



# 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:

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

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

\_\_\_\_\_  
Submitter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitter's Name, Title, and City