



CITY DESK

Florida Association of City Clerks

VOLUME XXXX

ISSUE 1

founded October 26, 1972

April 2012

Board of Directors 2011 - 2012

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PRESIDENT'S MESSAGE



With the arrival of spring, and summer just around the corner, I want to let you all know that we have a great Summer Conference/Academy set for the membership. Through the efforts of our Southwest District Director, Dianne Lynn, internationally renowned financial guru, Suze Orman has agreed to be our keynote speaker! She will be addressing us during the Opening Ceremony scheduled to begin at 8:30 on Monday morning, June 11th. We are very fortunate to have her speak and I hope that every member does their best to convince their respective manager or group of elected officials to allow for you to attend this upcoming educational and networking event. The Institute of Government and our Professional Education Committee have lined up great sessions to help us to all be better clerks, ending the Academy with what promises to be a very enthusiastic round of Jeopardy! The Board of Directors approved an increase in the registration fees and for this particular Conference/Academy, there will be an extra \$10.00 charged in order to cover the cost of a Suze Orman autographed book with each paid registration. We believe this to be the most equitable way to purchase the books for the clerks who will be attending.

Also look for schedule changes that were made in order to better accommodate our vendors and at the suggestion of our consultant, Beth Rawlins and Executive Director, Barbara Solis. Our annual business luncheon will now take place on Monday (rather than Tuesday), and our Welcome Reception will take place on Monday evening (rather than Sunday evening).

The Board of Directors continues to struggle with the realities of trying to balance the educational requirements for certification and the necessary and vital networking opportunities, against the rising costs associated with providing these academies. Throughout the years, our Association has not been in a position to keep pace with the increasing operational costs and the Board continues to look at new ways to raise revenue and reduce some of our costs. As an example, we will no longer provide printed copies of speaker handouts. You will be responsible for downloading and printing the academy materials prior to your attendance. Due to the poor economic conditions and with the additional educational opportunities available for the clerks, i.e. webinars, one-day District Academies, etc., attendance at the Fall and Summer Academies has decreased and an added burden placed on the Association to fulfill contract obligations made prior to the current downturn.

I am sharing all of this information with you so that you have an understanding of how hard your entire Board works on your behalf and to let you know that we are actively trying to make changes that will allow us to continue to accomplish our goals as an organization. This will be my last entry as your President and I would like to convey how truly blessed I have been to represent this wonderful group of Clerks. It has been an honor and I am grateful to have had this opportunity.

~ **Barbara A. Estep, MMC**
FACC President
Village Clerk
Miami Shores Village

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1ST VICE PRESIDENT FACC – THE BODY OF MEMBERS

What is member? Webster defines it as a constituent part of a whole. The Bible talks about the Body of Christ being one unit made up of many parts. I want to talk with you today about the body of FACC, more specifically the parts. YOU! Each part brings something different to the table. You are that something different. Your membership in the body of FACC matters. It benefits not only you but other members of the body too.

Think for a moment of that city clerk who held your hand when you first got started. Whom did you call when you were in “full-on panic mode” because you forgot something or were not sure how to do something? That clerk was a member of the body of FACC. They had the experience you did not. They knew you would survive the challenge and learn to do it the right way. They had already walked down that path. Now it is your turn.

FACC cannot function as a body without all the parts. Just as you cannot drive a car without the battery, FACC cannot function as a body without your membership. Your annual membership fee helps to keep the body stable financially. Your attendance in educational events helps keep the education affordable for everyone. Your participation in the organization helps keep the body relevant. You bring experiences to the table that others have not had yet or need to be reminded of.

The body of FACC is not complete without your part!

I would like to encourage each of you to double check to make sure you have renewed your membership for the 2011-2012 year. An easy way to tell is to check and see if you are listed in the 2011-2012 Membership Directory or check the webpage. There are many exciting things happening at FACC and we need you to help make it a success. I would also like to encourage each of you to consider volunteering to serve on a committee. The body does not belong to itself. It does not belong to the Board of Directors. The body belongs to the many parts that make it so great! You are that something different and we need you now more than ever!

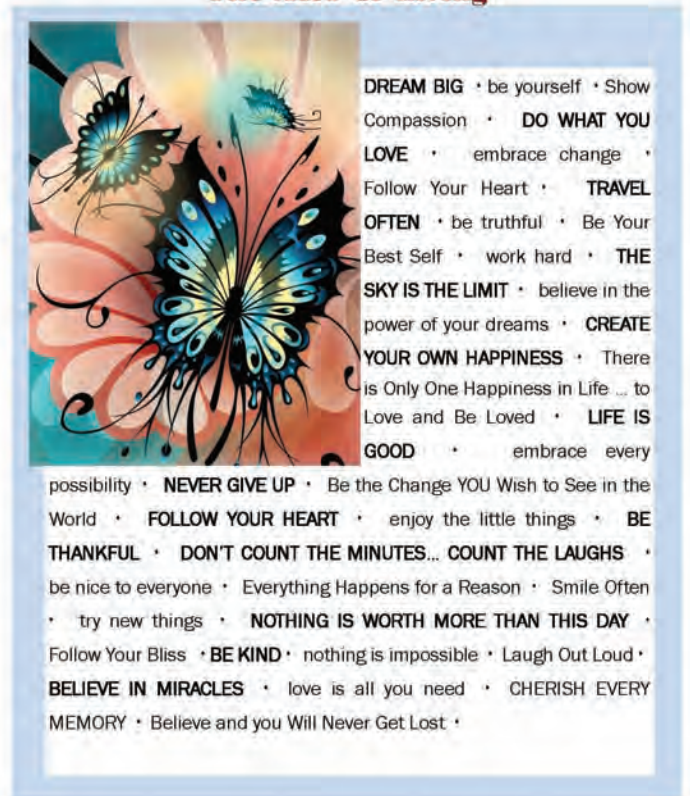
~ Kelly Koos, MMC
City Clerk
City of Lakeland
1st Vice-President

2ND VICE PRESIDENT

The Art of Learning

Sometimes the stress of everyday life and the relentless hours we spend working for the betterment of our communities is tough on our mind, body and soul. This stress takes over the enjoyment we once had for the fun – and not so fun – things life offers. Recently, while in one of these stressful slumps, when life seemed to be throwing curve ball after curve ball at me, I found an inspirational piece that helped put everything in perspective for me.

The ART of Living



The Art of Learning

This brings me to a topic that is near and dear to my heart – education. FACC was founded with the objective to “strive for greater educational standards.” I think you will agree this year’s Summer Academy will knock the ball out of the park! From the keynote address by world-renowned financial guru Suze Orman to the closing fun filled Jeopardy session – you are sure to drive a hole in one. Oh, and that reminds me – don’t miss my training session on Tuesday afternoon - “What do you mean I’m a PIO? – It’s more than just TV interviews.” I’ll see you in June!

~ Lori McWilliams, MMC
Village Clerk
Village of Tequesta
2nd Vice-President



IMMEDIATE PAST PRESIDENT

OKAY, I admit it, sometimes my thoughts and feelings are so at odds with each other that I confuse myself. I love new challenges and experiences but I hate change. I sometimes forget that new challenges and experiences, which I usually embrace, are in fact change and instead focus on change as a negative aspect of life. When I examine these thoughts, I realize that I associate change with a loss of something or someone that I love or hold dear. I'm smart enough to know that without change my life would be stagnate but I'm also selfish enough that I would like to be able to pick and choose what I consider good changes and bad changes.

For instance, I love watching my grandchildren grow, each one changing every year as they become unique individuals with their own strengths and weaknesses. But, a part of me also wants to keep them as they are, innocent, loving, and trusting; thinking that their parents and grandparents are the smartest people in the world. But, change is inevitable; they become teen-agers and suddenly grandparents and parents become not so smart, so life changes.

I love my job as City Clerk. Thirty-two years of my life, has been spent serving in this capacity, allowing me to help provide financially for my family while at the same time providing me with a feeling of accomplishment that I have helped make a difference in the lives of the people in our small town. I would love to look and feel as good as I did the day that I was hired in 1979 but that can never be. And in reality, although I would love to look like I did then and weigh 130 lbs. again, I would not go back. Retirement is looming in the not so distant future (I have entered the drop), and I am already experiencing mixed emotions about the change. The people that I work with are my extended family and I know that I will miss being with them and sharing in their lives every day. I am telling myself that I need to embrace this next stage of life as a new adventure in an old body.

I have enjoyed every experience my membership in FACC has provided me. Serving on committees, as the Northwest District Director and as an officer of this organization, has provided me with many opportunities and experiences that I will always treasure. What I treasure most from FACC are the friendships and working relationships that have been formed. As retirement looms in the future, my role in FACC will change, but I hope that the friendships will never change.

I know that faith is a personal belief for each of us and that I have personally shared my faith with many of you. We can plan and prepare for all future possibilities but something unexpected always pops up and throws things into confusion. My immediate goal is to stop worrying about change and what happens in the future, but to look to the One within me and the One on whom I believe in and turn from my path of planning and worrying about change to the path of peace of knowing that my future is in His hands.

~ Jackie Lawhon, MMC
City Clerk
City of Sopchoppy
Immediate Past President

NORTHEAST DISTRICT

The Northeast District would like to wish a fond farewell to Green Cove Springs City Clerk Marjorie "Margie" Robertson after thirty-five years of service. Margie began her career with the City of Green Cove Springs as the City Manager's Secretary in 1977 and was appointed to City Clerk in 1980. Margie was an active participant of the FACC and served on several FACC committees during her tenure. We wish her much success in her future endeavors.

Margie's successor is Lee Bentley. Lee is a long time Green Cove Springs employee that is looking forward to being involved in the FACC.

We are also pleased to welcome Nancy Pyatte, Business Tax Inspector with the City of Jacksonville Beach.

Northeast District members participated in a Clerks Luncheon on March 16, 2012 in White Springs, Florida. The event provided a much needed break to reconnect and unwind. All attendees received goodie bags and a special gift. Everyone is looking forward to the next Clerks Luncheon. Details will be emailed as soon as a date and location have been established. Please remember that the Northeast District will hold a meeting at the Summer Training Academy in St. Augustine on Sunday, June 10, 2012 from 5:30 PM to 6:30 PM. All members in attendance will receive a special goodie bag. Northeast District members, 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
City Clerk
City of Lake City
Northeast Director



SOUTHEAST DISTRICT

Since our last edition of City Desk, the Southeast District Local Municipal Clerk Associations have all installed new officers and I would like to recognize each association. Palm Beach County Municipal Clerks Association Officers are Janet K. Whipple, CMC, President; Valerie Oakes, CMC, Vice-President; Lanelda D. Gaskins, CMC, Secretary and Crystal Gibson, CMC, Treasurer.



Palm Beach County Municipal Clerks Association Officers

Miami-Dade Municipal Clerks Association Officers are Jacqie Vieira, CMC, President; Sandra Novoa, CMC, Vice-President; Albertha Patterson, MMC, Secretary, and Marjorie Tejada-Castillo, CMC, Treasurer.



Broward County Municipal Clerks Association

Broward County Municipal Clerk Association Officers are Russell Muniz, MMC, President; Asceleta Hammond, CMC, Vice-President; Natasha Joseph, CMC, Secretary and Leslie May, CMC, Treasurer. Monroe County Municipal Clerks Association Officers are Diane Clavier, President; Vickie Bollinger, CMC, Vice-President; Mimi Young, Secretary and Angela Budde, Treasurer.

On April 27, 2012, the Southeast District in conjunction with the IOG and FACC is hosting a Mini-Academy. The event will be held in the City of Hollywood at the Orangebrook Golf and Country Club. The full day session will include three (3) courses: Planning and Managing Change in The Workplace, Every Manager and HR Manager and Streamlining Services in the Clerk's Office.

Please join me in congratulating our fellow clerks who have received their CMC and MMC Designations as well as new members to FACC and the Southeast District!

EXTRAORDINARY ACCOMPLISHMENTS

CONGRATULATIONS TO THE FOLLOWING CLERKS ON RECEIVING THEIR CMC:

Yudelkys Alvarez, Deputy Town Clerk, CMC, Town of South Palm Beach

Krista Cromwell, Deputy Town Clerk, CMC, Town of Juno Beach

Sue Franklin, Assistant Clerk, CMC, Town of Palm Beach Shores

Jude M. Goudreau, City Clerk, CMC, City of Atlantis

Lisa Petersen, Town Clerk, CMC, Town of Manalapan

Billy Y. Urquia, Deputy City Clerk, CMC, City of Coral Gables

CONGRATULATIONS TO THE FOLLOWING CLERKS ON RECEIVING THEIR MMC:

Debra Buff, City Clerk, MMC, City of Belle Glade

WELCOME TO THE NEW FACC SE DISTRICT MEMBERS:

Kristina Hernandez, Deputy Clerk, Village of Palmetto Bay

Leigh-Ann Dawes, Deputy City Clerk, City of Hallandale Beach

Jessica Figueroa, Assistant to the City Clerk, City of South Bay

Erica Redmon, Deputy City Clerk, City of Pahokee

Pamela Regula, Assistant to the Town Clerk, Town of Cutler Bay

Please contact me with any news or announcements regarding your cities, towns or villages that you would like to share with your fellow clerks.

***~ Chevelle D. Nubin, MMC
City Clerk
City of Delray Beach
Southeast Director***

Submissions for ***City Desk*** should be sent to the Editor:
Lori McWilliams, MMC, Village Clerk
345 Tequesta Drive
Tequesta, FL 33469
561-768-0443
lmcwilliams@tequesta.org

CENTRAL WEST DISTRICT

The Central West District began 2012 with excitement throughout the district. It is always wonderful to start a year by recognizing the hard work needed to obtain certification, both MMC and CMC. Clara Van Blargan of Lake Wales, and Linda Bourgeois of Lake Alfred earned their MMC and Kathy Horvath of Oldsmar earned her CMC. CONGRATULATIONS to these ladies!



Clara Van Blargan MMC Lake Wales



Sarah Adelt and Linda Bourgeois

We are also delighted to WELCOME a new FACC member, Andrea Calvert, Assistant to Town Clerk in St. Leo. She applied and was awarded an MCEF Institute Scholarship Award. This will provide her the opportunity to learn and network, building a great base of education and friendship, CONGRATULATIONS!

The City of Auburndale held an Open House and Tour of their new Community Center. There is space to hold exercise classes, indoor and outdoor basketball courts and rooms that can hold a large organization or be separated for smaller classes. It is a great design with potential for lots of activities. If you are in the area, stop by and get a tour, it is well worth it!

Haines City, Bartow, Mulberry, Frostproof, Lake Wales and Dundee held their municipal elections on Tuesday, April 3, 2012. As we all know, there is a lot of pre-planning and anticipation in every city during election time.

Polk County City Clerks Association installed new officers at their February meeting.

Jacki Pool of Bartow is the new president for this organization. They meet in a different city each month and invite any city clerk to visit as an interesting program is planned each month.

The March meeting was hosted by Highland Park and held at La Casa de Josephina, which is a 27-room Spanish-Moroccan mansion. The mansion was built in 1923 by Irwin Yarnell as a love-gift to his wife, Josephine; quite a love-gift, don't you think?? Everyone had fun hearing the history of this mansion and taking a tour. Contact Jacki in Bartow for their next meeting date and be a guest!



Jacki Pool Swearing In



La Casa de Josephina

The City Commission for the City of Belleair Bluffs recognized City Clerk Debra Sullivan for her 10 years of service to their city. Debra has earned her MMC this year, so if you have questions, Debra would be a great resource with all her experience. Congratulations, Debra!



Debra Sullivan Belleair Bluffs 10 yrs svc

Now that Spring is here and Summer is around the corner, some of our Cities are planning festivals and special events. One of these events is being held in the City of Brooksville as they host the Florida Blueberry Festival on May 4, 5 & 6th. Remember, blueberries are very healthy for you, so go to www.floridablueberryfestival.org and plan a fun road trip!

There is also a lot of planning for the FACC Summer Academy. This is a great opportunity to learn and make new friends in a more relaxed atmosphere. Start it off right by attending your district meeting on Sunday, which is another great way to connect with other city clerks and make lasting friendships, while learning more about your district and your organization. I am sure there are surprises being planned, so don't be left out. Of course, we all know by now that Suze Ormond will be our opening speaker; this is the topping of an already great event. Make plans now to attend and if you need to share a room or a ride for this event, please let your district director know. There is always help for everything, just ask!

*~ Sarah Adelt, CMC
City Clerk
City of Frostproof
Central West Director*

CENTRAL EAST DISTRICT

Altamonte Springs City Clerk Linda Sundvall left the city on December 30 to further her education and pursue a career in education. We wish her well!

The City of Altamonte Springs has hired a new City Clerk and Deputy City Clerk. Lisa Hanson is the new Deputy City Clerk. She started on October 1st from the City's Human Resources Department and has been with the city since 2000. She is currently working towards CMC designation.

Erin K. O'Donnell has been selected as the new City Clerk effective January 1st. She is from Cutler Bay where she was the Assistant to the City Clerk. She is a CMC, has a Bachelor's Degree in Political Science, and a Master's Degree in Business Administration. She was sworn in on December 6 at the Altamonte Springs Commission meeting.

Congratulations to Dan Davis, City Clerk, City of Bunnell for achieving Master Municipal Clerk (MMC) designation! Dan was presented with his MMC plaque and pin at the City of Bunnell Council meeting on Monday, February 27 at 7pm.



Dan Davis

Congratulations to Cindy Bonham, City Clerk, City of Winter Park for achieving Master Municipal Clerk (MMC) designation! Cindy was presented with her MMC plaque and pin at the City of Winter Park Council meeting on Monday, March 12 at 3:30pm.



Cindy Bonham MMC

Congratulations to Denise Noak, Deputy Clerk, City of Clermont, for achieving Certified Municipal Clerk (CMC) designation!



Denise Noak

The Advanced Records Management class held on Friday, March 30 in Clermont had a great response. There were 56 registered with attendees from 5 of the 6 FACC Districts. The primary topic was implementing a citywide records management program. This 4-hour course was approved by the IIMC Education Department for 1 CMC Education point or 1 MMC Advanced Education point.

*~ Tracy Ackroyd, MMC
City Clerk
City of Clermont
Central East Director*

NOMINATING COMMITTEE

March 1, 2012 marked the beginning of the election qualification period for 2012-13, District Directors and 2nd Vice President. The membership was provided with a link to the application and qualification instructions. Qualifying ended on April 2, 2012 with one clerk qualifying for each position. As a result, there will be no need to hold an election. As Chair of the Nominating Committee I am happy to present the following slate of officers for 2012-2013:

President: Kelly Koos, MMC, City Clerk, Lakeland
1st Vice President: Lori McWilliams, MMC, Village Clerk, Tequesta
2nd Vice President: Audrey Sikes, MMC, City Clerk, Lake City
Northwest Director: Robin Haynes, CMC, City Clerk, Freeport
Northeast Director: Donna Hardin, CMC, Town Clerk, Branford
Central West Director: Sarah Adelt, CMC, City Clerk, Frostproof
Central East Director: Tracy Ackroyd, MMC, City Clerk, Clermont
Southwest Director: Dianne Lynn, CMC, City Clerk, Bonita Springs
Southeast Director: Chevelle Nubin, MMC, City Clerk, Delray Beach
Immediate Past President: Barbara Estep, MMC, Village Clerk, Miami Shores Village

*~ Jackie Lawhon, MMC
City Clerk
City of Sopchoppy
Immediate Past President
Nominating Chair*

PROFESSIONAL EDUCATION COMMITTEE

Your Professional Education Committee has been hard at work planning the 2012 Summer Conference/Academy. I hope you will join me in thanking the members of the 2011-2012 PEC for all their hard work. We know that you will take vital and time sensitive information back to your cities, and we hope to see you there!

2012 Summer Conference/Academy Changes: If you have had a chance to read the brochure, you will see that there are several changes to the format of the 2012 Conference/Academy. In an effort to address IIMC's regulations and to balance the education offerings and networking opportunities usually found in the summer, the following changes were made:

1. We are proud to announce our 2nd pre-conference session on Sunday June 10, 2012! This will be the 2nd Athenian Dialogue for FACC, on the book "Stealing Athena". There is an additional fee of \$75, plus the cost of the book. You can earn 2 CMC/MMC points for attending this session. Please see the brochure for more information on the book and on what Athenian Dialogues provide.

2. IIMC no longer treats opening ceremonies, business luncheons, etc. as academy level education. They will grant

1 point for the activities and sessions scheduled for Monday, June 11, 2012, between 8:30 a.m.-2:00 p.m. The sessions scheduled from 2:00 p.m.-5:00 p.m. that day do count as academy level points, and you will receive 1.5 points for those sessions, for a total of 2.5 points on Monday.

3. The class lengths have been shortened to a maximum of 3.5 hours.

4. The classes now start at 8:30 a.m. and do not go past 5:00 p.m.

5. The Monday business luncheon has been extended to 2 hours in order to conduct the meeting at a more conducive pace, and to allow more networking opportunities for attendees.

6. The Tuesday lunch session has been extended to 1.5 hours. This will also allow for additional networking opportunities, which we hope you will take advantage of.

7. Unfortunately, IIMC no longer offers credit for Notary Law; however, the PEC and your Board feel that this is an essential class. We will be offering it as a non-credit session on Tuesday morning. The PEC and your Board will continue petitioning IIMC to grant credit for this important subject. An alternate session will be provided for those who need the points; however, we strongly suggest that you attend the notary law session if you have not taken one in the last couple years.

This format was based upon several comments and suggestions from the membership, and changing IIMC requirements. Please contact either Susan Owens, sowens@townofpalmbeach.com, or Pat Burke, townhall@townofpalmshores.org, and let us know what you think of the new format.

Reminder: Don't forget to get scanned at the end of every session! If you would like a copy of your Ideas to Action forms back once they have been approved, please send a self-addressed stamped envelope to:

Amy Brewer
Coordinator, Education & Training Programs
The John Scott Dailey Florida Institute of Government
FSU Research Foundation Complex
3200 Commonwealth Blvd, Suite B
Tallahassee, FL 32303

Upcoming Webinar: The next webinar is scheduled for Wednesday, May 16, 2012, from 2:00 p.m.-4:00 p.m. The topic will be on the 100 lb. gorilla in the room, otherwise known as "E-Mail Management". Remember, webinars are a great way to get quality education without the time and cost of travel. We had a high turnout last time, so make sure you register early to get a spot. This will be a highly informative session that you won't want to miss!

As always, we encourage each of you to reach out to any of us with your questions, comments, or ideas. If you know

of any great speakers, or are looking for information on a specific subject matter, please let us know. It is your input that helps FACC continue to meet your educational and professional needs. If you would like to be a part of this busy but rewarding committee, please submit an application to Kelly Koos, 1st Vice President. Forms may be found on the FACC website. You must be a CMC and be able to commit to at least 5 face-to-face meetings a year, in different locations throughout the state. You must be able to attend at least 75% of these meetings.

**~ Susan A. Owens, MMC
Town Clerk
Town of Palm Beach
Professional Education Committee Co-Chair**

**~ Patricia Burke, MMC
Town Clerk
Town of Palm Shores
Professional Education Committee Co-Chair**

**MEET SOUTHWEST DISTRICT MEMBER
CHERYL TIETJEN**



Cheryl Tietjen

Cheryl was born on the army base at Ft. Benning, Georgia and raised on a farm in Wisconsin. Her first job was with the phone company in Madison, Wisconsin. She then moved to Florida in her early 20's to get away from the harsh Wisconsin winters. After working for the phone company in Orlando for a few years, Cheryl and her husband Don moved to Jacksonville, then to Baton Rouge, Louisiana and then back to Florida where they both worked for Florida Power & Light Company in Miami for 14 years. Don and Cheryl moved to Sebring in 1998 after he retired. After working for a couple of years with a temp agency, Cheryl was hired in December of 2001 as Records Clerk with the City of Avon Park (which is north of Sebring on Highway U.S. 27 approximately 90 miles south of Orlando). After a change in City Managers in early 2008, the City Clerk at that time was promoted to City Manager and Cheryl became the City Clerk. There have been a couple of changes in City Managers since then, and a lot of drama (I'm sure a lot of you can relate to that!). Some of you had the recent opportunity to meet Avon Park's current City Manager, Julian Deleon, at the Southwest District City Clerk's meeting which Cheryl hosted. Mr. Deleon is making great strides financially for their City and they are excited about their future.

Cheryl is the oldest of seven children and the only one who lives in Florida, near her Mom. She has three sisters and three brothers. Most of her family was able to go on a trip of a lifetime on a cruise to Alaska in 2001 for her parents' 50th anniversary. (Cheryl highly recommends putting this on your bucket list!). Cheryl and her husband have no children, but have been blessed to be able to share their homes over the past 25 years with 5 sweet dogs – 2 Yorkies, 2 Maltese and their current dog Spice, a cute little Dachshund.

If you are ever on U.S. 27 passing through Avon Park, take a quick side trip down Main Street and see their beautiful downtown historic district, and please stop at City Hall and say hi!

CALL FOR EXHIBITORS

FACC needs your help in identifying possible exhibitors for the upcoming Summer Conference/Academy to be held June 10th – 13th in St. Augustine. If you do business with a company that you think may be interested in exhibiting at the Conference, please forward that information along to Beth Rawlins at beth@bethrawlins.com Banks, office supply stores, records storage, recording equipment vendors or printing companies are all possibilities. Scour your accounts payable lists and see what you can come up with.

The more exhibitors that Beth can contact, the better the odds that we will once again have a successful exhibit hall.

SILENT AUCTION

Due to the overwhelming success, FACC is pleased to host the 2nd Annual Silent Auction at the upcoming FACC Summer Academy to be held in June 2012 in St. Augustine, Florida. This is a fun experience and 100% of the proceeds will benefit FACC.

Please bring your checkbooks and be ready to participate in some friendly competitive bidding against your fellow clerks.

To keep the event manageable I plan to limit the number of items. The auction will be set up in the exhibit hall. There will be a minimum bid for the items donated and it will vary upon the item. All funds will be due at the close of bidding. I am seeking donations to place in the silent auction. I am looking for items that would peak the interest and wallets of the attendees in addition to being a manageable size for transport. It can be anything of value. Last year I received a great response of donated gift cards which were combined into two large gift bundles. Please remember participation in this is not mandatory. If you have an item that you would like to donate or if you would like to purchase and donate a gift card for the silent auction it would be greatly appreciated.

Please contact Audrey Sikes, City Clerk, City of Lake City at 386-719-5756 or sikesa@lcfla.com for more information.

FIND YOUR FLORIDA

Those of us who live in Palm Coast already know how lucky we are to work, live and play in a magnificent City: a safe community with a hometown feeling that respects and protects the natural environment. It is time to share the secret.

'Find Your Florida', the City's newest brand/theme, celebrates the natural beauty and amenities of Palm Coast's trails, beaches, golf, tennis, boating and active lifestyle and will market these virtues to nationwide visitors and possible new landowners. We're projecting Find Your Florida will help bring new businesses, new visitors and new residents to our town, helping us all to continue to grow and prosper.



CLICK ON THIS LOGO TO SEE A VIDEO!

~ Virginia Smith, CMC, CP
City Clerk
City of Palm Coast

NEW BY-LAWS TO BE VOTED ON AT JUNE BUSINESS MEETING

Over the last number of months, the By-Laws/Manual Revisions Committee, chaired by Dan Davis, MMC, City Clerk of the City of Bunnell, have been hard at work proposing amendments to the FACC By-Laws. One of my goals as the current FACC President was to streamline the By-Laws so that the Association's By-Laws serve as our Charter, much like the municipal charter sets out the governance of a city. Much of the information that was contained in the By-Laws has simply been moved into our Policies Manual and duplicate and/or conflicting language removed. Other issues contained in the By-Laws have been reworded and clarified. The Committee did an outstanding job and I am very thankful for their work on this daunting task.

The proposed By-Laws changes are contained at the end of this edition of City Desk. I urge each one of you to review the proposed changes and contact either your District Director or one of the members of the Executive Board if you have any questions. Members present at the June Business Meeting will have the opportunity to vote on whether to adopt the amended By-Laws.

Thank you for your attention to this very important issue.

~ Barbara A. Estep, MMC
FACC President
Village Clerk
Miami Shores Village

PASCO COUNTY ASSOCIATION NEWS

The Pasco County Association of City Clerks was founded in 2003 by Vicki McDonald of New Port Richey and other area clerks. Vicki was also the first president. Our current members are from Dade City, New Port Richey, Port Richey, San Antonio, St. Leo, and Zephyrhills.

PCACC currently meets one to two times a year. Emphasis is placed on networking and furthering education through information exchange. We are a small organization, and are interested in meeting with other local city clerk associations and possibly coordinating on guest speakers.

This year's board members are President Andrea Calvert (St. Leo), Vice President Doreen Summers (New Port Richey), and Secretary/Treasurer Tammy Schuck (Port Richey).



Missing back issues of City Desk?
No problem!

Just go to the FACC website at:
<http://www.floridaclerks.org>

QUESTIONS ABOUT FACC MEMBERSHIP?

Contact Barbara Solis / Florida League of Cities, Inc.
Phone: 800-342-8112 Fax: 850-222-3806
Download the FACC membership application:
<http://www.floridaclerks.org>

Summary of Suggested Changes to FACC Policies

Current Policy Sections:

- FACC Goals (reviewed by Dan Davis)

Removed from 1st page before Policies section and incorporated as a sub-paragraph in the Policies. Also, removed goals from 2002 and inserted new streamlined goal

- Attendance Policy (reviewed by Kurt Lannon)

Minor changes recommended based on name changes of institute and conferences that are now referred to as summer and fall academies.

- IIMC Region III Director Policy (reviewed by Kurt Lannon)

No suggested changes.

- Outgoing President's Reception Policy (reviewed by Jan Goebel)

Completely rewritten based on actual changes in how this event has transpired over the past couple of years.

- Expressions of Sympathy (reviewed by Jan Goebel)

Suggesting that a greeting card only be sent, instead of sending flowers.

- Honorary Membership (reviewed by Linda Goff)

Deleted reference to honorary members being entitled to a copy of "*City Desk*" since it is available on our website.

- Membership (reviewed by Sally Maio)

Dues portion moved from By-Laws to this section of the policy. Clarified who owns memberships (the city or the individual) and when memberships can be transferred.

- Travel (reviewed by Sally Maio and Dan Davis)

Changed that PEC Chair may be funded to attend IIMC Annual conference if funds are budgeted. Established per diem rates for FACC President's travel.

- Webmaster Policy (reviewed by Linda Goff)

Changed to reflect that FLC support staff now maintains the FACC website.

- Election of Officers – Ballot Tabulation (reviewed by Clara Van Blargan and Dan Davis)

Changed to reflect that we now handle elections and ballots electronically.

New Policy Sections (previously found in By-Laws):

- Counties Located in Geographic districts (reviewed by Kurt Lannon)

- Committees (reviewed by Kurt Lannon)

Removed Budget Committee, combined By-Laws and Manual Revisions Committees, and removed Sponsors and Exhibitors committee

PROPOSED BY-LAW AMENDMENTS

Additions are noted via underline and Removals are outlined via ~~strikeout~~. All changes are highlighted in RED.

FACC By-Laws

By-Laws: Florida Association of City Clerks, Inc.

Article I - Name.

The name of this organization is the **FLORIDA ASSOCIATION OF CITY CLERKS, INC.**, and the term of existence shall be perpetual.

Article II - Objectives.

The primary objective of the Florida Association of City Clerks is to educate the City Clerks in the State of Florida. Additional Objectives include increasing the efficiency of City Clerk functions, increasing cooperation and assistance with city administrators and gathering/disseminating information to improve procedures and the efficiency of the administration of municipal government. Any additional objectives shall be decided by the FACC Board of Directors.

Article III – Membership.

Section 1: Active Membership.

Any appointed or elected City* Clerk or duly appointed Deputy Clerk, Assistant Clerk, Clerk of the Council, or Clerk/Administrative Assistant performing duties commensurate to the duties performed by the City Clerk in any city in the State of Florida shall be eligible for membership upon payment of annual dues, as outlined in the FACC Policies. The membership belongs to the individual member or city paying for the membership.

*All references shall be interpreted to include City/Town/Village.

Section 2: Associate Membership.

Any former member, who because of retirement or other reasons, wishes to continue affiliation with the Association; or any firm, organization, or individual affiliated with municipal government but not directly related to the office of the City Clerk, Deputy City Clerk, Assistant Clerk, Clerk of the Council, or Clerk/Administrative Assistant performing duties commensurate to the duties performed by the City Clerk shall be eligible for associate membership upon approval of application by the Board of Directors and upon payment of annual dues.

Section 3: Honorary Membership.

Persons recommended by the Board of Directors and voted upon by the membership may be elected to Honorary Membership. The guidelines for Honorary Membership are as follows: (1) no longer an active City Clerk and made a significant contribution to the Association; or (2) extenuating circumstances. All Past Presidents shall automatically become honorary members upon retirement.

Section 4: Membership Application and Dues.

Any person (as described in Article III, Sections 1 and 2) desiring to become a member of this Association shall make written application upon such forms as prescribed by the Board of Directors and shall pay the membership dues as outlined in the FACC Policies. The application and dues shall be filed with the Florida League of Cities.

Section 5: Restriction on Rights to Vote or Hold Office.

Only active members (as described in Article III, Section 1) in good standing have the right to vote, hold office, and serve on any association committee. Honorary and/or associate members may be appointed by the president as resource members.

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Article IV - Meetings.

Section 1:

Annual Meetings: There shall be an annual business meeting.

Special Meetings: Special meetings may be called by a majority vote of the Board of Directors upon thirty (30) days' written notice, or at the discretion of the president and one (1) Board member.

Article V – Officers, Board of Directors, Executive Board Qualifications, Terms and Filling Vacancies ~~Board of Directors~~.

Section 1: Officers and Boards.

The officers of the association shall be the president, first vice president and second vice president.

There shall be a Board of Directors ~~shall be~~ comprised of the following: president, first vice president, second vice president, immediate past president and six district directors (one member from each of the six (6) Geographic Districts). The six districts are Northwest, Northeast, Central West, Central East, Southwest, and Southeast.

~~The~~ There shall be an Executive Board ~~shall consist~~ comprised of the following: president as chairperson, the first and second vice-presidents and the immediate past president.

The Executive Board may act in place and stead of the Board of Directors between Board meetings on all time-sensitive matters. Actions of the Executive Board shall be reported to the Board for ratification at the next Board meeting.

Section 2: Qualifications, Terms and Vacancies.

Qualifications: ~~All~~ Each officer ~~s/~~ and directors shall be employed by a municipal government ~~in the~~ as a full-time ~~capacity of any~~ appointed or elected city* clerk or duly appointed deputy city clerk, assistant clerk, clerk of the council or clerk/administrative assistant performing duties commensurate ~~to~~ with 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~~ more than ninety (90) days, he/she shall forfeit the office. All references shall be interpreted to include City/Town/Village.

To be eligible to hold office as president, first vice president, or second vice president, one must: (a) be a member of FACC for three (3) consecutive years; (b) be a CMC (Certified Municipal Clerk); (c) have served at least two (2) years as a district director; (d) have attended at least two (2) State summer academies; and (e) be an active member in good standing.

No person shall be elected as president unless such person shall have served as an officer or member of the Board of Directors for an aggregate of three (3) years prior to becoming president. The person serving as first vice president shall be deemed automatically elected to the office of president for one ~~the next ensuing~~ year following the annual business meeting held at the summer academy. The person serving as second vice president shall be deemed automatically elected to the office of first vice president for one ~~the next ensuing~~ year following the annual business meeting. ~~The person serving as second vice president shall be deemed automatically elected to the office of first vice president for the next ensuing year following the annual business meeting.~~

To be eligible to hold office as a district director, one must: (a) be a member of FACC for three (3) consecutive years; (b) possess or be actively pursuing the CMC designation and provide proof of such pursuit; (c) have served on a FACC committee(s) for two (2) years; and (d) be an active member in good standing.

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

Term of Office:

Terms are one year. The president, first vice president and second vice president shall serve no more than one full term. There is no limit on the number of consecutive terms one may serve as a district director. ~~Each term shall consist of one year.~~

Vacancies:

1) In the event of a vacancy in the office of the president, the first vice president shall advance to the office of president to serve for the remainder of the term. Said person may remain in that office for an additional one-year term. ~~The president shall appoint a second vice president (In accordance with Sub-section 3).~~

2) In the event that a vacancy occurs in the office of the first vice president, the second vice president shall advance to the office of the first vice president to serve for the remainder of the term. Said person may remain in that office for an additional one-year term.

3) In the event that a vacancy occurs in the office of the second vice president, the president shall make an appointment to fill the vacancy. Such appointment shall be confirmed by a majority of the Board of Directors. Such appointment shall remain until the next annual business meeting held at the summer academy, at which time there shall be an election for second vice president in accordance with the terms of Article VI.

4) In the event that a vacancy occurs in the office of a director, the president shall make an appointment to fill the vacancy. Such appointment shall be confirmed by a majority of the Board of Directors. Such appointment shall remain until the next annual business meeting held at the summer academy, at which time there shall be an election in accordance with the terms of Article VI.

Article VI – Board of Directors -- Nominations and Elections.

~~The Board of Directors shall consist of the president, first vice president, second vice president, immediate past president, six district directors, all of whom are elected at-large, except as otherwise provided in Article VI. The qualifications for election to the Board and the terms of office are provided in Article VI.~~

Nominating Procedures:

The president shall appoint a Nominating Committee, consisting of one member from each of the six (6) geographical districts and the immediate past president, who shall act as Chair. The Nominating Committee shall nominate all qualified candidates for each Board position, except for the positions of president and first vice president which shall automatically be filled by the first vice president and second vice president respectively, and submit its nominations to all members who are qualified to vote, per Article III, Section 5. Unopposed candidates are deemed to be automatically elected.

Following each summer academy, the President will provide the membership with the names of those individuals serving on the Nominating Committee.—~~Further, the membership will be advised~~—and that nominations for election to the Board of Directors for the ensuing year will be accepted by the Chair of the Nominating Committee until no later than seventy (70) days prior to the annual business meeting held during the summer academy.

Official nomination forms shall be obtained from, and returned to, the Chair of the Nominating Committee. Members, who meet the qualifications provided in Article V may submit a nomination form on their own behalf, or they may be nominated by another active member of FACC.

Elections:

The Nominating Committee shall meet, review all nominations, and notify the FLC of the nominations for preparation of the ballots. Ballots must be ~~sent to the membership either electronically, or for those cities that don't have the capability, by hard copy at~~ e-mailed or sent by regular mail if necessary at least forty-five (45) days prior to the annual business meeting held during the summer academy, and returned to the FLC no later than thirty (30) days prior to said annual business meeting. If the 30th day falls on a Saturday or Sunday, ballots would be received on the following Monday. The FLC shall serve as the Canvassing Board for election results and shall abide by the Ballot of Tabulation Policy as set forth in the Florida Association of City Clerks Handbook. The FLC shall notify the Board of Directors and Nominating Committee Chair of the results of said elections. The election results will be brought before the membership at the annual business meeting held during the summer academy, for ratification.

In the event of a tie a canvassing board member will draw lots by the toss of a coin.

The ballots shall be destroyed following the end of the following years summer academy.

Article VII - Duties of Officers.

Section 1: President.

The president shall (a) preside at all meetings; (b) appoint all committees; (c) call meetings of the Board of Directors; and (d) perform such other duties as may be required.

Section 2: First Vice President.

The first vice president shall (a) perform the duties of the presidency during the president's absence; (b) become president in the event of a vacancy in the office of president; (c) serve as an ex-officio member of the Goals Committee and Professional Education Committee (PEC); (d) approve minutes of all meetings, as prepared by the FLC after review by the Executive Board for submittal to the Board of Directors; (e) present the treasurer's report, as prepared by the FLC to the Board of Directors and membership at the annual business meeting and respond to questions/concerns of members relative to said report; and (f) perform duties as may be assigned by the president.

Section 3: Second Vice President.

The second vice president shall (a) be responsible for overseeing the content of the newsletter, including collection and composing articles, and its printing and distribution, after review by the Executive Board, (b) serve as an ex-officio member of the Membership Committee, and (c) perform duties as may be assigned by the president.

Section 4: District Directors.

The district directors shall be composed of one representative from each of the six (6) geographical districts and shall serve as a liaison between FACC and the clerks in their respective districts.

Section 5: Immediate Past President.

The Immediate Past President shall vote on all matters considered by the FACC Board of Directors. The immediate past president shall serve as chair of the Nominating Committee.

Article VIII - Committees.

The Standing Committees of the Florida Association of City Clerks shall be decided upon by the Board of Directors and shall be formed and abolished as necessary to allow the Board to carry out the goals of the Association. Current committees and associated responsibilities can be found in the FACC Policies.

Article IX - Amendments.

Section 1:

These By-Laws may be amended, altered, or rescinded by a two-thirds (2/3) vote of those members present at the annual business meeting of the association. Proposed amendments shall be presented to the membership in writing at least 45 days before the Annual Business Meeting. ~~by a two-thirds (2/3) vote of those members present.~~

Section 2: Emergency Amendment Proceedings.

In the event that an emergency amendment is needed to update the By-Laws prior to the annual meeting, said By-Laws can be updated by a two-thirds (2/3) vote of the members, and said amendment will be presented by publication in the association newsletter and/or email. The president, or president's designee, shall notify the membership, in writing, of the proposed amendment and request their proxy vote. (An emergency would constitute some action needed to effectuate a necessary and pertinent change prior to the annual meeting.)

Article X – Other Provisions.

Section 1: Fiscal Year.

The fiscal year of the organization shall begin on August 1, and ~~end each year~~ on July 31 of each year.

Section 2: Parliamentary Law.

Whenever in the affairs of the organization, parliamentary rules or procedure are involved, the current edition of Robert's Rules of Order newly revised shall apply.

Section 3: Dissolution.

In the event of the dissolution of the organization, the assets shall be dedicated or transferred only in accordance with the purposes of the organization.

(As amended June [2009](#), [2010](#), [2012](#))

~ Dan Davis, MMC
City Clerk
City of Bunnell
By-Laws Committee Chair