

## 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 Partnership 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 developed, passed on, or updated from the previous committee will be 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 A, Section E).
  - 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– Partnership Program:**

1. The partnership program is one of the primary duties of the committee. The committee shall follow the WMCA Partnership Policy (Exhibit B) when supporting members with requests for assistance. The committee will assign another member in the vicinity of the requestor's city, county or governmental entity to answer questions and provide guidance and support to the requestor.
2. The June edition of the Executive Committee Monthly Report should include a Call for Volunteers, soliciting WMCA members to stipulate any special areas of expertise they would like to offer assistance in. The committee can then use the list of respondents and match them with members requesting assistance.

**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, WMCA Executive Committee and out-of-state guests.
  - c. The purpose of the event 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 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)*

### **Membership Committee Description - 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. Definitions**

1. General Election: Annual election to fill vacant positions of the WMCA Executive Committee occurring from the expiration of office terms; regularly scheduled for February of the initiating term year.
2. Special Election: An election called to fill a position which has become vacant between general elections.

#### **C. 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 Section E), in the October, November and December editions of the WMCA Newsletter for the general election; and the next available edition of the WMCA Newsletter for special elections.
3. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates. The Elections Officer shall send a copy of the Call for Candidates to the Webmaster at the same time it is submitted for the October newsletter to be distributed to the membership by email and on the website.
4. Complete Candidate Packets must be received by the Elections Officer by December 1st for general elections; and by a day specified prior to the opening of special elections.
5. After a Candidate Packet is received by the Elections Officer, and prior to December 15th, the Elections Officer will review the Candidate Packet to determine if it meets the requirements of Article V, Section 4 of the WMCA Bylaws. If any requirements are not met, the Elections Officer shall contact the candidate and give them an opportunity to correct the defect in the Candidate Packet before December 15th.
6. In the event that there are open positions for election for which no candidate has filed by the deadlines stated above in Section C(3), 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.

7. The Elections Officer shall prepare a slate of candidates and forward, by the first business day after December 15th, the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process. The Elections Auditor will review the Candidate Packet to determine if it meets the requirements of Article V, Section 4 of the WMCA Bylaws. The Elections Auditor will notify the Elections Officer of the status of each Candidate Packet by December 24th.
8. The Elections Officer will submit the slate of proposed candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws to the Membership Committee Chair who will distribute the slate to the Executive Committee via e-mail no later than three weeks prior to the January Executive Committee meeting.
9. Once the Executive Committee has been notified of the slate of proposed candidates, the Elections Officer will notify the Webmaster to post the candidate statements and photos to the WMCA website.

#### D. Election Administration Procedures

1. The Elections Officer obtains a list of active members in good standing as of the date of the general election or the special election from the Treasurer. The Elections Officer also obtains a list of active members shown in the WMCA website from the Webmaster.
2. The Elections Officer then compares the lists from the Treasurer and the Webmaster to create a master list that contains only Active Members, including their Member ID from the WMCA website. Only active Members are allowed to vote and will need their Member ID in order to vote.
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 for general elections, and a date agreed upon by the Executive Committee for special elections, 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 master list of Active Members (see Section D(2) above), via the Webmaster. 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 this Subsection.
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 for general elections, and no later than 4:00 pm at the conclusion of three weeks from the opening of special elections. 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. 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 filled by the candidate with the next highest votes counted.
8. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.
9. On the next business day 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.
10. The Elections Officer will give the results of the election to the Elections Auditor, who will provide an independent review of the process and results of the election. The Elections Auditor will provide a written summary of the election results (including the names and votes counts for all candidates for each position) to the Executive Committee, the Elections Officer and the Membership Committee Chair.
11. The President shall inform each candidate of the results of the election.
12. The President will announce the election results to the general membership via eblast as soon as possible, but only after all of the candidates have been notified. The announcement shall contain the names of all candidates for each position and the total number of votes received from the membership.
13. Immediately following the announcement by the President, the Elections Officer will arrange for the election results to be published:
  - a. On the WMCA website; and
  - b. In the next WMCA newsletter.

14. 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.

#### E. Candidate Packets

1. Pursuant to Article V, Section 4 of the WMCA Bylaws, complete candidate packets must be received by the Elections Officer by December 1st for general elections, and the date determined by the President and Elections Officer for a special election; and must include the four following pieces of information:
  - a. 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 supervisor, as well as the individual with budget authority (unless the same person) for example but not limited to - a mayor, agency manager, agency administrator or CEO, with a photo and candidate statement which I authorize for use in the election process.”*
  - b. 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.
  - c. Photo: A black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be used by the Elections Officer in the electronic voting mechanism and forwarded to the President-Elect who will distribute them to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.
  - d. Letter of Support: A letter addressed to WMCA and signed by the candidate’s supervisor, as well as the individual with budget authority (unless the same person) for example but not limited to - a mayor, agency manager, agency administrator, or CEO, supporting the candidacy, and the candidate’s increased involvement in WMCA, must be submitted with the Candidate Packet.
2. The candidate packet may be submitted to the Elections Officer electronically or by hard copy.

**F. Election Timeline**

| <b><u>Action</u></b>   | <b><u>General Election</u></b>   | <b><u>Special Election</u></b>                                       |
|--|--|--|
| Call for Candidates – publication in the WMCA Newsletter   | October, November, December editions   | Ensuing edition  |
| Call for Candidates – for dissemination by the webmaster   | Same time as October newsletter  | Same time as ensuing newsletter                                      |
| Candidate Packet Deadline  | December 1st   | A date determined prior to election opening date                     |
| Elections Officer will review the Candidate Packet   | Through December 15th  | During the 14 days after the Candidate Packet deadline               |
| Elections Officer forwards the slate of candidates to the Elections Auditor  | By the first business day after December 15th  | 14 days after Candidate Packet deadline                              |
| Elections Auditor notifies the Elections Officer of the status of each Candidate Packet  | December 24th  | 10 days after receipt of slate of candidates                         |
| Slate of Candidates sent to Executive Committee ( <i>via Membership Committee Chair</i> )  | Emailed to Membership Committee Chair no later than three weeks prior to the January Executive Committee meeting |  |
| Webmaster posts Candidate Statements and Photos to WMCA Website  | After Executive Committee notified   |  |
| Election Officer Confirms Eligible Voters  | Active Members in Good Standing as of the date of the election   |  |
| Elections Officer Prepares Electronic Voting Software  | Prior to the opening of the election   |  |
| Elections Open   | Friday before the first business day in February   | Date agreed upon by Executive Committee                              |
| Elections Close  | 4pm - third Friday in February   | 4 pm at the conclusion of three weeks from the election opening date |
| Elections Officer Tallies the Votes  | The next business day following the close of election  |  |
| Elections Auditor reviews and reports on election results to Executive Committee, Elections Officer and Membership Committee Chair | After results are received from Elections Officer  |  |
| President shall inform each candidate of the results of the election.  | As soon as results are available   |  |
| President announces results to the membership  | Via email as soon as possible after candidates are notified  |  |
| Election Officer arranges to publish results in the WMCA Newsletter and WMCA website   | Ensuing edition following Presidential announcement  |  |



## Exhibit B

### WMCA Partnership Program

#### A. Purpose

1. To identify the needs of all clerks and to establish a program to provide support and advice regarding the complex responsibilities of the clerk's office.
2. To provide an opportunity for experienced clerks to share their knowledge of the day-to-day responsibilities and to exemplify the professionalism of the office.
3. To develop a procedure whereby clerks requiring support and assistance 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 knowledge.

#### B. Policy

1. The Membership Committee is assigned the task of coordinating the partnership assignments.
2. The committee chair will appoint two (2) members of the Membership Committee to facilitate the Partnership 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 Partnership Program as well as the enrollment form which contains the current contact person for the Partnership 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 Partnership Program sub-chairs.
  - c. The sub-chairs will write directly to the new WMCA members inviting their participation in the Partnership Program.
  - d. The Membership Chair shall actively solicit and be aware of members who exhibit expertise and knowledge in specific areas and are available to assist WMCA members when needed.
2. Pairing of Clerks
  - a. The sub-chairs will use the following criteria for the individual assignments: types of government, population size, and geographic location whenever possible.
  - b. The sub-chairs will notify both the clerk requesting assistance and the clerk volunteering to provide assistance, advising them of this arrangement. Clerks volunteering are requested to contact the requesting clerk.
  - c. Clerks volunteering to assist other members will contact either the sub-chairs or the Membership Committee Chair if they cannot continue offering assistance as a part of this program. Thus, clerks requesting assistance will be reassigned to another volunteer member.

3. Membership Committee Chair
  - a. The committee chair, on a regular basis, will contact the Partnership 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 Partnership Program.
4. Recognition
  - a. At the WMCA Annual Conference, a First Time Attendee's Event is held at which time recognition of the Clerks who have volunteered throughout the year as a part of the Partnership Program will be made.

**PARTNERSHIP PROGRAM**

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

The program also offers “experienced” clerks an opportunity to assist other 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’ts” and answering the “whys” along the way.

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

Also, experienced clerks who have previously volunteered and who are interested in continuing in this role, please contact me so I am aware of your interest in continued participation. Clerks, who have a need for additional or continued assistance, should also contact me so I am aware of your interest.

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

Sincerely,

*Name*  
*Title*  
*City/Committee*

-----  
I \_\_\_\_ Request Assistance or would like to Volunteer in the “Partnership 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*

## PARTNERSHIP PROGRAM

### **Goals and Objectives:**

To identify the needs of 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.

### **Requesting Clerk:**

Call when you are unsure how to proceed with a task. Contact an experienced Clerk 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.

### **Volunteer Clerk:**

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

**REQUESTING CLERK MATCH LETTER**

Date

Name

Address

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

The Washington Municipal Clerks Association (WMCA) recognizes the integral role a 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 Partnership Program was established to match clerks needing assistance with experienced 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 assist you and she/he will be contacting you shortly to help you with your day-to-day questions. Your comments and suggestions for the Partnership Program are always welcome. If you have should have any questions, please do not hesitate to call.

Sincerely,

(Member)

Phone #

Cc WMCA President

**VOLUNTEER CLERK MATCH LETTER**

Date

Name

Address

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

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

As we discussed, \_\_\_\_\_ Clerk of the \_\_\_\_\_ has requested help of an experienced Clerk. Please give him/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 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 to participate in the Partnership 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 Clerks as possible.

The objective of this program is to open an avenue for you to seek advice about the complex responsibilities of your 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 will assist you during the coming year. We look forward to hearing from you.

Sincerely,

**VOLUNTEER 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 Partnership Program. Whether you were teamed with a clerk in need of assistance 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  
PARTNERSHIP PROGRAM**

**\_\_\_ I am willing to continue as a volunteer in the WMCA Partnership Program**

Name \_\_\_\_\_  
Municipality \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Date of Appointment/Election \_\_\_\_\_  
Population \_\_\_\_\_  
Type of Gov't \_\_\_\_\_  
County \_\_\_\_\_  
Area(s) of expertise \_\_\_\_\_

**\_\_\_ please remove my name as a volunteer**

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

Name  
Address  
Phone