



Outstanding City Clerk Award Policies & Procedures 2018-2019

MoCCFOA

Mission Statement

The Outstanding City Clerk Award is designed to recognize a City Clerk or Finance Officer that has demonstrated outstanding service and commitment to their municipality, community, and professional organizations.

Minimum Requirements

1. City Clerk or Finance Officer for a municipality in the State of Missouri, serving at least five (5) years.
2. Active, participating member of Missouri City Clerks and Finance Officers Association for at least five (5) years.
3. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Guidelines

1. Confidential nominations may be submitted by any “active” member as defined in the bylaws of the MoCCFOA or a municipal official.
2. Nomination forms may be obtained from the Committee Chair, Committee members, or the President.
3. Completed nomination forms must be received by the Outstanding City Clerk Chairman no later than January 15th of each year. A postmark of January 15 will not be accepted.
4. The nominations will be reviewed by the Outstanding City Clerk Committee for verification of qualifications, i.e. membership, years of service, etc.
5. The Committee will forward the qualifying nominations to the judges (Kansas CCFOA President, MML Representative and two prior year recipients of the award), to make the final selection.
6. The names of the nominees and the successful candidate will remain confidential. All nomination materials will be destroyed immediately upon adjournment of the Spring Institute.

7. A short biography will be read, announcing the name of the “Outstanding City Clerk” at the Spring Institute in March.
8. An award will be presented having the inscription “Outstanding City Clerk, respective year, and the name of the recipient” at the Spring Institute in March of each year. Notify nominator to invite Mayor, Council (Board of Commissioners, etc.), Administrator/Manager and other guests, up to eight (8). The Association will pay for banquet meals for up to eight (8) guests.
9. The President or President-Elect shall appear before the Board/Council of the successful nominee recognizing the achievement of their clerk by making a formal presentation.
10. Letters of acknowledgement shall be sent to the clerks who were nominated but did not receive the award and to whoever nominated him/her, inviting them to submit an application the next year.
11. In case of a tie, the Committee members shall review the judges’ ratings on those candidates and cast a secret ballot for the winner.
12. The Chairman shall prepare information for publicity to the Missouri Municipal League Review, State Newsletter, and the International Institute of Municipal Clerks News Digest.
13. Once a clerk has been selected as “Outstanding City Clerk of the Year” she/he would be ineligible for future nominations.

Mail completed form to: Kimberley E. DeMoss, MRCC
City of Webb City
200 S. Main Street
P.O. Box 30
Webb City, MO 64870
Office: 417-673-4651
Fax: 417-673-6264
E-mail: kdemoss@webbcity.org