



**2017  
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:**

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

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

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**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 12, 2017**

**Finalist will be recognized at the  
June 22, 2017 Award Luncheon  
Location TBA**

**FORWARD NOMINATION FORMS TO:**

Jean Dwinnell, Deputy City Secretary  
City of Coppell  
255 Parkway Blvd  
Coppell, TX 75019  
[jdwinnell@coppelltx.gov](mailto:jdwinnell@coppelltx.gov)  
phone: 972-304-3664

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Submitter's Signature

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Date

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Submitter's Name, Title, and City