



**2026**

**Municipal Clerk AND Deputy/Assist 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** \_\_\_\_\_

(Clerk of the Year or Deputy/  
Assist Clerk of the Year)

**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.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**ELIGIBILITY REQUIREMENTS: NTMCA**

1. A City Secretary and/or Assistant 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 and /or Assistant City Secretary.

**ELIGIBILITY REQUIREMENTS: TMCA Clerk AND Deputy/Assist Clerk of the Year**

1. Must currently hold a municipal clerk position and/or Deputy/Assist 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 JUNE 19, 2026**

**Finalists will be recognized at the  
December 2026 Award Luncheon**

**FORWARD NOMINATION FORMS TO:**

Tammy Dixon, Chair  
Municipal Clerk of the Year Committee  
1 Trophy Wood Drive  
Trophy Club, TX 76262  
tdixon@trophyclub.org

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Phone: (682) 237-2900

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Submitter's Signature

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Date

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Submitter's Name, Title, and City