



WASHINGTON MUNICIPAL CLERKS ASSOCIATION

Established in 1970



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Municipal Clerks' Handbook 2015

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Clerks Handbook Preface

The original publication of this handbook was the culmination of two years of research by the Handbook Committee, charged with producing a reference guide to the available resources, which enable clerks to learn about procedures common to their profession. The handbook was updated in 1995 and now provided to our organization again in 2015. While the role of the clerk is the steady hand of the organization, the functions and duties are ever changing with the needs of our organizations. The Handbook Committees of years past and today have been committed to providing the best possible resources for our profession. Of greatest significance, this revised handbook provides an inclusive relationship between clerks of cities, counties, ports, and transit authorities. The Handbook Committee is honored to present the newly revised 2015 Handbook and recognize the collaboration and hard work of all members who have participated in this effort. It is the hope of the WMCA and the members of the Handbook Committee that this handbook will serve as a resource and guide to effectively and efficiently carry out their duties.

As Marie O'Connell, CMC/AAE wrote in 1991, "Many changes are facing us as City Clerks, prompting a greater need than ever to continue our education, broaden our perspectives, and increase our skills. By becoming a more knowledgeable City Clerk, you will demonstrate to your municipality your concern for continuing growth, which will also positively reflect on your public image."

Special thanks to the Handbook Committees past, present and future as well as MRSC for their continued support of WMCA and review of our Handbook.

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