



MISSOURI CITY CLERKS AND FINANCE OFFICERS



Missouri State

**APPLICATION FOR
MISSOURI REGISTERED CITY CLERK (MRCC)**

Name:

Job Title:

Last

First

MI

Mailing Address:

City:

State:

Zip:

Telephone: ()

Fax ()

Division: Central

E-Mail Address:

I am a Municipal Clerk or

I am a Deputy/Assistant Clerk and I have enclosed a letter from my Municipal Clerk verifying that I perform 50% of the Municipal Clerk's base duties, listed below.

I have been an active member of MoCCFOA for two years. Date joined: _____

Base duties of Missouri Municipal Clerk, including but not limited to:

- secretary to the board/council and any municipal committees, boards or commissions as required;
- preparation of agendas, minutes and/or official documents of the municipality;
- maintenance and preservation of bylaws, ordinances and/or other legal instruments of the municipality;
- custody of the municipal seal and the execution of official documents;
- management of records and archives of the municipality;
- administration of oaths of office and document certification; and,
- administration of elections.

Name: _____

City: _____

MISSOURI REGISTERED CITY CLERK (MRCC)

The Missouri City Clerks and Finance Officers Association (MoCCFOA) desires to improve the ability of Missouri municipal clerks to obtain certification through education and experience. Establishment of the Missouri Certification Program was to encourage on-going education and growth as a goal for all Missouri municipal clerks, regardless of the size of the municipality.

EDUCATIONAL OPPORTUNITIES:

New Clerks Institute (Annually in March):

PURPOSE: To introduce clerks to the legal aspects and core requirements of the position. This Institute is mandatory for all clerks entering the program and participants will receive six credit hours.

Spring Institute (Annually in March):

PURPOSE: To provide extensive educational opportunities and the opportunity to network with other clerks. The Institute offers between 20 and 22 credit hours.

IIMC Conference (Annually in May):

PURPOSE: To provide educational opportunities and the opportunity to network with other clerks throughout the world.

MML (Annually in Fall):

PURPOSE: This conference includes elected and other city officials. A Master Academy session is held, as well as two other sessions sponsored by MoCCFOA, for a possible total of nine credit hours.

Regional Institutes (Annually in Fall):

PURPOSE: To provide an opportunity for clerks to attend two-day training sessions in their own areas. Held in the Kansas City, St. Louis and Springfield areas, the same information is presented at each location. The different venues provide some flexibility for clerks attempting to obtain certification. These institutes are two-day sessions for a total of sixteen hours.

NOTE: Hours are also applicable to the IIMC certification program.
Determination of appropriate credits will be the decision of the Certification Committee.

CERTIFICATION:

Missouri Registered City Clerk (MRCC):

PURPOSE: The MRCC certification is tailored to the needs of Missouri Clerks. Clerks receive credits for attendance at educational functions.

Missouri Registered City Clerk - Continuing and Sustaining:

PURPOSE: The two steps between the MRCC and MPCC designations allow an opportunity for clerks to become more experienced and gain the expertise and knowledge required for MPCC certification.

Missouri Professional City Clerk (MPCC):

PURPOSE: The MPCC designation encourages further professional development of Missouri Clerks.

NOTE: Clerks transferring to Missouri from another state who have attained CMC status from IIMC may receive the MRCC designation upon successful completion of the New Clerks Institute, submittal of a MRCC application and appropriate fees.

Name: _____

City: _____

MoCCFOA APPLICATION FOR MISSOURI REGISTERED CITY CLERK

ENTRY REQUIREMENTS FOR MRCC:

- Active Municipal or Deputy/Assistant Clerk in a Missouri municipality;
- Two-year membership in MoCCFOA;
- Affirmation of Missouri Clerks' Code of Ethics;
- Minimum of 50 points for education, including the mandatory New Clerks Institute;
- Minimum 50 points for experience and additional education;
- Completion of the application, including the enclosure of documentation for each point claimed; and,
- Payment of registration fee of \$50 for pin and certificate.

SECTION 1. EDUCATION – 50 Points required

- | | |
|--|-----------|
| A. Completion of 100 hours at a MoCCFOA Institute (includes mandatory New Clerks Institute), or | 50 Points |
| B. Bachelor degree or higher in a <i>related</i> field*, plus attendance at a New Clerks Institute, or | 50 Points |
| C. Bachelor degree or higher in an <i>unrelated</i> field*, plus New Clerks Institute and 50 hours of Institute training, or | 50 Points |
| D. Associate of Arts degree in <i>related</i> field* and 67 hours of Institute training (including New Clerks Institute) | 50 Points |

List MoCCFOA Institutes attended:

Event	Location	Date	Est. Pts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Degree

B.A. B.S. A.A. Other _____ (Specify)

Est. Pts.

Major _____

College/University _____

Location _____

Month/Year degree awarded _____

TOTAL EDUCATION POINTS

(50 Points required)

- For education credit, a course must be:
- academic;
 - from an accredited institution; and,
 - related to the Municipal Clerk position

*Related fields for Degrees include:
 Public Administration, Urban Affairs
 Government, Political Science
 Business Administration and Finance

Name: _____

City: _____

MoCCFOA APPLICATION FOR MISSOURI REGISTERED CITY CLERK

SECTION 2. EXPERIENCE – 50 Points required

A. ADMINISTRATIVE EXPERIENCE: (Minimum of 12 points; Maximum of 40 points)

- 1) Full-time* Municipal or Deputy/Asst. Clerk with administrative duties 4 per year
- 2) Part-time Municipal or Deputy/Asst. Clerk with administrative duties 2 per year
- 3) Part-time Municipal or Deputy/Asst. Clerk with no administrative duties 1 per year
- 4) Previous full-time administrative positions in municipality 1 per year
- 5) Other governmental administrative position 1 per year
- 6) Administrative position in business or not-for-profit 1 per year
- 7) Certification from another organization relevant to Municipal Clerk duties** 4 each

***NOTE: Full-time is defined by State Statutes as working more than 1,000 hours per year.**

<u>POSITIONS:</u>	Dates	Points/ year	Est. Points
Current _____ Municipality _____ Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Describe Duties: _____	From _____	_____	_____
Previous _____ Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Describe Duties: _____	From _____ To _____	_____	_____
Previous _____ Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Administrative <input type="checkbox"/> Describe Duties: _____	From _____ To _____	_____	_____

Certification from other organizations**

(NOTE: Must be an organization/certification approved by the Certification Committee.)

Certification	Organization	Date obtained	Est. Pts.
_____	_____	_____	_____
_____	_____	_____	_____

Administrative Experience
Total Points _____

Minimum – 12 Maximum – 40

****NOTE: If certification from another organization is used for experience points, the classes taken to achieve that certification cannot be used separately as Additional Educational Experience points.**

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City: _____

MoCCFOA APPLICATION FOR MISSOURI REGISTERED CITY CLERK (MRCC)

SECTION 2. EXPERIENCE – Continued

<u>B. MoCCFOA Attendance</u>	<u>Points</u>	<u>Maximum Points</u>
1) Spring Institute	4/year	20 points total for Spring and Regional Institutes
2) Regional Institute	2/year	
3) New Clerks Institute	1 each	6 points maximum
4) Division Meetings	1 each	
5) MML Conference	1 each	

<u>Dates</u>	<u>Session</u>	<u>Est. Pts.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>C. Activities in MoCCFOA</u>	<u>Points</u>	<u>Position/Year</u>
1) Chair of State Committee	2/year	_____
2) Active member-State Committee	1/year	_____
3) Session Presenter *	2/event	_____
4) Division Officer	1/year	_____
5) Chair of Division Committee	1/year	_____

D. IIMC Participation:

- 1) IIMC Conference 1 per each certified hour from IIMC
- 2) Region VII Meetings 1 each

<u>Dates</u>	<u>Meeting</u>
_____	_____
_____	_____
_____	_____
_____	_____

If necessary, attach additional pages with any additional information.

Total Points this page _____

***NOTE: This does NOT apply to those who serve as conveners to sessions, only session presenters.**

Name: _____

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MoCCFOA APPLICATION FOR MISSOURI REGISTERED CITY CLERK (MRCC)

SECTION 2. EXPERIENCE – Continued

Suggestion: If you have 100-hours from MoCCFOA and a degree, MoCCFOA hours may be used for Education points and the relevant college courses may be itemized under "Additional Educational Experience".

D. Additional Educational Experience (Maximum of 25 points)

1) Courses/Seminars

Points

Courses, seminars and in-service training

1 per 6-hour course

relating to position as a Missouri City Clerk; or,

Completion of a home study course approved by MoCCFOA

Varies with course

(Must be approved by Certification Committee prior to study)

<u>Dates*</u>	<u>Course Title</u>	<u>Sponsor</u>	<u>Actual Hours</u>	<u>Est. Pts.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2) Business Courses

Points

Relating to municipal position and not counted elsewhere

1 per 10 hours

<u>Dates*</u>	<u>Course</u>	<u>School</u>	<u>Credits</u>	<u>Est. Pts.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3) College/University Courses

Points

Courses relevant to municipal position and not previously counted

1 per credit hour

<u>Dates*</u>	<u>Course</u>	<u>School</u>	<u>Credits</u>	<u>Est. Pts.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total this page (max. 25) _____

TOTAL EXPERIENCE POINTS: _____

*NOTE: Subject to review for relevance and timeliness

Name: _____

City: _____

MoCCFOA APPLICATION FOR MISSOURI REGISTERED CITY CLERK (MRCC)

AFFILIATIONS: (Optional)

Current Civic Activities – List full names of organizations, dates, positions held and accomplishments.

GOVERNMENT OFFICIALS TO NOTIFY: (Optional)

List full name, position and address of persons to notify announcing your MRCC status.

Name Title Address

Name Title Address

MEDIA INFORMATION: (Optional) List any news media you wish to receive the press release.

Name Title Address

Name Title Address

Please enclose the required documentation:

- I have enclosed a letter of support from an official of my municipality (i.e., Council/Board member, manager/administrator or supervisor)
- I have enclosed appropriate documentation for each point listed in this application
Employment Education Experience Additional Educational Exp.
- I have enclosed the \$50 application fee, which includes payment for the MRCC pin and Certificate

I hereby apply for the Missouri Registered City Clerk (MRCC) status with the Missouri City Clerks and Finance Officers Association and affirm that all information is accurate and true to the best of my knowledge.

Municipality: _____ Date Hired: _____

Signature: _____ Date Applied: _____

When completed, send application with all appropriate documentation to:

Ms. Ruth Baker, MMC/MPCC, City Clerk
City of Manchester
14318 Manchester Road
Manchester, MO 63011

Phone: 636-227-1385 X 106
Email: rbaker@manchestermo.gov

NOTE : Please make checks payable to MSU.

Name: _____

City: _____

CODE OF ETHICS

The Missouri City Clerks and Finance Officers Association is a professional organization of municipal clerks and finance officers who have united to:

- impart standards of quality and integrity so the conduct of members shall be above reproach and merit public confidence;
- promote the professional development of the Association's members; and,
- enhance and promote the professional management of governmental records.

To further these objectives, certain principles shall govern my conduct as a member of the Missouri City Clerks and Finance Officers Association:

1. To recognize that my chief function at all times is to serve the best interests of the people;
2. To uphold both the letter and the spirit of the government and laws of the State of Missouri, my county and municipality;
3. To devote my time, skills and energies to my office, both independently and in cooperation with other professionals;
4. To so conduct my public and private life as to be an example to my fellow citizens;
5. To be sensitive and responsive to the rights of the public and the public's changing needs;
6. To impart to my profession those standards of quality and integrity, that the conduct of the affairs of my office shall be above reproach and will merit public confidence in my community;
7. To maintain my neutrality and impartiality, rendering equal service to all and extend the same treatment I wish to receive myself;
8. To respect and protect privileged information to which I have access by virtue of my office;
9. To not knowingly be a party to or condone any illegal, immoral, or improper activity; and,
10. To use neither public property nor resources for my personal or political gain.

I do hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a Missouri Registered City Clerk.

Signature of Applicant