



Massachusetts Town Clerks Association

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## Massachusetts Town Clerks Association 2023 Town Clerk of the Year Nomination Form

Nominations may be submitted by Town Administrators, Town Managers or other Chief Administrative Officers, Board of Selectmen, Town Council of the Community, any fellow Town Clerk, or a member of the Awards Committee.

Nominations must be post marked no later than March 21, 2023.

**Criteria:**

- A minimum of three years as a Town Clerk in the individual's current community
- Active involvement in the Massachusetts Town Clerk Association (MTCA) and its programs
- A significant accomplishment in a given recent year or an accomplishment over a period of years
- Demonstrated commitment to professionalism in the Town Clerk position and Office
- Community involvement, with a demonstrated commitment to the cause of good local government
- Recognized as a Clerk who displays characteristics of integrity and leadership, and who has received the respect and confidence of his/her peers
- Adherences to the MTCA Code of Ethics
- Shall not have received the Award in the previous 5 years
- Shall not be a sitting Officer or Executive Board member of the MTCA
- Additional criteria may be suggested by the Awards Committee, and are subject to approval of the Executive Committee

Nominations may be submitted in the following manner:

- Nominations may be mailed to:  
Nancy M. Blackmer, Chair  
Membership Recognition Committee  
6 Prospect St  
Orange, MA 01364
- Nominations may be emailed to [townclerk@townoforange.org](mailto:townclerk@townoforange.org)

**Please note that this award is for Town Clerks only**

[www.masstownclerks.org](http://www.masstownclerks.org)

# Town Clerk of the Year Award

## Code of Ethics

We shall uphold the IIMC, Professional, and Personal Code of Ethics, which reads:

We do hereby subscribe to the following principles and ethics which we affirm will govern our personal conduct as municipal clerks:

To uphold constitutional government and the laws of our community;

To so conduct our public and private life as to be an example to our fellow citizens;

To impact to our profession those standards of quality and integrity that the conduct of the affairs of our offices shall be above reproach and to merit public confidence in our community;

To be ever mindful of our neutrality and impartiality, rendering equal service to all and to extend the same treatment we wish to receive ourselves;

To record that which is true and preserve that which is entrusted to us as if it were our own; and

To strive constantly to improve the administration of the affairs of our office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill our responsibilities to our community and others.