



CITY DESK

Florida Association of City Clerks

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Board of Directors 2010 - 2011

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PRESIDENT'S MESSAGE



Wow! This year as FACC President is flying by in a whirlwind of activities. Normally this stay at home country clerk would only leave home a few times each year but almost every month has been highlighted with travel on behalf of FACC with a little personal travel thrown in. In October, I attended the Fall Academy and Board Meeting in Lake Mary, followed by attending the Leagues Legislative Conference in Orlando in November. On this trip to Orlando, I also met with the Summer Academy Committee and Barbara Solis at the Caribe Royale, the location for the June Summer Academy. This is a beautiful property, in close proximity to the local attractions and with shuttle service offered; it is a great place to bring your family with you for a vacation. January 9 – 12, I attended the IIMC Region III Meeting in Charlotte, NC. The North Carolina Clerks planned a wonderful day of educational sessions preparing clerks for surviving the great recession, balancing budgets and interviewing and hiring practices. Barbara Estep, Kelly Koos, Lisa Small, Tracy Ackroyd and Stacy Lentz were other Florida clerks who attended the conference. This business trip turned into quite an adventure for me beginning with an 8 hour delay in Tallahassee waiting on a starter for the plane's engine to be flown in and installed and ending with flight cancellations and rescheduling due to ice and snow in Charlotte. The snow and ice, although dangerous, were beautiful and quite a treat for native Floridians like me, Tracy and Kelly. By the time the City Desk is distributed to the membership, our February Budget Meeting and Board Meeting will have taken place in Lake Mary.

Watch our web site, www.floridaclerks.org, and emails for information on upcoming webinars and make sure that you take advantage of this economical and convenient way to gain knowledge and get the educational hours needed for certification. Also, start making plans for attending the June Academy.

On a personal note, even with all the FACC travel, Wayne and I were still able to take some vacation time in October to visit our best friends in Washington DC for a week. Then in November, I had the sweet experience of tending to my father-in-law in his last days on this earth and to be with him as he took his last breath in this life. He was 88 years of age, served his country in WWII where he was wounded and awarded the Purple Heart. He served his Lord, his family and his country well! Thank you for the many cards and calls that I received from my FACC family. My sister Pam still struggles with her battle of cancer and she had to have emergency surgery in December, but her determination to keep going and fight this battle never stops amazing me. Thank you for your concern and prayers on her behalf.

I am still honored that you have entrusted in me the opportunity to serve as President of FACC and hope to hear from each of you with any concerns or suggestions that you might have. Please feel free to call me during or after work hours (850) 273-1950 or email me at Jackie.lawhon@sopchoppy.org.

~ Jackie Lawhon, MMC
FACC President

CENTRAL WEST DISTRICT

The Central West District is happy to recognize the following clerks that have received their certification:

MMC

Pam Prell, MMC, Deputy City Clerk, City of St. Pete Beach
Ruby Cruz, MMC, Assistant City Clerk, City of Bartow

CMC

Vanessa Castillo-Flores, CMC, Assistant City Clerk, City of Haines City, Linda Bourgeois, CMC, City Clerk, City of Lake Alfred, Jackie Poole, CMC, Assistant City Clerk, City of Bartow Sarah Adelt, CMC, City Clerk, City of Frostproof



Jackie Poole receiving her CMC from Kelly Koos and Mayor Wayne Lewis



Kelly Koos presenting Sarah Adelt with her CMC

*~ Kelly S. Koos, MMC
FACC 2nd Vice President*

CENTRAL EAST DISTRICT NOVEMBER 2010 - JANUARY 2011

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I hope everyone had a safe and wonderful Christmas and New Year's Day with their families and friends. This year, Christmas was a little different in the Mirus household. Before Christmas Day, each set of grandparents scheduled specific times to watch Zoe and Colton, via Skype, open their gifts on Christmas Day. This was a great experience and everyone was able to enjoy those special moments.

On Tuesday, January 25, 2011, I attended the Town of Palm Shores Council Meeting and presented their Town Clerk, Ms. Patricia "Pat" Burke, with her MMC plaque and pin. Congratulations also to the following Central East District member for receiving her Master Municipal Clerk (MMC) Certification:

Gwen Carlisle, MMC, Town Clerk, Town of Jupiter Island

Also, congratulations to the following Central East District members for receiving their Certified Municipal Clerk (CMC) Certifications:

Cindi Kelley, CMC, Deputy Town Clerk, Town of Malabar
Michelle Long, CMC, Deputy Clerk, City of Port St. Lucie
Sherri Philo, CMC, Deputy City Clerk, City of Vero Beach

I would like to welcome the following individuals to FACC and the Central East District:

Debbie Wallace, Acting City Clerk, City of Edgewood
Tisha Williams, Municipal Records Coordinator, City of Ocoee
Jessica Williams, Deputy Clerk, Town of Grant-Valkaria
Vicki Freece, Associate Member

If you have any announcements that you would like me to share with the district, please contact me at 407-260-3441 by telephone or by electronic mail at smirus@longwoodfl.org.



Cindi Kelley receiving her CMC Certificate from Mayor Thomas Eschenberg

*~ Sarah M. Mirus, MMC, MBA
Central East District Director*

A MESSAGE FROM THE 1ST VICE PRESIDENT

As we turn the corner on another year, and lest we forget, the first decade of the new century (doesn't that sound impressive?), we are continuing on our path of providing the highest level of professional education to our Association members. Unfortunately, municipality's financial outlooks have suffered and as a result, many of our colleagues are unable to attend Association sponsored programs. The successful webinar series have helped greatly to partially fill the void. As I look towards assuming the Association President's position in June, I am confident that our Institute of Government and FACC will continue to offer our membership the highest quality programming that is available. My hope is that if travel and education dollars are available, Clerks will avail themselves of our offerings and once again attend our Summer and Fall Institutes.

In the very near future, I will begin reaching out to individuals to serve on the various committees that are such an integral part of FACC. In the meantime, if you are interested in serving on a committee, or continuing to serve on a committee, please contact me. This is not a time to be shy; FACC needs clerks to serve on the many committees. Serving on a committee is a great way to meet (if just via the internet) other clerks throughout the State. I can be reached via e-mail at estepb@miamishoresvillage.com

Thank you and here's wishing you a belated Happy New Year - Welcome to 2011!

~ **Barbara A. Estep, MMC**
FACC 1st Vice President

RESOLUTION COMMITTEE

If you know of a City Clerk that is retiring, please contact me at rhaynes@freeportflorida.gov or at 850-835-2822. We will make every effort to have a Resolution presented to the Clerk at an event recognizing their retirement.

~ **Robin Haynes, CMC**
Resolution Committee Chair

NORTHEAST DISTRICT

Time certainly passes in a blink of the eye. As some of you know, my family spends a great deal of time throughout the year preparing for hunting season. It is not just a spur of the moment event for us. It is truly a major undertaking. This season I have had more opportunity to hunt than in years past and truly had anticipated taking several deer. Boy was I ever wrong. I cannot even begin to tell you how many hours or mornings I have gotten up at 5 a.m. to go sit in the tree in the freezing cold just waiting on that big buck to step out. I sit there so long even the bushes start looking like fair game. Just when I had almost given up all hope for this year's season, I decided to go sit one last morning. This particular morning it was so cold I could barely keep myself from shivering and

had convinced myself when daylight arrived I was headed out of that tree. Then the hunt began. After about an hour of patiently waiting for a shot, I finally got my buck for the year. It was not the buck I had envisioned but it was mine and I am so glad I finally saw something with horns and legal to shoot.

Since our last edition, I have successfully completed an eight week Dale Carnegie Training Course. I must admit, going in, I really did not feel I would gain much and was quite the skeptic. I filled out my Vision Planning Sheet with one specific incident in mind that I was totally convinced that I could not have handled any differently. I will not bore you with the details of the incident but I will say this, we have all experienced the frustration with trying to communicate a statute or regulation to another person(s) only to have them interpret the same statute but in the opposite direction. This conflict in interpretation causes persons to react emotionally and not able to communicate with any effectiveness at all. This specific incident became my "vision" and entire focus of the course. Every week we had reading assignments in addition to at least two timed speeches in front of the entire class (no notes allowed). It was an extremely interactive course that encouraged progress toward your vision. With each assignment, I could see the evolution I was experiencing, both professionally and personally. I honestly never dreamed that I would progress and experience the growth that I did. I now realize that my "vision incident" would have ended differently if I had applied the techniques I learned, whereas before I honestly believed I could not have communicated my side any better. You often hear people reference certain things that "changed" their life....Well Dale Carnegie certainly delivers an extremely powerful philosophy that gives you a totally new outlook on every aspect of your life. I feel I am now a better communicator, leader, wife and mother. I would certainly recommend this Training Course to each one of you if the opportunity ever arises.



City of Lake City staff members receiving Certificate of Achievement for the Dale Carnegie Training Course. Human Resource Director Gene Bullard, Customer Service Director Nick Harwell, City Clerk Audrey Sikes and Dale Carnegie Corporate Regional Manager, Bob Ganzak.

Live Oak City Clerk John Gill reports on October 12, 2010 the City of Live Oak appointed a five (5) member Committee to begin the Charter Review process.

I would like to extend a special thank you to all the Northeast District clerks that attended the Fall Certification Academy held October 11, 2010 through October 15, 2010 in Lake Mary, Florida. The training sessions were very informative.



Town of Hilliard Deputy Town Clerk Danyelle Minchew and her beautiful daughter Mylee Anne celebrated Mylee's first Halloween. Danyelle stated Mylee had a blast and loved getting all the candy even though she could not really eat any of it. Mylee enjoyed yogurt melts and puff snacks as her first Halloween treats.

On November 8, 2010, St. Augustine City Commissioners appointed Alison Ratkovic to the position of City Clerk. Alison has worked for the City of St. Augustine for over twenty-one years. Alison plans to join the Florida Association of City Clerks.

On November 30, 2010, High Springs City Commission appointed Deputy City Clerk Jenny Parham as Interim City Manager for the next year. Congratulations Jenny!

White Springs Town Clerk Shirley Heath reported on December 14, 2010 White Springs Town Council commemorated the 125th celebration of the town by placing items into a time capsule to be opened on the 150th anniversary of the town in 2035. The time capsule ended the month long celebration, which consisted of planting a memorial tree in front of the Community Center, a Historical Town display, Antique Car and Tractor Show, and a Safety Bash for children at Halloween.



Councilman Spencer Lofton, Vice-Mayor Walter McKenzie, Mayor Dr. Helen Miller, Councilwoman Tonja Brown and Councilman Fred Richard McNeil.

I recently learned Town Clerk Shirley Heath is the first CMC (Certified Municipal Clerk) for the town of White Springs. Congratulations Shirley!



Town Clerk Shirley Heath, CMC

The Town of White Springs is also known, for its Festival of Lights held at the Stephen Foster Folk Culture Center State Park during the entire month of December. City of Alachua Grants Specialist Diane Morgan, CMC took her husband and two grandchildren (Trizden and Trinity) to White Springs to enjoy a buffet dinner at the Historic Telford Hotel then went over to the Festival of Lights event at Stephen Foster Park. She stated the lights were spectacular and that they went on a wagon ride, enjoyed free popcorn and hot cocoa. She stated the grandkids also enjoyed toasting marshmallows around the campfire circle. Diane stated they all sat around the campfire and sang Christmas songs while the kids joined in with the free kazoos that were handed out. She stated her grandkids were sent home with the kazoos and that Trinity, her granddaughter, played that kazoo all weekend. Her family had an absolute blast and said it was a great way to get into the Christmas spirit. Information about this event and other events throughout the year can be viewed at www.FloridaStateParks.org/StephenFoster.

Submissions for **City Desk** should be sent to the Editor:

Kelly S. Koos, MMC, City Clerk
228 S. Massachusetts Avenue
Lakeland, FL 33801
(863) 834-6210
kelly.koos@lakelandgov.net



Pictured above: Trinity, Diane Morgan, CMC, and Trizden enjoying the Festival of Lights



Lake City Deputy City Clerk Michele Greene

Please welcome aboard Deputy City Clerk Michele Greene from the City of Lake City to the FACC. Michele was born and raised in Virginia. She and her husband, Chris, of 15 years have two wonderful children, Caitlin (13) and Thomas (7). Michele entered the US Air Force after attending a year at Shenandoah University as a music therapy major. She served for 7 ½ years as a firefighter and was stationed in many overseas locations such as England, Italy, Spain, Saudi Arabia and South Korea. She attained the rank of Staff Sergeant (E-5) during her tenure in the Air Force. After her military career, she worked several years with a non-profit agency supporting the independence and dignity of senior adults. Michele has been employed as the Deputy City Clerk for the City of Lake City for approximately 4 years and is excited to begin her CMC certification process.

I am sure many of you enjoyed the wonder of the lunar eclipse that occurred on December 21, 2010 as I did. Wanting to share this experience with my boys (ages 10 and 7), at 2:30 AM I woke them up to go outside with me...we weren't outside a minute when the little one looked up at the sky and said ok mom we see the eclipse now lets go back inside and get into the warm bed. The next morning I asked them if they remembered seeing the eclipse and they both stated yes but that they thought the moon looked the same as it always did. Go figure, typical answer from kids huh? Wondering if anyone else in our district braved the cold I sent out an email about the eclipse. I would like to share a couple of the responses: Sarah Campbell, Interim Town Manager-Town of Orange Park: stated her husband set their alarm for 2:45 AM and woke up the entire family to go outside and see it; Jenny Parham, Interim Town Manager-High Springs: braved the freezing cold to see the eclipse and stated it was worth the entire two minutes she was able to stay outside.

Congratulations to Branford Town Clerk Donna Hardin who received a very special Christmas "Treasure". Donna proudly announced that her son Aaron Hardin is now engaged to Treasure Asbury. The wedding will be held May 21, 2011.

City of Alachua Grants Specialist Diane Morgan, CMC, reports the new four-day workweek schedule has been going well. She states there have been no complaints from citizens and that staff seems to have adapted easily to the change as well. The three holiday weeks of Thanksgiving, Christmas and New Year reverted to 8-hour days with staff hours being staggered to accommodate the 7:30 AM – 6:00 PM schedule, so City Hall would be open 3 days out of the week for the citizens. Diane stated there would be a review at the end of the fiscal year to evaluate the effectiveness of the 4-day workweek.

A special thank you to the district for all the great submissions for this article. Please feel free to contact me at any time if you have questions or concerns or if you would just like to chat.

My contact information is as follows: Email: sikesa@lcfla.com, Phone: 386-719-5756.

***~ Audrey Sikes, CMC
Northeast District Director***

SOUTHEAST DISTRICT JANUARY 2011

With the New Year here, I encourage you to take the opportunity to reflect upon the experiences and challenges that have made an impact on your life both professionally and personally. In my reflection, I realized that my life is so hectic that I sometimes overlook saying thank you to those who have been inspirational in my career. With that, I thank each of you who has guided, encouraged and mentored me over the years. It is great to be a member of a profession that is so giving of their talents and expertise! This has been an extraordinary quarter for the FACC SE District! We have seen eight (8) CMC certifications, two (2) MMC certifications, ten (10) new FACC memberships and a transfer.

EXTRAORDINARY ACCOMPLISHMENTS

Congratulations to the following Clerks for receiving their CMC:

June White, CMC, Town Clerk, Town of Lauderdale By-The-Sea
Joanna Cunningham, CMC, Town Clerk, Town of South Palm Beach
Jane Worth, CMC, Deputy Village Clerk, Village of Palm Springs
Deborah Sheffield Irby, CMC, City Clerk, City of Opa-Locka
Vanessa Dunham, CMC, Town Clerk, Town of Juno Beach
Crystal Gibson, Town Clerk, Town of Lantana
Samantha Gillyard, Deputy City Clerk, City of Deerfield Beach
Lanelda Gaskins, Deputy Clerk, City of Delray Beach

Congratulations to the following Clerks for receiving their MMC:

Susan Owens, MMC
Gwen Carlisle, MMC, Town of Jupiter Island

Welcome to the new FACC Members:

Joshua Pariente Koehler (associate member), Staff Attorney/Assistant City Attorney, City of West Palm Beach
Sheena James, Deputy City Clerk, City of Hallandale Beach
Krista Cromwell, Deputy Town Clerk, Town of Juno Beach
Imelys Sansores, Operational Services Assistant, City of Coral Gables
Alexandra Grant, City Clerk, City of West Park
Janice Massie, Deputy Clerk, Town of Haverhill
Christa Simmons, Deputy Clerk, Town of Mangonia Park
Jennifer Johnson, Deputy Clerk, City of Lauderdale Lakes
Katrina Martin, Deputy Town Clerk, Town of Mangonia Park
•René Trent, Deputy Town Clerk, Town of Lantana

Congratulations to Joanna Cunningham, CMC who hit the ground running as the new City Clerk for the City of West Palm Beach. Previously she served as the Town Clerk for the Town of Palm Beach. Additionally, David Concepcion recently was appointed City Clerk for the City of Hialeah. Previously, he served as the Acting Clerk.

RETIREMENTS

Best wishes to Deb Fick who retired after nine (9) years with the Town of Hypoluxo. At her last Council Meeting, she was presented with a dozen red roses and a set of luggage for her dedicated service. She retired to spend more time with her grandchildren. She will also be spending more time at her second home in Homosassa.

LOCAL ASSOCIATION NEWS

The Miami-Dade Municipal Clerks' Association held their annual Installation of Officers on December 8, 2010. The Association Officers are:

Barbara Herrera, President – City of Doral
Maria Menendez, CMC, Vice President – City of South Miami
Sandra Novoa, CMC, Treasurer – Town of Miami Lakes
Jacqie Vieira, CMC, Secretary – North Miami

The Palm Beach County Municipal Clerks' Association held their annual Installation of Officers on October 28, 2010. The Association Officers are:

Melissa Teal, CMC, President – Village of North Palm Beach
Janet Whipple, CMC, Vice-President – Town of South Palm Beach
Debra Buff, CMC, Treasurer – City of Belle Glade
Valerie Oakes, Secretary – Town of Highland Beach



SE DISTRICT MINI-ACADEMY

Once again, the SE District in coordination with FACC and the IOG is hosting a Mini-Academy on Friday, April 8, 2011. The event will be held at the City of Miami Gardens new community center. The full day session will include two courses: Advanced Public Records and Exemptions and Advanced Ethics in Local Government. These two sessions are being offered due to the recent legislative sanctions affecting our local governments. The course registration and information will be emailed to all SE Clerks in the near future and submitted to FACC for inclusion on the website. I am working with the IOG to finalize the training and complete the necessary paperwork for course and point approval.

MUNICIPAL HAPPENINGS

North Lauderdale Helps Rehab Habitat Home

North Lauderdale Commissioners and employees rolled up their sleeves and traded in their computers for hammers to help "Habitat for Humanity" rehab its first home in North Lauderdale. Long known for building homes from scratch for the needy, Habitat for Humanity has begun doing rehab work on the nation's growing inventory of foreclosed houses. A partnership with North Lauderdale has allowed Habitat to acquire and rehabilitate 4 foreclosed homes in the City with the first one on Southwest 19th Manor.

The home, which has been vacant for two years, posed a safety risk to the local neighborhood and reduced property value for other houses on the block. The home's interior will be completely remodeled, and it will have a renovated roof and back porch. Completion is expected to be in November. To get the home, the family has to be willing to move in, spend time working on the house and pay the mortgage.

TEQUESTA'S USE OF IPADS TO SAVE PAPER AND STAFF TIME

The Tequesta Council recently approved the implementation of a paperless agenda process using Apple IPADs; thereby moving the Council into the next generation of technology. Usage of the IPADs will eliminate approximately 95% of written materials required each month to prepare and distribute the meeting agenda packets (about 18,000 pieces of paper annually). In addition, by utilizing the IPAD technology, the Village Clerk's Office will save hours of productivity normally reserved to assemble and distribute the paper agenda packets. The paperless agenda process will save residents by trimming roughly \$4,500 annually in materials and labor costs.

The Village purchased six (6) IPADs at a cost of \$495 each and \$66 for the keyboard docking station. The IPADs will pay for themselves in less than a year, while at the same time helping to save our environment.



Council Member Arena and IT Director Brad Gomberg

**~ Lori McWilliams, MMC
FACC Southeast District Director**

SOUTHWEST DISTRICT

On October 29th, 2010 North Port City Hall held a Trick or Treat and passed out candy and provided a safe environment to about 2,500 Trick or Treaters. The employees had a great time dressing in costumes. Each floor had a theme, and the City Clerk Department's theme was Nursery Rhymes, Story Book and Fairytales. In November, the City Clerk swore in the new Commissioner as well incumbent Commissioner followed by a reception for citizens. In December, the City did the Twelve Days of Giving, an employees' initiative to supply food and toys to ensure those in need had a happy holiday season. Now that the holidays are over, it is time to get back to the normal business day.

The Southwest District City Clerks would like to wish everyone a Happy New Year!



**The Queen of Hearts
(Helen Raimbeau)**



**Princess
(Patsy Adkins)**

FACC NOMINATIONS PROCEDURE
2010-2011 OFFICERS' AND DIRECTORS' NOMINATIONS NOW BEING ACCEPTED
DEADLINE FOR SUBMITTAL OF NOMINATIONS: MARCH 30, 2011

OPPORTUNITY CALLS! PLEASE RESPOND TO THIS CALL FOR LEADERSHIP.

FACC is looking for hard-working members to keep the organization on a successful path in the years ahead. Since leadership requires broad shoulders and caring hearts, each applicant is promised a tough, but rewarding job in advancing the FACC goals, which are shown in the manual under Policies. FACC needs nominees with creative ideas who are striving to reach their leadership potential and are looking to new horizons this century.

The FACC By-Laws outline the requirements to serve as a Director or an Officer, which are outlined below. New officers will be sworn in at the membership meeting in June and will serve for one year, with attendance required for four board meetings. Typically the meetings are held at the FACC annual conference (June), Florida League of Cities annual conference (August), Professional Education Academy (October) and one in February at a location to be determined. If you wish to serve, forward completed Nomination Forms to Pamela Smith, MMC, Nominations Committee Chair, 800 Dunlop Road, Sanibel, Florida 33957, no later than March 30, 2011.

The Nominating Committee consists of Pamela Smith, MMC Chair City of Sanibel, Zoe Mansfield City of St. Marks, Betsy Driggers, CMC City of Palatka, Russell Muniz, MMC Town of Davie, Dawne Bowne, MMC City of Dunnellon, Gwen Keough-Johns, MMC City of Mount Dora

The Officers of the Association shall be the President, 1st Vice President and 2nd Vice President. The Board of Directors shall be comprised of the following: President, 1st Vice President, 2nd Vice President, Immediate Past President and six District Directors, each elected at large when more than one candidate applies for the position, (one member from each of the six (6) "Geographic Districts.")

Northwest: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

Northeast: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval-Jacksonville, Gilchrist, Hamilton, Lafayette, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

Central West: Citrus, Hernando, Hillsborough, Levy, Marion, Pasco, Pinellas, Polk, Sumter

Central East: Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Volusia

Southwest: Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Sarasota

Southeast: Broward, Miami-Dade, Monroe, Palm Beach

Qualifications: All Officers/Directors shall be employed by a municipal government in the full-time capacity of any appointed or elected City Clerk (all references to "City" shall be interpreted to include City/Town/Village) or duly appointed Deputy City Clerk, Assistant Clerk, Clerk of the Council or Clerk performing duties commensurate to the duties performed by a City Clerk. If an Officer/Director shall cease to possess qualifications during his/her term of office for a period in excess of 90 days, he/she shall forfeit the office.

To be eligible to hold office as President, 1st Vice President, or 2nd Vice President, you must be a member of FACC for three consecutive years; be a CMC; have served at least two years as a District Director; and have attended at least two State Conferences.

No person shall be elected as President unless such person has served as Officer or member of the Board of Directors for an aggregate of three years prior to becoming President. The person serving as 1st Vice President shall be deemed automatically elected to the Office of the President for the next ensuing year following the annual meeting. The person serving as 2nd Vice President shall be deemed automatically elected to the Office of 1st Vice President for the next ensuing year following the annual meeting.

To be eligible to hold office as a District Director one must have been a member of FACC for three years; possess or be actively pursuing the CMC designation and provide proof of such pursuit; and have served on an FACC Committee(s) for two years.

The above requirements may be waived by a majority vote of the Board of Directors for those candidates who do not meet all of the requirements.

Term of Office: The President, 1st Vice President and 2nd Vice President shall serve no more than one full term and there is no limit on the number of consecutive terms one may serve as District Director. Each term shall consist of one year.

Nomination Procedures: The FACC President shall appoint a Nominating Committee, consisting of one member from each of the six geographic districts and the Immediate Past President shall act as Chairman. The Nominating Committee shall nominate all qualified candidates for each Board position, except for the positions of President and 1st Vice President, which shall automatically be filled by the 1st Vice President and 2nd Vice President, respectively, and submit its nominations to all members who are qualified to vote. No election shall be held for any position in which there is only one applicant/nominee.

SAMPLE OF BRIEF PROFESSIONAL PROFILE

(Name of Candidate), is the City Clerk of the City of _____ for ____ years and a member of FACC for the past ____ years. He/she is actively pursuing his/her Master Municipal Clerk/Recertification, having received the CMC designation in ____ (year). He/she has served on numerous FACC Committees, including _____ and served as Chair of the _____ Committee for two years. _____ has received the following recognitions during the course of his/her career with the City.

_____ is an active member of _____ Association(s) and has served on its Board of Directors.

_____ has earned a ____ degree in _____ from (name of school) and is pursuing his/her _____ degree. He/she has also served as an instructor at the FACC Institute, teaching the following courses: _____.

(This sample is intended to be used as a guideline only. Your professional profile should include as much information as necessary to inform those casting ballots of your qualifications for the position you are seeking). Candidates are encouraged to include a recent photograph.

SAMPLE LETTER FROM CITY OFFICIAL SUPPORTING CANDIDATE'S NOMINATION

The City of _____ is indeed proud to endorse _____ as a candidate for the position of _____. We fully support his/her participation on the FACC Board of Directors, recognizing that a certain amount of time away from the Office is required to fulfill the duties of the position. We further understand that some travel will be involved, and we agree to assist in the funding of said expenses.

(This letter of support must be typed on City letterhead and signed by an appropriate City official).

**FLORIDA ASSOCIATION OF CITY CLERKS
2011-2012 CANDIDATE NOMINATION FORM**

Name of Candidate _____ Title _____

City _____ City Address _____

Phone _____ Fax _____ E-mail _____

Board Position for which nomination is being made – check one:

- 2nd Vice – President _____
- Northeast Director _____
- Northwest Director _____
- Central West Director _____
- Central East Director _____
- Southwest Director _____
- Southeast Director _____

Please respond to the following questions applicable to the Board position for which you are seeking nomination.

1. Number of years you have been a member of FACC: _____
2. Other positions you have held on the FACC Board: _____
3. Are you a CMC: _____ MMC: _____
If not CMC, are you actively pursuing certification _____?
4. Number of years on the FACC Board as a District Director: _____
5. List of FACC Committees on which you have served and indicate the years the service occurred:

6. Number of FACC State Conferences you have attended: _____

DATE: _____ CANDIDATE'S SIGNATURE: _____

A Professional Profile and Letter of Support from Candidate's City MUST be attached to this Nomination Form (see samples in this edition). Incomplete Nomination Forms WILL NOT be considered. You may include information on why you would be a good candidate to serve on the FACC Board. If an election is held, the membership will receive this information prior to the election.

This form and accompanying documents must be received by the 2011-2012 Nominating Committee Chair no later than March 30, 2011. Mail completed Nomination Forms to:

Pamela Smith, MMC, City Clerk
Chair, FACC 2011-2012 Nominating Committee
City of Sanibel
800 Dunlop Road
Sanibel, Florida 33957
Phone: (239) 472-3700