



From the President's Desk

I hope each of you had the happiest of holidays and are surviving the cold Ohio winter. Christmas with Miss Lilli was a blast! She is getting so big and every day I am thankful that she is my purpose.

A new year means a new start and the Association is no different. The Professional Development Committee has been working diligently on our 2020 One Day Academies, Athenian Dialogues and the Annual Institute, which will be back at the Embassy Suites in Dublin. The Institute will be high energy, inclusive to old and new members and a lot of fun; so I hope you can join us. A preview of the upcoming One Day Academies and Athenian Dialogues are highlighted in this newsletter under the Professional Development report.

All of our outstanding Committees are hard at work reviewing the final changes to the Clerk's Manual, reviewing the Bylaws and the Policy and Procedures for inconsistencies and developing strategies for growing and retaining our membership. I would like to take a moment to express my profound pride of the work that has already been completed.

In order to keep in touch with our members and have a better understanding of your needs, I encourage you to call or email me with any suggestions. As I have said before, every member of the Association is important because without our members, there is no Association. The Board Members and I are here to serve you, so your input and feedback would be greatly appreciated so we can better serve our members.

I hope everyone has a great 2020 and that each of you have the opportunity to engage, or in some cases re-engage with the Association by attending an Athenian Dialogue, One Day Academy or the Annual Institute. I appreciate your support and continue to strive to make the Association something we are all proud to be members of.

Dee Werbrich, CMC
City of Moraine
dwerbrich@moraineoh.org
937-535-1005

OUR MISSION

The Ohio Municipal Clerks Association advances the municipal clerk profession through education, networking, and mentoring, which establishes clerks as experts in their field and leaders in the communities they serve

Membership Services Committee

As the New Year begins it is time to start thinking about the Clerk of the Year Award. The criteria for nominating someone for Clerk of the Year are as follows:

- ☐ At least five (5) years of experience as a Clerk of Council, Municipal Clerk, Deputy or Assistant Clerk, Clerk/Treasurer or Village Fiscal Officer.
- ☐ Demonstrates greater than average competence in the position.
- ☐ Active member in OMCA and regularly participates in OMCA activities.
- ☐ Demonstrates interest in improving professional and personal skills in the advancement of the profession.
- ☐ Contributes to the improvement of his/her community and is held in respect by community leaders.
- ☐ On a separate sheet, provide a brief summary of why you are nominating this clerk.

The deadline to submit nominations is March 31, 2020. You can find the Nomination Form on the OMCA website. Go ahead and nominate someone, we all deserve it!

Membership applications were mailed in December. If you haven't received your application please contact Helen Dunlap at 440-526-3865.

**OHIO MUNICIPAL CLERKS
ASSOCIATION CLERK OF THE
YEAR NOMINATION FORM**

Please accept my nomination for the 2020 Clerk of the Year award.

Nominee: _____ CMC/MMC Title: _____

Municipality: _____ Date of Hire if known: _____

Municipality Address: _____

Council President/Mayor/Administrator/City Manager's Name _____

Contact Number: _____ Contact Email: _____

Nominee Contact Number: _____ Nominee Email: _____

This candidate meets the following criteria:

1. At least five (5) years experience as a Clerk of Council, Municipal Clerk, Deputy or Assistant Clerk, Clerk/Treasurer or Village Fiscal Officer.
2. Demonstrates greater than average competence in the position.
3. Active in OMCA and regularly participates in OMCA activities.
4. Demonstrates interest in improving professional and personal skills in the advancement of the profession.
5. Contributes to the improvement of his/her community and is held in respect by community leaders.
6. On a separate sheet, provide a brief summary of why you are nominating this clerk.

Submitted by: _____ CMC/MMC Title: _____

Signature: _____ Municipality: _____

Contact Number: _____ Email: _____

The Clerk of the Year Committee will contact each nominee to obtain biographical

information. Nominations must be received by March 31, 2020, and should be sent to:

Helen Dunlap, CMC
Clerk of the Year Chair
City of Broadview Heights
9543 Broadview Road
Broadview Heights, OH 44147
[hdunlap@broadview-
heights.org](mailto:hdunlap@broadview-heights.org)
440-526-3865

Memberships Defined

Full member is an individual with the title of Clerk of Council, Municipal Clerk, Clerk/Treasurer, Village Fiscal Officer or any similar title and whose core duties include a majority of the following: 1) Secretary to the elected body; 2) Meetings of that body and any subordinate committees, board or commissions; 3) Preparation of agendas/minutes and official documents of such bodies; 4) Maintenance and preservation of bylaws, ordinances or other legal instruments of the elected body; 5) Fiscal responsibility for village form of government; 6) Custody of municipal seal and the execution of official documents; 7) Management of records and archives of the elected body; 8) Administration of oaths of office and document certification. A *full member* may also be offered to Deputy/Assistant Clerks working in the clerk's office if their core duties include some of the duties listed above. A *full member* is also a voting member of the association.

Associate members are individuals employed by a local government unit or other body as defined by policy and those individuals who can demonstrate a commitment to the mission and purpose of the organization. *Associate members* include: 1) Employees of local government units; 2) Individuals in transit between jobs; and 3) Others, at the discretion of the board. An associate member is a non-voting member of the association but gives them access to our website and our email tools.

Retired member is any clerk who has retired from the profession and was formerly a member of the association. A *retired clerk* shall have voting privileges. If anyone knows of a retired clerk that may not be one of our members and you have information regarding how we may contact them, please forward that information to an Executive Board Member which are listed on the OMCA website.

Members experience many benefits; visit our website at www.omca.us to read more, along with a continued list of exceptional educational opportunities including our Annual Institute, One-day Academies and Athenian Dialogues available to all of us. Take advantage of them and you will be glad that you did.

With the New Year comes the opportunity to nominate a Clerk of the Year. That information will be available on the OMCA website soon. Keep a look out for that nomination form and nominate a Clerk.

Administrative Committee

The Administrative Committee has had a productive four months. The Committee has worked hard to seek a Village Board member by making direct phone calls to every eligible Village Clerk/Treasurer. So far no luck. If anyone is now eligible or we somehow missed you, please contact Mollie Prasher, Administrative Chair, at mprasher@ci.reynoldsburg.oh.us. Being a Board member is a fun experience and an incredible learning opportunity. Any organization is only as good as the membership who supports it and is willing to step up and make a difference.

The Administrative Committee reviewed the final draft of the new Clerk's Manual. The new manual will be submitted to the Board in January for their review and comments. Hopefully by Institute time, a new Ohio Clerk's Manual will be available. The Clerk's Manual is designed to be a reference as well as a great place for new clerk's to turn to seek direction and answers.

The Committee also reviewed the Administrative Appendix to the Policies & Procedures, which will also be submitted to the Board in January for their approval. A big shout out to the committee for their hard work!

This year's Administrative Committee is comprised of Carrie Cottongim (West Carrollton), Helen Dunlap (Broadview Heights), Kathy King (Newton Falls), Mary Johnston (Westerville), Jill Pierce (Springfield), Meghan Wheeler (Brookville) and Mollie Prasher (Reynoldsburg). Please feel free to reach out to any of us with any questions or concerns.

Legislative Committee

As we enter into a new year, now is a great time to address with our Council members some of the top mistakes to avoid when using Robert's Rules of Order.

The following article contains excerpts from "*Ten Motion Mistakes To Avoid*", by C. Allan Jennings, Professional Registered Parliamentarian. Credit to the Rotary Club of New York for posting this article (<https://www.nyrotary.org/SitePage/ten-motion-mistakes-to-avoid/10-motion-mistakes-to-avoid>) Take a moment to check out the link for the full article.

Speaking without Recognition

First, and most importantly, just shouting out a motion is a mistake. Indeed, it's a mistake to make just about any motion without first being recognized by the chair.

You probably hear folks shout out motions at meetings. The world would be a calmer place if they would only learn a little meeting etiquette and refrain from calling out their motions (except for points of order) until they have the recognition of the chair. Don't make the mistake of being one of those rude people. Rise and address the chair (Mr. President": or "madam Chairman"), and seek recognition in proper form. You don't always get the first shot, but you're entitled to preference in recognition way ahead of all

those others who just shout out their motions. Take a look at Chapter 7 for more information on getting the floor in meetings.

Moving to "Table!"

In just about every meeting I've attended lately, when anything controversial comes to the floor, somebody calls from their place, "I move to table!" In addition to the offense of speaking without recognition, the member misusing one motion in an attempt to accomplish the object of a completely different motion.

You and I know that the offending member is opposed to the pending main motion and wants to kill it. But (if you've read Chapter 9) you also know that a member doesn't kill a motion by moving to table it -- at least not if the group follows Robert's Rules. The motion to table is actually the motion to Lay on the Table, and you use it to set a pending motion aside temporarily in order to take up something else more pressing or urgent. If you want to kill a motion, you move to Postpone Indefinitely.

Calling the Question

When members get tired of hearing the same arguments go back and forth on a pending motion, they get impatient. Inevitably someone calls out, "Question!" or "I call the Question!" Like the call to table (jump back to the previous section), the member adds to his misuse by not seeking recognition of the chair before speaking.

Sometimes the fact that no one else wishes to speak is obvious, and the chair can simply say, "If there's no one else who wishes to speak, then, without objection, we'll vote on the motion." But your presiding officer may prefer to take the opportunity to tell the members that *calling the question* actually requires a formal motion from a member after being recognized by the chair.

A presiding officer needs to help members understand that it's his job to offer the members the opportunity to vote when it's clear that no one else wishes to speak: calling out "Question" without first obtaining the floor is just plain rude.

Tabling It until Next Month

This attempt at a motion is yet another misuse of the word table. What the member who makes this proposal really wants to do is to Postpone to a Certain Time, not Lay on the Table.

About now, you may be thinking, "Why all this emphasis on the correct words if you know what the member is trying to accomplish?" The reason has a lot to do with the order of precedence of these motions and the rules covering whether the motion is debatable, amendable, and so forth.

A motion to lay on the table outranks the motion to postpone to a certain time. Lay on the table is neither debatable nor amendable (a motion's either going to be laid on the table or it's not.). Postpone to a certain time is both amendable as to time and debatable as to whether to postpone. All these factors influence the decision to be made, and one of the chair's many duties is to make sure the question sought by the members is one put before the members.

"Reconsidering" a Vote

The motion to Reconsider is often a problem not because of the complexity of the motion itself, but because the word reconsider finds broad use outside its parliamentary context. Under Robert's Rules, however, reconsider is a specific parliamentary motion with a specific and limited application.

Frequently, someone moves to reconsider a vote that was taken at a prior meeting. However, the correct motion in this case is either Rescind or Amend Something Previously Adopted, or simply renewing a motion that failed in an earlier meeting. The choice depends only on whether the motion you're trying (incorrectly) to reconsider passed or failed, respectively.

The problem is compounded when a presiding officer allows a motion to reconsider a vote from a prior meeting and applies the rule that only a person who voted on a prevailing side is entitled to offer the motion. On the contrary, any member can move to rescind or amend something previously adopted, or renew a motion that failed (in a prior meeting) at a new meeting.

When it comes to parliamentary usage, reconsider is something you can do only with respect to a decision made in the current meeting (or on the next day, if the session lasts more than one day).

Professional Development

Oh, the weather outside is frightful, but the sun will be delightful next July! It seems so far away, but time flies so start thinking about the **2020 Annual OMCA Institute** in beautiful Dublin July 12-16! The Institute will be at The Embassy Suites in Dublin and we are planning and prepping to make it a great time! **A League of Our Own** – a fitting theme for our profession. There are many teams in our OMCA league. We go to bat every day as individuals doing our job, doing what we can to help our hometown teams, and when we need help in the field, we know we can go to any team in the league and get assistance. The Institute is meant to bring clerks together to learn, network, enjoy themselves, and hopefully leave full of positivity and knowledge to take back to the dugout.

Mark your calendars for next July and don't forget about the OMCA Scholarships! The Executive Board approved \$3,000 to be used for three recipients to be awarded the cost of registration and a room for the Annual Institute! This is a great opportunity – the application will be available online. Don't forget, each room at Embassy Suites in Dublin has a private bedroom AND a sitting area with a foldout couch and TV so it's perfect if you need to share a room to cut down on costs!

2020 is also going to be chock-full of awesome books, awesome discussions, awesome topics, and awesome people! Plan on attending the Athenians and One-Day Academies for points toward your certification and to keep yourself warmed up on the job!

2020 Athenians:

April 15, 2020

Book: *Shoot Like A Girl: One Woman's Dramatic Fight in Afghanistan and on the Home Front* by Mary Jennings Hegar

Location: Mt. Vernon

Facilitator: Janice Bates, MMC - Clerk of Council for Tipp City

Host: Tanya Newell - Clerk of Council for Mt. Vernon

Hotel: Information coming soon

July 12, 2020

Book: *When Women Played Hardball* by Susan E. Johnson

Location: Dublin Embassy Suites

Facilitator: Tami Kelly, MMC - Clerk of Council for Grove City

Host: Annual Institute

October 14, 2020

Book: *The Essential Ronald Reagan* by Lee Edwards

Location: Westerville

Facilitator: Deb Hladkey, MMC - Clerk of Council for Oakwood Village

Host: Mary Johnston, MMC - Clerk of Council for Westerville

Hotel: Information coming soon

2020 One-Day Academies:

March 26, 2020

Subject: Implicit Bias

Speaker: Tammy Bennet, Dinsmore Law Firm

Host: Connie Gaylor - Clerk of Council for City of Montgomery

Location: Roberts Centre, 123 Gano Rd, Wilmington, OH 45177

Hotel: Information coming soon

September 17, 2020

Subject: Preventing Fraud & Abuse and Nuts & Bolts of Financial Crime Investigation

Speakers: Auditor of State's Office and Ohio Attorney General's Office

Host: Sharon Cassler, MMC - Clerk of Council for City of Cambridge

Location: Dublin

Hotel: Information coming soon

November 12, 2020 (possible date change)

Subject: Parliamentary Procedure with Record Retention Workshop

Speaker: Ohio Historical Society

Host: Tracey Wonner - Clerk of Council for Village of Lisbon

Location: The Ohio State Reformatory, 100 Reformatory Rd. Mansfield, OH 44905

Hotel: Information coming soon

We're finishing up the Institute program and educational session flyers once we have everything confirmed so be on the lookout for those! We hope to see everyone soon!

Good-bye 2019, look out 2020 – here we come!

Ways and Means Committee

OHIO ETHICS LAW AND FINANCIAL DISCLOSURE

The Ohio Ethics Law does not require attendance at an ethics law training session. However, the statute requires that the Ohio Ethics Commission make educational options available. This information allows those in the public and private sectors to understand and comply with the Ohio Ethics Law. The Ohio Ethics Commission offers numerous options for ethics law education:

- Schedule an Ohio Ethics Commission speaker for your municipality
- Attend a regional ethics law training session
- Participate in one of the Ohio Ethics Commission's monthly live webinars
- Take an online and on-demand ethics law electronic course

The Ohio Ethics Law does require certain elected officials, candidates for elected offices, public employees, and appointees to public positions to annually file a financial disclosure statement with the Ohio Ethics Commission. The Ohio General Assembly has included financial disclosure as a key component of the Ohio Ethics Law since it was enacted in 1974. A financial disclosure statement requires a filer to disclose information regarding their personal financial interests and fiduciary relationships for the preceding calendar year.

Filing a financial disclosure statement is part of the responsibility of choosing to hold or run for public office or employment. The purpose of filing a financial disclosure statement is to increase confidence in government and openness by: (1) Assisting public servants in identifying potential conflicts of interest; and (2) Allowing citizens to become aware of the financial interests of the officials and employees who serve them.

Electronic filing of a financial disclosure statement is the preferred method of filing. Filing electronically reduces errors, greatly simplifies future filings, and provides immediate acknowledgement that the financial disclosure statement has been filed along with other benefits. Electronic filing of a financial disclosure statement to the Ohio Ethics Commission can be done online at: disclosure.ethics.ohio.gov

A financial disclosure statement must be accompanied by a filing fee based on the position for which the person is filing. Most filers are responsible for paying their own filing fees. Filing and/or late fees can be paid by check or money order made payable to the **Ohio Ethics Commission**. If an individual opts to file electronically, filing and late fees can be paid via a credit card or electronic check (ACH) at the time of filing.

The general filing deadline, which applies to most filers, for calendar year 2019 financial disclosure statements is **May 15, 2020**.

Municipal clerks can actively engage in the following actions to ensure your municipality's public officials and employees are educated on and compliant with the Ohio Ethics Law:

- Schedule an Ohio Ethics Commission speaker for your municipality.
- Attend a training session, webinar, or electronic course on the Ohio Ethics Law to act as an information resource for your municipality's public officials and employees.
- Promptly respond to requests for information and other inquiries from the Ohio Ethics Commission for your municipality.
- Provide reminders of ethics law training opportunities and financial disclosure statement filing deadlines to your municipality's public officials and employees.



International Institute of Municipal Clerks

Professionalism in Local Government through Education

CONTACT: Chris Shalby
Executive Director

FOR IMMEDIATE RELEASE
909/944-4162 (chriss@iimc.com)

IIMC MIDYEAR BOARD MEETING ACCOMPLISHES MUCH IN TWO DAYS

Board Awards Its 2024 Annual Conference To Calgary, Alberta, Canada

RANCHO CUCAMONGA, CA – November 25, 2019 – The IIMC Board of Directors held its annual midyear meeting on Friday and Saturday, November 15 and 16 in Greenville, SC, to conduct IIMC business as it relates to the Organization's governance, education, finances and membership.

The Friday Board Development session was spent working on the Organization's third strategic plan, having completed approximately 85 percent of its first two plans, dating back to 2010. The third strategic plan will focus on a three-year vision (2020 to 2022), emphasizing Municipal Clerk professional development and certification, inclusivity in developing future leaders for the Organization, development of new online education courses, continued involvement with University-based Institutes, and building leadership programs and various models of certification programs to attract a new generation of Municipal Clerks to the profession. The final plan will be unveiled at the annual business meeting during the Organization's Annual Conference in May 2020 in St. Louis, MO, and rolled out to the membership immediately after.

The Saturday Board meeting consisted of reviewing and discussing committee reports, staff updates, upcoming and future annual conferences and the 2019 and 2020 budgets. Here are key highlights:

1. Approved the 2019 year-end projected budget and the proposed 2020 budget. Both budgets are balanced with a Board Designated Reserve fund of approximately \$810,000;
2. Selected Calgary, Canada as the site for its 2024 Annual Conference;
3. Voted to add a fifth day to the 2021 Annual Conference in Grand Rapids, MI, to commemorate IIMC's 75th anniversary;
4. Approved a new three-year contract for its Executive Director;
5. Conducted its annual evaluation of the Executive Director;
6. Approved continuing with the findings of the Education Task Force, with a final report to be delivered in May 2020;
7. Approved to remove from its Constitution the requirement for written support by a member from his or her state/provincial/national association to become a candidate for Region Director. The Board believed removing this prerequisite will generate a more inclusive interest in running for a vacant Board position. The amendment to the Constitution will require a membership vote in May 2020.

Founded in 1947, IIMC is a professional nonprofit association with more than 14,000 members throughout North America and 15 other countries, representing municipalities with populations of 1,000 to more than 10 million. IIMC prepares its membership to meet the challenges of the diverse role of the Municipal Clerk by providing services and continuing professional development opportunities in 46 permanent college-and university-based learning centers. IIMC offers Municipal Clerks a Certified Municipal Clerk Program (CMC), a Master Municipal Clerk Academy (MMCA) Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs IIMC.

###

N
E
W
S

R
E
L
E
A
S
E



2019-2020 IIMC Board of Directors

Please follow Ohio Municipal Clerks Association on Facebook and Twitter

Facebook- Ohio Municipal Clerks Association

Twitter- @OhioClerks