

**WASHINGTON MUNICIPAL CLERKS ASSOCIATION
EXECUTIVE COMMITTEE MONTHLY REPORT
AUGUST 2008**

Sheryle Wyatt, WMCA Treasurer

FALL MASTER ACADEMY SESSIONS SCHEDULED

WMCA will sponsor a master academy session in two locations this October. Please mark your calendars. The presentation by popular speaker Michael Buschmohle is entitled "Managing Meetings and Handling Tough Situations". Attendance at the full six hour session will earn three MMC educational points or 3 CMC experience points.

October 17, 2008 - The "east" session will be held in Moses Lake at the Best Western Lake Front Hotel on Friday, October 17. We are in process of reserving a block of rooms, which will also be at the per diem rate for Eastern Washington. More details will follow on accommodations.

October 31, 2008 - The "west" session will be held at the Kitsap Conference Center at Bremerton Harborside on Friday, October 31 (NOT October 10 as we had hoped). This beautiful new facility is right on the water and just steps from the Seattle-Bremerton ferry. The \$125 member registration fee includes morning and afternoon breaks with snacks, lunch, and parking. A block of rooms has been reserved at the Hampton Inn (360-405-0200) which is just across from the Convention Center. Tell them you are with the Washington Municipal Clerks to receive the government per diem rate. The rates change each October, but the hotel estimates the cost will be about \$85.00 for a single. Rates are also good for Friday evening and include breakfast. Check out the facility at www.hamptoninn.com. Deadline for hotel registration is October 15, 2008 but the block is small so please call early if you want to have a relaxing night on the waterfront before or after the session.

Both sessions will begin at 9:00 a.m. and conclude at 4:30. The \$125 member registration fee includes morning and afternoon breaks with snacks, lunch, and parking.

All info is now on the website... <http://www.wmcaclerks.org/fall%20academy%2008.htm>

WMCA 2009 CONFERENCE - Quinault Beach Resort and Casino, Ocean Shores, WA

**Advanced Academy – Tuesday, March 17, 2009
Conference – March 18, 19, 20, 2009**

X MARKS THE SPOT ... X-PERIENCE and X-CELLENCE

Our annual conference will be held March 17-20 at the beautiful Quinault Beach Resort and Casino in Ocean Shores. The conference will begin with an Academy on Tuesday, March 17, and will be followed by two and a half days of general and concurrent educational sessions.

Our Education Committee is hard at work gathering speakers to make this a great conference. This year we will have a "free night" on Wednesday night and on Thursday evening we will have our annual banquet which will include the silent and live auction as well as the awards and swearing-in ceremonies. It will be a busy night, but we heard that many of you wanted a night off again so we'll try it out this year and see what happens!

Room Reservations: The block of rooms for our conference is now open. Room rates are as follows: Wetland View: \$89.95/night and Ocean View: \$99.95/night (taxes not included). Please call 1-888-461-2214 to make your reservations and make sure you say that you are with the Washington Municipal Clerks Association for the conference rates. Also we are asking that members double-up and share rooms this year as there are only 156 sleeping rooms available and we'd like to make it possible for all of our members to stay at the resort. So please contact your PD or conference buddies to see if they'd like to share a room! Don't forget you'd also be saving some money by sharing!

WMCA WEBSITE

Have you visited the WMCA website recently? We have a website that is FULL of good information...

- When is the next training?
- When is the next conference?
- Who is on the Executive Committee?
- What committees does WMCA have?
- How do I get involved in WMCA?

.....and more!

We also have a Discussion Board that is an excellent source of information. You can sign up on the board to be emailed each time a new question is posted to the board. It is a great way to get information for your municipality or to share information with another clerk. Try it.....you will like it! www.wmcaclerks.org

BIG

RAFFLE

PRIZE!

Due to your generosity and the success of previous fundraising efforts, the Executive Committee has approved \$2000 for the Big Raffle item at the 2009 conference. Purchasing one \$5 raffle ticket will provide two chances to win a \$1000 VISA card.

Your Fundraising Committee is committed to selling all 1,000 tickets this year. We encourage you to sell one or two books of raffle tickets to your friends, neighbors, and co-workers. Contact Valerie Loffler (Valerie-loffler@ci.kennewick.wa.us) or Debby Barham (dbarham@ci.richland.wa.us) to order your ticket books. Tickets will also be available for sale during the Fall Academy.

2009 AUCTION

Keep the 2009 auction on your radar this summer! Remember to pick up that unique auction or raffle item during your summer and fall excursions to community festivals and arts and craft fairs. The auction and raffle is the bedrock of our annual campaign to raise scholarship funds. Every dollar made goes directly into scholarships. If each WMCA member contributes at least one item, we'll raise more money than ever and continue to break the previous years' total. Examples of successful auction items are bottles of wine, jewelry, garden art, gift baskets, home décor, gift certificates, and especially weekend hotel or resort packages. The Fundraising Committee appreciates your support for continuing education.

PARLIAMENTARY PETE Q & A

-Bob Baker, CMC, City Clerk, City of Newcastle - President Elect, WMCA

Dear Parliamentary Pete:

What's up, dude? Hey, my surfer club dudes and I are having a "hang-ten" of a time trying to figure out and record abstentions in our momentous minutes. Are they "right-on" (yes) or "I dunno" (no) votes?

Sign me,
Surfin' Sam

Dear Sam:

Aloha and happy waves, my good buddy! Robert's Rules of Order Newly Revised (10th ed.) says that in the usual case, abstentions are not counted as they are not technically "votes."

Consider this (unless your surfer club rules of procedure dictate otherwise): With a 7-member Council, a vote of 1-0 (one affirmative and zero negative) is legitimate, and renders a binding decision. And, a vote of 1-0 is technically a "unanimous vote" because there was no vote in opposition.

If your Council Rules of Procedure specify "a majority of those PRESENT" or "two thirds of those PRESENT" instead of "PRESENT AND VOTING," then an abstention has the same effect as a negative vote. It should be noted that this language is generally undesirable as it denies members the right to maintain a neutral position by abstaining.

For more information, refer to RONR10th ed., pp. 390 and 394.

Parliamentary Pete

NOTARY KNOW HOW...

Ted asks: Must I use my middle initial on my Notary seal and certificate?

Ned replies: ABSOLUTELY! It's the law! RCW 42.44.050 says a Notary's seal/stamp must include your surname, and (at the very) least - the initials of your first and middle names. AND, you must sign/notarize your documents the way your seal/stamp and certificate read.

CLERK OF THE YEAR POLICY

At the June 27, 2008 Executive Committee (EC) meeting, the EC considered some recommended changes made by the Clerk of the Year Ad Hoc Committee to clarify the guidelines and criteria for the Clerk of the Year nomination and award process. The changes made to the Clerk of the Year policy which will take effect in this year's nomination process include:

- Eligible nominees shall be active WMCA members (fully paid dues) for the preceding five consecutive years.
- The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:
 - 1) Leadership, organization, administration and communications.
 - 2) Legislative and governing body procedures, records management and public relations.
 - 3) Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.
 - 4) Special projects and community activities and volunteerism.

It is encouraged that nominations be submitted in collaboration with the nominee's elected and/or appointed officials and/or supervisor.

The EC also approved changes to the make-up of the Awards Committee to limit the membership of EC members serving on the Awards Committee to only the Past President, who shall serve as the Chair of the Awards Committee.

All EC Board members with the exception of the EC members holding the office of President, President-Elect, Vice President and Past President still remain eligible for nomination.

Begin thinking about nominating an eligible member for this prestigious award. Nominations must be postmarked by December 29, 2008 and submitted to Past President Alice Bush.

Check out the newly adopted Clerk of the Year policy and Awards Committee description and the details on our website at www.wmcaclerks.org.