**2018**

**Municipal Clerk of the Year**

**Nomination Form**

**PLEASE CHECK WHICH ORGANIZATION YOUR NOMINEE IS FOR:**

*If you would like to have your nominee considered for both organizations, please mark both slots*

**NTMCA**

**TMCA**

**Nominee Name:**   **Municipality Address + Zip Code:**  **Business Phone:**   **Email:**  **Tenure as City Secretary/Muni Clerk:**

**Has your nominee served on the Board of Officers for NTMCA? If so, list dates or titles:**

**Has your nominee served on NTMCA and/or TMCA committees? If so, list dates or titles:**

**In a couple of sentences, please state why you feel this person should be considered for this award.**

**Please list the professional accomplishments and additional comments regarding your nominee and feel free to elaborate on a separate page.**

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**THE NOMINEE MUST MEET THE FOLLOWING REQUIREMENTS:**

**ELIGIBILITY REQUIREMENTS: NTMCA**

**1. A City Secretary who has been an active member of the NTMCA for at least three years;**

**2. Must have provided service to other Municipal Clerks on a local level where the opportunity exists;**

**3. Must have exhibited leadership abilities;**

**4. Must be a Texas Registered Municipal Clerk; and**

**5. Must currently be a City Secretary.**

**ELIGIBILITY REQUIREMENTS: TMCA**

**1. Must currently hold a municipal clerk position;**

**2. Must currently be an active member of the Texas Municipal Clerks Association, Inc., and must have been an active member for at least five years;**

**3. Must have provided service to other Municipal Clerks on a local level where the opportunity exists, or on a state level;**

**4. Must have exhibited leadership abilities;**

**5. Must be a Texas Registered Municipal Clerk; and**

**6. Must not be a prior recipient of the Municipal Clerk of the Year award.**

**APPLICATION MUST BE RECEIVED BY MAY 11, 2018**

**Finalist will be recognized at the** **June 21, 2018 Award Luncheon**

**North Richland Hills - TBD**

**FORWARD NOMINATION FORMS TO:**

**Aimee Nemer, City Secretary**

**City of Richardson**

**P.O. Box 830309**

**Richardson, TX 75083**

[**aimee.nemer@cor.gov**](mailto:jdwinnell@coppelltx.gov)

**Phone: 972-744-4290**

**Submitter’s Signature Date**

**Submitter’s Name, Title, and City**