

PROCLAMATION

MUNICIPAL CLERK'S WEEK

MAY 13 - 19, 1979

- WHEREAS: the success of any unit of government is measured in direct proportion to its ability to meet the needs of its people; and
- WHEREAS: it is imperative to our citizenry that municipal government operate in an orderly and efficient manner; and
- WHEREAS: the Municipal Clerk serves as the central source of knowledge and records of municipal government, which records must be readily available to municipal departments, community groups, and individual citizens; and
- WHEREAS: the Municipal Clerks undertake a variety of administrative, financial, informational and human services which are vital to an effective and responsible government at the local level; and
- WHEREAS: Municipal Clerks strive continually to improve the administration of their office, consistent with applicable laws and sound management practices, in order to fulfill their responsibilities to the community; and
- WHEREAS: Municipal Clerks are dedicating themselves to pursue training and professional education which will expand their knowledge and their awareness of the needs of their local governments and their citizens.

NOW, THEREFORE, I, _____, Mayor of _____,
do hereby proclaim the week of May 13 through May 19, 1979, as

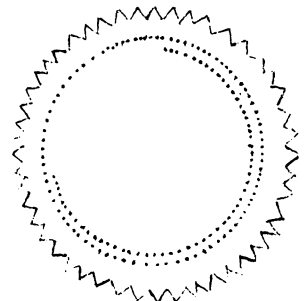
MUNICIPAL CLERK'S WEEK

in recognition of the vital services they perform and their outstanding dedication to the communities they represent.

DATED this _____ day of _____, 1979.

MAYOR

CITY CLERK



News!

From the

INTERNATIONAL INSTITUTE of Municipal Clerks



160 NORTH ALTADENA DRIVE • PASADENA, CALIFORNIA 91107 • (213) 795-6153

CONTACT: John Hunnewell

DATE OF RELEASE: April 16, 1979

FOR RELEASE: Before May 13

MUNICIPAL CLERK'S WEEK
MAY 13 - 19, 1979
CELEBRATES HISTORIC OFFICE

With the founding of our country, municipal clerks, using their quill pens, first recorded the development of our democracy. Through the evolution of our government, this most historic and important office still exists as a vital service in all parts of the world today.

Leaders of our national, state and local governments are being urged to introduce legislation calling for the designation of May 13-19, 1979, as Municipal Clerk's Week. This week cites the Clerks' continuing conscientious, unswerving, and untiring efforts for the governments in which they serve.

Today's municipal clerks continue to dedicate themselves, discharging the awesome responsibility vested in them as custodians of legal covenants, as well as acting as liaison between the people and their elected officials. With their roots deep in our democratic system of government, the municipal clerks everywhere are demonstrating that they are continuing to meet the challenges that lie ahead for local government.

The International Institute of Municipal Clerks, therefore, encourages recognition for one of our country's most time-honored professions and sets aside this special time of May 13 to May 19, 1979, as Municipal Clerk's Week.

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The International Institute of Municipal Clerks

160 N. ALTADENA DRIVE • PASADENA, CALIF. 91107 • PHONE (213) 795-6153

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Los Angeles, California 90012

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City Clerk, City Hall
Norfolk, Virginia 23510

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Minneapolis, Minnesota 55415

Richard H. West, CMC
City Clerk, City Hall
San Leandro, California 94577

C.J. McGonigle, CMC
City Clerk, City Hall
Edmonton, Alberta T5J 2R7

DIRECTORS — 1980 Expiration

Norma B. Sisco, CMC
Township Clerk, Municipal Building
Sparta, New Jersey 07871

Donald W. Schipper, CMC
City Clerk, City Hall
Holland, Michigan 49423

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City Clerk, City Hall
Hays, Kansas 67601

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City Clerk, City Hall
Elberton, Georgia 30635

DIRECTORS — 1981 Expiration

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Durham, North Carolina 27701

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City Clerk, City Hall
Ames, Iowa 50010

Norton Barrett, CMC
City Secretary, City Hall
Crosbyton, Texas 79322

Nelda M. Hooker, CMC
City Clerk, City Hall
Casa Grande, Arizona 85222

Mary Lou Cooper
City Clerk-Recorder, City Hall
Albuquerque, New Mexico 87103

Donna Culbertson, CMC
Immediate Past President
City Clerk, Municipal Building
Phoenix, Arizona 85003

April 16, 1979

John J. Hunnewell, CAE
Executive Director

Lois Anderson
Assistant Director

Dear Municipal Clerk,

MUNICIPAL CLERK'S WEEK will be observed May 13-19, 1979. Now in its 6th year, this event provides an excellent opportunity to call attention to the importance of the Municipal Clerk's Office in local government and the work it performs for the community.

Chairman Dorothy Miller, CMC, and the members of the Municipal Clerk's Week Committee have prepared a three-stage promotional program to publicize the importance of this event.

First, all IIMC members are urged to observe this week and to encourage their mayor and council to participate. Enclosed with this letter is a copy of a sample proclamation to be forwarded to the appropriate body for action. Also included is a news release which you can adapt to your local situation and forward to your local media.

I encourage you to hold an open house or other appropriate event to call attention to the services performed by your office.

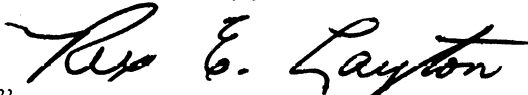
Second, Dorothy and her committee have mailed to over 8,000 daily and weekly newspapers two news releases: one announcing the Municipal Clerk's Week and another describing the historical importance of the office. The editors of these newspapers have been urged to contact you personally to develop the local angle on the observance.

Third, all state municipal clerks associations have been requested to contact their governor or state representatives to obtain a state proclamation on the week and to arrange for statewide publicity. Dorothy and her committee are contacting several key U.S. Senators and Representatives to have appropriate resolutions introduced in Congress.

Each year the IIMC headquarters receives hundreds of proclamations, news articles, and letters which indicate the effectiveness of the project. If you have not participated in this solid public relations tool to communicate the work of your office, we urge you to do so.

Municipal Clerk's Week is only one of the programs provided by IIMC to serve the interest of its members. I certainly hope that you let me know the results of this program and relate your experiences so that we can improve it next year.

Sincerely,



Rex E. Layton, CMC
President, IIMC



City of Cambridge

7.

IN CITY COUNCIL

May 14, 1979

MAYOR DANEHY

- WHEREAS: The success of any unit of government is measured in direct proportion to its ability to meet the needs of its people; and
- WHEREAS: It is imperative to our citizenry that municipal government operate in an orderly and efficient manner; and
- WHEREAS: The Municipal Clerk serves as the central source of knowledge and records of municipal government, which records must be readily available to municipal departments, community groups and individual citizens; and
- WHEREAS: The Municipal Clerks undertake a variety of administrative, financial, informational and human services which are vital to an effective and responsible government at the local level; and
- WHEREAS: Municipal Clerks are dedicating themselves to pursue training and professional education which will expand their knowledge and their awareness of the needs of their local governments and their citizens;

NOW, THEREFORE I, Thomas W. Danehy, Mayor of the City of Cambridge, do hereby proclaim the week of May 13 through May 19, 1979 as

MUNICIPAL CLERK'S WEEK

in recognition of the vital services they perform and their outstanding dedication to the communities they represent.

In City Council May 14, 1979

Adopted by the affirmative vote of 9 members.

Attest: Paul E. Healy, City Clerk

A true copy,

ATTEST:

A handwritten signature in cursive script, reading "Paul E. Healy".

CITY CLERK

Order #7

S-407

M. Danehy proclaiming the week of May 13-May 19
as MUNICIPAL CLERK'S WEEK.

W. D. H.

In City Council,

May 14, 1979

MD

Order Adopted