be a Town Clerk or Assistant Town Clerk.
5. An applicant must be a member of the MTCA.
6. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.
7. The deadline for filing an application with the 1ST Vice President shall be 30 days prior to conference.
8. Applicants within a 50 mile radius - scholarship may consist of registration fee, lunch, and banquet. Applicants outside a 50 mile radius - scholarship may consist of registration, meals and hotel accommodations if requested.
9. Applicants are encouraged to find a roommate prior to applying for a scholarship. Applicants requesting a single room rate may be required to show justification
10. Preference will be given to first time applicants.
11. MTCA Scholarship application and information provided is confidential.

MASSACHUSETTS TOWN CLERKS ASSOCIATION

~ SCHOLARSHIP APPLICATION FOR MTCA CONFERENCES ~

	<u>YES</u>	<u>NO</u>
1. I am a Town Clerk or an Assistant Town Clerk.	_____	_____
2. I am the only applicant from my municipality.	_____	_____
3. I have been denied all or partial funding from my municipality and I am enclosing the <u>letter of denial</u> .	_____	_____
4. I am a member in good standing of the Massachusetts Town Clerks' Association.	_____	_____
5. I have paid my annual dues to the Massachusetts Town Clerks' Association and have been a member for at least one year prior to the date of this application.	_____	_____
6. Have you been awarded a scholarship in the past?	_____	_____
If so, when? _____		

If you have answered **YES** to questions 1-5, you may apply for financial assistance. If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria. All applications must be received 30-days prior to the MTCA Conference.

Please note:

If you live within a 50-mile radius of the conference site, scholarship funding is limited to conference registration, lunch, and banquet.

If you live outside a 50-mile radius from the conference site, scholarship funding may include registration, meals and hotel accommodations.

NAME _____ ADDRESS _____

TOWN/STATE/ZIP _____

JOB TITLE/TOWN _____ PHONE _____

E-MAIL ADDRESS _____

AMOUNT REQUESTED \$ _____ My Municipality will pay \$ _____

Return this application, letter of denial and any necessary letter of explanation to the MTCA Scholarship Chair; Andrew T. Dowd, 63 Main St., Northborough, MA 01532 before January 10, 2014.

FOR USE BY MTCA CONFERENCE SCHOLARSHIP COMMITTEE ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR** Reason for denial: _____

MTCA CERTIFICATION EXAM (CMMC) IN JANUARY

The MTCA examination for Certified Massachusetts Municipal Clerk (CMMC) designation will be offered in January. Applications must be received by Administrator Barbara LaBombard by **DECEMBER 15th** for the January exam, which will be mailed between January 1st and January 7th.

Applicants must have at least **three years** experience as **Town Clerk** and must complete a minimum of six required courses sponsored by the MTCA.

The Administrator will verify the courses through the Education Committee. More information is available in the certification program brochure.

Completed exams must be postmarked no later than February 10th for the January exam. Applicants are strongly urged to return the completed answer sheets by certified mail, return receipt requested.

Applicants will be notified by mail of the results of

their exams by March 1st. A copy of the notification must be submitted with the application for MTCA certification. The notification of successful completion of the exam will be valid for one year and will have an expiration date printed on it. If an applicant is not certified within one year, the test must be repeated.

The passing score for the exam is 80. Applicants are advised that they will need access to an updated copy of the Massachusetts General Laws to complete the exam successfully.

A non-refundable fee of \$50.00, made payable to the MTCA, must be submitted with the application. This examination is offered twice yearly – during the months of January and July. Application forms for the examination are available at all MTCA conferences and from the administrator, Barbara LaBombard - (cityclerk@easthampton.org) or by calling 413-529-1460.

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- Mary-Ellen Lannon Town Clerk of Winchester

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The Public Recorder

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