

## Membership Committee

### A. General Responsibilities:

The Membership Committee:

1. Encourages all eligible individuals to become members of WMCA by developing and dispersing promotional materials. WMCA By-Laws Article III – Membership outlines membership classes and definitions of each.
2. Oversees the election and vacancy process for the WMCA Executive Committee Officers and Board Members. WMCA By-Laws Article IV – Officers/Board of Directors/Terms, Section 6 outlines the vacancy process and Article V – Elections To and Nominations for Office outlines the annual election process.

### B. Organization and Tasks - General:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
2. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
3. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
4. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.

### C. Organization and Tasks - Membership:

1. The Chair will assemble and update the New Member Information Packet, using materials passed on by the previous committee, adding or deleting information as necessary. These packets should be ready for mailing to new members upon joining WMCA. The packet generally includes the following:
  - a. current copy of the WMCA By-Laws
  - b. the WMCA Executive Committee roster
  - c. WMCA brochure
  - d. WMCA lapel pin
  - e. WMCA mentoring program information
  - f. Upcoming WMCA conference information
  - g. Northwest Clerks Institute (NCI) brochure
  - h. IIMC brochure
  - i. IIMC application for membership
  - j. IIMC Conference information
  - k. and any other information deemed necessary
2. Upon receipt of the name of a new member from the Treasurer, the Chair will send a welcome letter and the information packet aforementioned. The Chair will also determine whether the new member desires a mentor.
3. The committee will obtain a list of those cities, counties or other governmental entities that do not have members in WMCA from the membership database maintained by the Treasurer. Promotional materials, either developed, passed on or updated from the previous committee, is then sent out to encourage new members to join.

4. Current WMCA members located near potential new members will be contacted and encouraged to make a personal contact with the potential new members to promote membership.

**D. Organization and Tasks – Elections:**

1. The Committee Chair is responsible for selecting an Elections Officer from among the committee members. The Elections Officer shall not run for a position on the Executive Committee during the time that they are serving as Elections Officer.
2. The Elections Officer is responsible for soliciting eligible candidates for upcoming open positions on the Executive Committee and administering the election in accordance with the Election Procedures (Exhibit A). The election shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.
3. Vacancy Process.
  - a. The President will notify the Elections Officer that there is a vacancy on the Executive Committee and will determine the deadline for candidate Packet submittal for the vacancy.
  - b. The Elections Officer shall work with the Webmaster to notify the membership of the Call for Candidates; including requirements for the Candidate Packet (Exhibit B).
  - c. The Elections Officer is responsible for soliciting eligible candidates for the vacancy on the Executive Committee and administering the election in accordance with the Election Procedures (Exhibit A). The election shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.
  - d. Electronic voting will close within three weeks from the initial notice of the election.

**E. Organization and Tasks – Mentor Program:**

1. The mentor program is one of the primary duties of the committee. The committee shall follow the WMCA Mentoring Policy (Exhibit C) in assisting new members through the assignment of a mentor in the vicinity of the new member's city, county or governmental entities who may be of assistance in answering questions and providing guidance to the new member.
2. The June edition of the Executive Committee Monthly Report should include a call for mentors, soliciting WMCA members to be mentors and stipulating any special areas of expertise. The committee can then use the list of respondents to place new members with an appropriate mentor.

**F. Organization and Tasks – First Time Attendee's Event:**

1. The committee is responsible for the First Time Attendee's Event at the Annual Conference as follows:
  - a. The event is generally held on the first day of the conference. The committee is responsible for organizing and coordinating with the Conference Planning Committee on specific details such as time and location at the conference site.
  - b. The committee will send invitations to all new members, first time conference attendees, mentors, WMCA Executive Committee and out-of-state guests.

- c. The purpose of the event meeting is to educate new members about WMCA resources and to recommend additional information resources. The committee will invite the NCI Director, members of AWC, Municipal Research & Services Center, and other organizations to promote the services that they provide.
- d. The First Time Attendee's Event is partially funded by donations, which are secured by the Conference Planning Committee.

## **EXHIBIT A**

### **Elections Procedures**

*(As required by the WMCA Bylaws, Article V – Elections To and Nominations For Office )*

#### **A. Policy Statement**

Elections for the member-elected WMCA Executive Committee shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.

#### **B. Nomination Procedures**

1. The Elections Officer shall confirm the positions open for election with the President.
2. The Elections Officer shall place a Call for Candidates, including requirements for the Candidate Packet (see Exhibit B to the Membership Committee description) in the October, November and December editions of the Executive Committee Monthly Report. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates.
3. Complete Candidate Packets must be received by the Elections Officer by December 31st.
4. In the event that there are open positions for election for which no candidate has filed by the December 31st deadline, the Elections Officer shall immediately notify the President. The President shall appoint an ad hoc Nominations Committee pursuant to Article V, Section 2 of the WMCA By-laws.
5. The Elections Officer shall prepare a slate of candidates, and forward the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process.
6. After review by the Elections Auditor, the Elections Officer will submit the slate of proposed candidates for election to the Membership Committee Chair who will provide the list and candidate packets to the Executive Committee at its January meeting. Only those candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws, shall be submitted.

#### **C. Election Administration Procedures**

1. The Elections Officer obtains a list of active members in good standing as of January 31 of the year of the election from the Treasurer.
2. The Elections Officer adds the email addresses from the list active members in good standing as of January 31 to the electronic voting software.
3. The Elections Officer prepares electronic voting software to include:

- a. **Candidate Statements and Photos:** The Elections Officer will format each submitted statement and photo in the electronic voting software. Candidates will be listed in alphabetical order per each office being sought to avoid an appearance of favoritism.
- b. **Electronic Voting Instructions:** Shall contain at least the following:

*If you are an active member of the Washington Municipals Clerks Association, you are eligible to participate in elections.*

*To vote, complete the electronic ballot by checking the candidate of your choice, or writing in the name of a candidate in the field provided. When finished, click on the certification button and read the certification that states, "I certify that I am an active member in good standing of the Washington Municipal Clerks Association, and am eligible to vote in the current election."*

*Enter your name, city, email address and date in the certification fields, and click on the "Submit My Vote" button.*

4. By the Friday before the first business day in February, the Elections Officer will email ballot information, voting instructions, and the link to the electronic voting software (online) to each active member in good standing from the list provided by the Treasurer (see Section (C)(1) above). The email shall contain the words "WMCA Ballot Information - Time Sensitive" in the subject line of the email. The ballot information shall contain only the items listed above in Section (C)(4).
5. Members receiving ballot information emails will access the ballot through the electronic voting software and mark their ballots electronically.
6. Voting must be completed no later than 4:00 pm the third Friday in February. At that time the electronic voting mechanism will be disabled. Each member is allowed one vote; duplicate voting will disqualify the member from voting. If electronic voting is not possible, paper ballots will be available by requesting same in writing to the Elections Officer.
7. Write-in candidates will be allowed. Should a write-in candidate be elected a written letter of support and photo will be required within two weeks of certification of the election results. If a letter of support is not presented, or if the candidate declines the office, the candidate garnering the next highest amount of votes shall be declared elected. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.
8. On the Monday following the close of the election, the Elections Officer will run the required report from the electronic voting software to create the list of members who voted and to tally the votes.

9. The Elections Officer will give the results of the election to the Elections Auditor to who will provide an independent review of the process and results of the election and provide a written summary to the Executive Committee, the Elections Officer and the Membership Committee Chair.
10. Following written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.
11. The President shall inform each candidate of the results of the election. If a write-in candidate is elected to any position and indicates a willingness to serve, the Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, city manager, city/county administrator or CEO within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.A.
12. Any concerns about the electoral process should be referred to the President for consideration by the Executive Committee and possible referral to the Membership Committee the following year.
13. The President announces the election results to the general membership at the annual meeting in March, and the Elections Officers arranges for the election results to be published in the April edition of the Executive Committee Monthly Report.

## EXHIBIT B

### Candidate Packets

*(As required by the WMCA Bylaws, Article V – Elections To and Nominations For Office)*

A. Candidate Packets must be received by the Elections Officer by December 31 and **must** include the four following pieces of information:

1. **Declaration of Candidacy:** This is a signed, written document containing the following:

*“I declare myself as a candidate for the office of \_\_\_\_\_. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process.”*

2. **Candidate Statement:** This statement must be no more than 200 words in length, including the candidate’s name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.

3. **Photo:** A (2” x 2”) black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be forwarded to the Elections Officer for use in the electronic voting mechanism and to the President-Elect to forward to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.

4. **Letter of Support:** A letter addressed to WMCA and signed by the candidate’s mayor, city manager, city/county administrator or CEO supporting the candidacy and the candidate’s increased involvement in WMCA must be submitted with the Candidate Packet.

B. With the exception of the Declaration of Candidacy and Letter of Support, the candidate may submit this material to the Elections Officer electronically or by hard copy.

## EXHIBIT C

### WMCA Mentor Program

#### A. Purpose

1. To identify the needs of new municipal clerks and to establish a program to provide support and advice regarding the complex responsibilities of their office.
2. To provide an opportunity for experienced municipal clerks to share their knowledge of the day-to-day responsibility and to exemplify the professionalism of the office.
3. To develop a procedure whereby new clerks are identified and paired with experienced clerks of similar population size, type of government, and geographic location whenever possible, who are willing to share and provide information and assistance.

#### B. Policy

1. The Membership Committee is assigned the task of coordinating the mentoring assignments.
2. The committee chair will appoint two (2) members of the membership committee to facilitate the mentoring program.

#### C. Procedure

1. Enrollment Form
  - a. Publish information in the April, June, August, October, and January editions of the Executive Committee Monthly Reports describing the mentoring program as well as the enrollment form which contains the current contact person for the mentoring program.
  - b. The Membership Committee Chair will remain in constant contact with the WMCA Treasurer regarding new memberships, and will relay that information to the Mentoring Program sub-chairs.
  - c. The sub-chairs will write directly to the new WMCA members inviting their participation in the mentoring program.
2. Pairing of New Clerks and Mentors
  - a. The sub-chairs will use the following criteria for the individual assignments of new clerk/mentor: types of government, population size, and geographic location whenever possible.
  - b. The sub-chairs will send letters to both the new clerk and the mentor advising them of this arrangement. Mentors are requested to contact the new clerk with an offer of assistance.
  - c. Mentors will contact either the sub-chairs or the Membership Committee Chair if they cannot continue as a mentor. Thereby, the sub-chairs will assign a new mentor for the new clerk.
3. Membership Committee Chair
  - a. The committee chair, on a regular basis, will contact the mentoring program sub-chairs to see that the program goals and objectives are being met.
  - b. The committee chair will include in the quarterly report to the WMCA Executive Committee the current status of the mentoring program.
4. Recognition
  - a. At the WMCA Annual Conference, a First Time Attendee's Event is held at which time recognition of the Mentor Clerks is made.

**MENTOR PROGRAM**

If you are a “newly” appointed or elected Municipal Clerk and a member of the Washington Municipal Clerks Association (WMCA), the WMCA Mentor Program may be of interest to you. This program has been designed to assist new clerks who are seeking guidance regarding the duties and responsibilities associated with the new positions.

The program also offers “experienced” clerks an opportunity to assist the newest members of our profession by offering advice and guidance. You will be able to share the experience and knowledge you have gained through your years of service, pointing out the “dos” and “don’t’s” and answering the “whys” along the way.

“New” clerks are encouraged to complete the form below and mail or e-mail it. Upon receipt, you will be matched with an experienced clerk who is only a telephone call, fax or e-mail away.

If you’ve been a municipal clerk for three or more years and are willing to make a one year commitment to help a new clerk adjust to the duties of her/his position, please complete and mail or e-mail the form below. Your name will be kept on file for matching with a new clerk from a municipality of similar population and with the same type of duties. When a new clerk match is made, you will be contacted quickly so you can offer your guidance.

Also, experienced clerks who have previously served as mentors and who are interested in continuing in this role, please contact me so I am aware of your interest in continued participation. New clerks, who have a need for additional or continued assistance after their first year in office, should also contact me so I am aware of your interest.

If you have any questions or suggestions relating to the WMCA Mentor Program please feel free to call me.

Sincerely,

*Name*

*Title*

*City/Committee*

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Yes, I would be willing to participate as a New Clerk \_\_\_\_ Mentor \_\_\_\_ in the “Mentoring Program.”

Name \_\_\_\_\_ Municipality \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail \_\_\_\_\_ County \_\_\_\_\_

Date of Appointment/Election \_\_\_\_\_ Population \_\_\_\_\_

Type of Gov’t: Village \_\_\_\_ Town \_\_\_\_ City \_\_\_\_ County \_\_\_\_ Other \_\_\_\_

Other Title or Positions Held \_\_\_\_\_

Briefly describe municipality \_\_\_\_\_

\_\_\_\_\_  
Please return to: *Name & Address & Phone & Fax & E-mail address*

## MENTOR PROGRAM

### **Goals and Objectives:**

To identify the needs of the New Municipal Clerks and to establish a program to provide support and advice regarding the complex responsibilities of their office. To provide an opportunity for Experienced Municipal Clerks to share their knowledge of the day-to-day responsibilities of being Municipal Clerks and to exemplify the professionalism of the office.

### **New Clerk:**

Call when you are unsure how to proceed with a task. Contact your Mentor whenever you need to. A personal visit isn't necessary but perhaps you can arrange to meet each other at a meeting or at the Annual Conference.

### **Mentor:**

Make your initial call soon after you are assigned a new clerk. Call more often at first but at least quarterly. If you can't help because you don't know the answer, refer the new clerk to someone with a similar situation or other professional help. (Dept of Revenue, County Clerk, Elections, Auditor, etc.) Remind your new clerk about upcoming deadlines and upcoming events. Be aware of the phone expense for a new clerk in a small municipality. You can send a lot with e-mail or a postage stamp. Inform the new clerk of the WMCA website ([www.wmcaclerks.org](http://www.wmcaclerks.org)) and the Executive Committee Monthly Reports (sent by email).

**NEW CLERK MATCH LETTER**

Date

Name

Address

Dear \_\_\_\_\_:

The Washington Municipal Clerks Association (WMCA) recognizes the integral role a Municipal Clerk plays in the day-to-day operation of local government. All members of the WMCA want you to know that you are not alone as you learn the duties of the Clerk's Office.

The Mentor Program was established to match new clerks with experienced municipal clerks to share materials and practical tips on the Clerk's responsibilities.

We are happy to inform you that \_\_\_\_\_ Clerk of \_\_\_\_\_ (telephone #, e-mail address) has volunteered to be your Mentor and she/he will be contacting you shortly to help you with your day-to-day questions. Your comments and suggestions for the Mentor Program are always welcome. If you have should have any questions, please do not hesitate to call.

Sincerely,

(Member)

Phone #

Cc WMCA President

**MENTOR MATCH LETTER**

Date

Name

Address

Dear \_\_\_\_\_:

Thank you for volunteering to be part of the Washington Municipal Clerks Association Mentor Program. As you know, we try to match New Clerks who have requested Mentors with experienced Clerks from municipalities of similar size and types of government.

As we discussed, \_\_\_\_\_ Clerk of the \_\_\_\_\_ has requested the help of a Mentor. Please give her a call at (phone #, e-mail address) in the next couple of days and introduce yourself. \_\_\_\_\_ has been Clerk since \_\_\_\_\_ and is looking forward to hearing from you. Your efforts make a difference in raising the professionalism of our Washington Municipal Clerks.

Thank you for caring and sharing!

Sincerely,

**WELCOME AND INVITE LETTER**

Date

Name

Address

Dear \_\_\_\_\_:

Welcome to the Washington Municipal Clerks Association!

The Membership Committee of the Washington Municipal Clerks Association would like to invite you as a new Clerk to participate in the Mentor Program sponsored by this Committee. Even though this program has been advertised in the Newsletter, we want to make sure we give a special invitation to as many new Clerks as possible.

The objective of this program is to open an avenue for you to seek advice about the complex responsibilities of your new office from an experienced Clerk with the same type of government and similar size municipality.

If you are interested in being a part of this program, please completed the enclosed form and return it to (Chair, Name, Municipality and Address) or e-mail at \_\_\_\_\_. We will then notify you who your Mentor will be during the coming year. We look forward to hearing from you.

Sincerely,

**MENTOR THANK YOU LETTER**

Date

Name

Address

Dear \_\_\_\_\_:

On behalf of the Membership Committee, I would like to take a moment to thank you for participating in the Mentor Program as a Mentor. Whether you were teamed with a new clerk or not, your willingness to volunteer your valuable time to help a member of the Association helps continue the strong WMCA network we have.

To keep our WMCA Directory updated, I ask that you take a minute to complete the enclosed form and return it before the deadline to the address listed.

Once again, thank you for volunteering for this program. If you have any suggestions or comments, please call either myself or one of the Committee members listed below.

List Committee members

Sincerely,

Membership Chair

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION  
MENTOR PROGRAM**

**Yes\_\_\_ I am willing to continue as a Mentor in the WMCA Mentor Program**

Name\_\_\_\_\_

Municipality\_\_\_\_\_

Address\_\_\_\_\_

Telephone\_\_\_\_\_

E-mail\_\_\_\_\_

Date of Appointment/Election\_\_\_\_\_

Population\_\_\_\_\_

Type of Gov't\_\_\_\_\_

County\_\_\_\_\_

**No\_\_\_ Please remove my name as a Mentor**

Please complete and return this form before \_\_\_\_\_ to:

Name  
Address  
Phone