

An aerial photograph of a town covered in snow. In the foreground, a large brick church with a tall, dark green steeple stands prominently. The town is filled with red brick buildings and snow-covered trees. In the background, a large body of water is visible, with two tall, thin towers on the horizon under a cloudy sky.

the messenger

**THE OFFICIAL NEWSLETTER OF THE
MARYLAND MUNICIPAL CLERKS ASSOCIATION**

President's Message

MMCA Members:

As fall draws to a close and winter is upon us, we pause to celebrate the holiday season. Time for family, friends & colleagues to gather and celebrate the beginning of a new year. This is also a time of reflection, looking back over the year. For some, this holiday season can be a sad time, having lost a family member, friend, loved one or pet. We pause to remember them.

Now it is time to look to 2024 and the prospects of a New Year. Time to set resolutions. I hope many of you will consider obtaining your CMC or MMC certification in 2024. For those who have completed certification, look towards other professional development opportunities. A new year is always a great time to develop your mind, body and spirit.

This year we have embarked on our mission of, "Growing together". We have been able to accomplish this by scheduling the President's Roundtable Topics each month. I hope you all have learned something from these informative sessions. I look forward to holding more of them in 2024. We are also going to do some other fun things in the coming year so stay tuned.

I do hope that each of you has a safe and enjoyable holiday season. If you have any questions or need assistance, my door is always open to you.

Happy Holidays!

Yours in service,

John Hoatson



MMCA OFFICERS

JUNE 2023 - 2025

PRESIDENT

JOHN HOATSON

Town Clerk, Upper Marlboro
jhoatson@uppermarlboromd.gov
(301) 627-5905 ext. 1102

VICE PRESIDENT

SARA GREEN

City Clerk, Laurel
sgreen@laurel.md.us
(301) 725-5300 ext. 2124

SECRETARY

YVETTE ALLEN

Assistant City Clerk, College Park
yallen@collegeparkmd.gov
(240) 487-3870

TREASURER

AWILDA HERNANDEZ

City Clerk, Bowie
ahernandez@cityofbowie.org
(301) 809-3029

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The Messenger is a quarterly newsletter and the official record of the Maryland Municipal Clerks Association. Please direct any comments or suggestions to the Editor, John Hoatson at: Clerk@uppermarlboromd.gov

Maryland Municipal Clerks Association Quarterly Meeting Agenda

Thursday, December 7, 2023, 10 a.m., Virtual

[Click Here to Attend](#)



1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF THE SEPTEMBER 2023 MINUTES
4. PRESENTATION OF THE TREASURER'S REPORT
5. PRESIDENT'S REPORT / MML BOARD OF DIRECTOR'S REPORT
6. MMCA COMMITTEE REPORTS/UPDATES
 - A. Education Committee – Diana Chavis
 - B. Outreach Committee – Jessica Cropper & Julie English
 - C. Scholarship Committee – Stacy Milor & Yvette Allen
 - D. Booth Committee – Jessica Cropper
 - E. Clerk of the Year Committee – Vice President Sara Green
7. MML Updates
 - A. MML Report – Paula Chase-Hyman, MML
 - B. MML Committee Reports
 - a. Legislative Committee – Dashaun Lanham
 - b. Conference Planning Committee – John Hoatson
 - c. Engagement and Outreach Committee – Shaniya Lashley-Mullen
 - d. Hometown Emergency Preparedness Committee – Stacy Milor
8. IIMC UPDATES – Awilda Hernandez, Region II Director
9. NEW BUSINESS
 - A. Dues Increase Discussion
 - B. MMCA Bylaws Update Review / Discussion
 - C. President's Roundtable Topics Discussion
10. UPCOMING MEETING DATES
 - March 21, 2024 – Virtual
 - June 24, 2024 – MML Summer Conference
11. ADJOURNMENT

Maryland Municipal Clerks Association

December 2023 Treasure's Report



GENERAL FUND

Beginning Balance as of August 31, 2023			\$ 8,551.16
Receipts:			
	FY24 Dues (42 Members)		\$ 2,100.00
	Athenian Dialogue		<u>\$ 750.00</u>
		Total	\$ 2,850.00
Expenditures:			
	Transfer to Scholarship Fund		\$ 420.00
	Transfer to Region II Fund		\$ 210.00
	COY Flowers		\$ 72.05
	FY23 COY Award		\$ 292.30
	AnneU Speaks (Athenian Facilitator)		\$ 200.00
	StarChapter Credit Card Fee		<u>\$ 29.85</u>
		Total	\$ 1,224.20
Balance as of November 30, 2023			\$ 10,176.96

SCHOLARSHIP FUND

Beginning Balance as of August 31, 2023			\$ 12,726.27
Receipts:			
	Transfer from Dues		\$ 420.00
	Interest - September		\$ 0.10
	Interest - October		\$ 0.12
	Interest - November		<u>\$ 0.11</u>
		Total	\$ 420.33
Expenditures:		Total	\$ -
Balance as of November 30, 2023			\$ 13,146.60

REGION II CONFERENCE

Beginning Balance as of August 31, 2023			\$ 15,945.50
Receipts:			
	Transfer from Dues		\$ 210.00
	Interest - August		\$ 0.12
	Interest - September		\$ 0.15
	Interest - October		<u>\$ 0.13</u>
		Total	\$ 210.40
Expenditures:		Total	\$ 0.00
Balance as of November 30, 2023			\$ 16,155.90



Maryland Municipal Clerks Association

Draft ByLaws
2023



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ARTICLE I - NAME AND CREATION

SECTION 1 - NAME

The name of the organization shall be the Maryland Municipal Clerks Association (MMCA).

SECTION 2 - CREATION

The MMCA shall be an unincorporated non-profit association. By the adoption of these Bylaws, MMCA is hereby created and shall function as an affiliated Department of the Maryland Municipal League. The League may ~~perform~~ provide such services for the Association as may from time to time be mutually agreed upon by the MMCA Officers and the Maryland Municipal League Board of Directors ~~and the League~~.

ARTICLE II - PURPOSE

SECTION 1 - PROFESSIONAL DEVELOPMENT

To increase the proficiency and professional development of Municipal Clerks by providing education and networking opportunities to improve local government services.

- a. Promoting cooperation among Municipal and County Clerks through the MMCA, through the interchange of experiences and methods of conducting their offices, to the end that each may profit from the experiences of others; and
- b. Promoting ~~periodic~~ conferences ~~or~~ and meetings of Municipal and County Clerks through the MMCA for ~~discussion of problems, and by research to find solutions for same~~ professional development.

ARTICLE III - MEMBERSHIP

SECTION 1 - MEMBERSHIP CLASSIFICATION

Every Municipal or County Clerk, or other Executive or Senior level administrative staff member ~~—by whatever title known—~~ who performs similar duties and has similar responsibilities ~~—~~ may become a member by ~~notifying the MMCA Treasurer and by~~ paying membership dues for the current year.

SECTION 2 - MEMBERSHIP DUES

Membership dues shall be set with the adoption of the budget for the ensuing year by a majority vote of the membership in attendance at the Annual Meeting held in June.

SECTION 3 - VOTING

Only members ~~in attendance~~ shall be allowed to vote. Each member shall have only one vote on all matters.

- a. Electronic Voting – The nomination committee shall send the ballot to all paid members to vote for officers and Clerk of the Year Candidates.
- b. Tie Votes – When there is a tie for an officer or Clerk of the Year Candidate, the Clerk of the Year Committee and Nomination Committee shall send a second electronic ballot to all paid members to determine the candidate. The candidate for office shall not circulate the ballot or the ballot link, or they will be disqualified.
- c. If the candidate for office is currently serving on the nomination committee, they should resign from the committee to allow an equitable process of the election.
- d. All other functions of the Association requiring votes shall be conducted by the members in attendance of said meeting.

SECTION 4 – HONORARY MEMBERSHIP

Honorary membership may be awarded, at a regular meeting by a 2/3 vote of all members present, to any person who has rendered conspicuous service for the improvement of the MMCA and who is not qualified to be a member or to an ex-member of the MMCA who no longer qualifies for membership because of change of job, retirement, or some other similar reason. Honorary members shall not pay dues or have any voting rights.

ARTICLE IV – OFFICERS

SECTION 1 – BOARD

The Officers of the MMCA shall be a President, Vice President, Secretary, and Treasurer. Any member in good standing who has attended ~~at least 50% of the~~ all MMCA's meetings within a year of the election of officers and who has actively participated on a committee shall be eligible to seek and hold an office of the MMCA. The term of office shall be two (2) years. ~~There is no limit on the number of terms a member may serve as an officer.~~ Any officer who misses two meetings – not necessarily consecutive – may be removed from office.

In order to serve as President, a member must have served as Vice President for one full term.

In order to serve as Vice President, a member must have served as Secretary for one full term.

SECTION 2 – NOMINATION COMMITTEE APPOINTMENT

The President shall, appoint a Nominating Committee, who shall submit nominees every two (2) years for the MMCA Officers. Additional nominations may be made from the floor at the meeting at which the election is held.

SECTION 3 – ELECTION OF OFFICERS

The election of officers shall take place every two years by electronic ballot and the announcement shall be made at the quarterly meeting in March ~~by the members in attendance~~. The nominees receiving the highest number of votes cast for the respective office for which nominations are made shall be declared duly elected thereto. If there is a tie for any officer position, the tie shall be voted upon with a separate ballot by the paid members of the association.

Timeline:

December – nominations received

February – ballots sent and returned

March – announcement of winner

June – term starts

SECTION 4 - TERM OF OFFICE

The Officers-Elect shall begin their terms of office at the Annual Meeting held in June.

SECTION 5 - VACANCY AND APPOINTMENT

In the event a vacancy should occur in the office of President, the Vice President shall automatically succeed to the office of President. In the event a vacancy should occur in the office of Vice President, Secretary, or Treasurer, ~~the remaining Officers shall appoint a member~~ there will be a Special Election to fill such vacancy for the remainder of the regular term.

SECTION 6 - EXECUTIVE COMMITTEE

The Executive Committee shall be the President, Vice President, Secretary, Treasurer, and the immediate Past President. The Officers-Elect may attend meetings of the Executive Committee held from March through June of an election year. The Executive Committee shall meet at least twice per year, or at the request of any Officer.

Between regular meetings of the MMCA, the government and management of the Association shall be entrusted to the Executive Committee.

The Executive Committee shall be authorized to make decisions on behalf of the MMCA between quarterly membership meetings, to include the authorization to expend funds, not to exceed \$1,000.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1 - PRESIDENT DUTIES

The President shall be the chief executive officer of the MMCA and shall:

- a. Preside at all meetings of the MMCA;
- b. Issue the call for regular or special meetings of the MMCA;
- c. Appoint all committees and may act as an ex-officio member of all committees;
- d. Represent the MMCA on the Board of Directors of the Maryland Municipal League, or appoint such a representative;
- e. And other duties as described in the MMCA handbook.

SECTION 2 - VICE PRESIDENT DUTIES

The Vice President shall occupy the position and perform the duties of the President if for any reason the President is absent or unable to attend to the duties of the office. The Vice President shall:

- a. Succeed to the office of President in the event of a vacancy in the office;
- b. Coordinate the annual Clerk of the Year selection process; and
- c. Oversee the functioning of the various committees.

SECTION 3 - SECRETARY DUTIES

The Secretary shall:

- a. Keep all records and proceedings of the MMCA in a book maintained for that purpose.

SECTION 4 - TREASURER DUTIES

The Treasurer shall:

- a. Keep an accurate record of all monies received by the MMCA;~~and,~~
- b. Report the status of all financial accounts to the MMCA at each meeting.~~and,~~
- ~~b.~~c. Update the membership roster of MMCA members.

ARTICLE VI - MEETINGS

SECTION 1 - MEETING FREQUENCY

Meetings shall be conducted at least quarterly, in September, December, March and June. The meeting held in June shall be considered the Annual Meeting. Special meetings may be held at any time or place as determined by the President or upon request to the President by any member of the MMCA.

SECTION 2 - MEETING MINUTES

The MMCA Secretary shall send meeting notices to all members and shall inform the Maryland Municipal League office. Meeting notices shall include an agenda.

SECTION 3 - ACTION DURING MEETINGS

Actions taken on the vote of the members present at any regular meeting of the MMCA shall be effective immediately.

ARTICLE VII - COMMITTEES

SECTION 1 - ASSOCIATION COMMITTEES

Standing Committees of the MMCA shall be:

- Booth (6 members)
Provides for the promotion of MMCA at various venues.
- Clerk of the Year (5 members: Current Vice President and past 4 winners)
Administers the selection of the winner of the prestigious annual Clerk of the Year Award.
- Education (6 members)
Arranges for educational sessions during MMCA Quarterly meetings and IIMC Region II Annual Conferences.

- Outreach (11 members)
Responsible for outreach and engagement of new clerks/members; produces the MMCA quarterly newsletter, The Messenger; manages social media and website; acts as MMCA Historian.
- Scholarship (6 members)
Awards financial support to qualified applicants who need assistance working towards their CMC or MMC designations, continuing their education, or furthering their professional development.
- Nominating Committee (7 members)
Oversees the nominations and elections of the MMCA Officers biennially.
- Historian* (2 members: Current Treasurer and 1 other member)
Oversees the retention of historical information including pictures, past memberships, etc.; manages social media and website.

Each member of a committee must be actively involved to receive a certificate of participation; the Chair is responsible for communicating non-involvement to the President.

SECTION 2 - COMMITTEE DUTIES

Duties and responsibilities of all standing committees shall be delineated in the MMCA's Procedures and Guidelines.

SECTION 3 - AD-HOC/SPECIAL COMMITTEE

The President shall have the authority to establish such "Ad Hoc" or "Special" committees from time to time as may be deemed necessary for the proper transaction of business.

SECTION 4 - COMMITTEE ELIGIBILITY

All members of the MMCA shall be eligible to serve on a Standing Committee or Ad Hoc Committee and shall be appointed for a two-year term.

ARTICLE VIII - AMENDMENTS

SECTION 1 - AMENDMENT PROCEDURES

Amendments to the Bylaws may be made by the members of the MMCA at any regular meeting thereof, or at any special meeting called for the purpose; provided, however that no such amendment shall be voted upon unless and until a copy of the proposed amendment has been distributed to each member of the MMCA at least thirty days (30) prior to the meeting at which time the same is acted upon. An affirmative vote of the majority of the members present shall be sufficient to adopt such amendment. Any amendments are subject to the approval of the Maryland Municipal League Board of Directors.

Amended this date: March 17, 2016

Approved by the Maryland Municipal League Board of Directors: April 30, 2016

ARTICLE IX - APPROVAL OF BYLAWS

SECTION 1 - APPROVAL PROCEDURES

When the bylaws are approved by the Ad-Hoc Committee and the Association they should be signed by the officers, MML Executive Director and President.

Maryland Municipal Clerk Association Officers:

President

Vice President

Treasurer

Secretary

The amendment of the bylaws were approved by the Association on _____.

Maryland Municipal League Executive:

Executive Director

President

The amendment of the Maryland Municipal Clerks Association bylaws were approved by the Maryland Municipal League Board of Directors on _____.



The Town of Edmonston is proud of its environmental sustainability efforts, and stormwater management is a central goal. Rain gardens have been planted along streets throughout town, as well as at the Town Hall and they are designed to capture stormwater while allowing it to slowly soak into the ground. Layers of soil and water-loving plants naturally filter and remove pollutants absorbing several times more rainwater than a lawn and they are easy to maintain. A well-designed rain garden soaks the water into the soil within 24 hours, too quickly for mosquitoes to hatch and grow. The more rain gardens in your yard, the less lawn you must weed, feed and mow. Rain gardens also attract and create a habitat for hummingbirds and butterflies.



Environmental Stewardship

Averi Gray, Town Clerk, Town of Edmonston

As we near the end of 2023, let us begin a new year with renewed energy and commitment towards environmental stewardship, as we all bear the responsibility for environmental quality based on everyday choices. There are many activities individuals and communities can do to be effective by reducing, reusing, and recycling. The following reminders are meant to encourage and may be the motivating factor towards achieving these goals.



Reduce

Think about the environmental impact of products by considering the durability, sustainability, and ease of recycling when making a purchase. Reduce food waste, buy what you need, compost food scraps, and donate unused food to food banks/pantries or shelters.

Reuse

Repurpose items such as clothing, cloth grocery bags, and containers to cut down on waste. Purchase used items, and/or donate items to be reused by others.

Recycle

Check labels and buy products made from recycled materials. Know where items can be collected and recycled in your area. The links below will help you find sites for recycling and disposal of about anything.

[Greener Gadgets](#)
[Call 2 Recycle](#)
[Earth 911](#)



Let us expand our efforts to see what else can be done. Share projects your Town has implemented so that other municipalities might initiate as we strive for sustainability through stewardship.



2024 IIMC REGION II *Conference*



Hyatt Place | Dewey Beach, DE

JAN | 9 - 12 | 2024

[registration packet and conference program](#)



International Institute
of Municipal Clerks

Foundation Scholarship & Grant Information



**CMC, MMC, and Tinnin
Scholarship
Application Period**



Closed November 15, 2023



**2024 IIMC Annual
Conference Grant
Application Period**

October 1, 2023 – February 12, 2024



Continuous:

Region Meeting Stipends are available for use during 12 months following award. Members must visit the IIMC Foundation page to complete all the applications and supporting documents. Once awarded, scholarships can be used from January 2024 – December 2024.



Visit the [IIMC Foundation website](#) for more information

MMCA Recipe Swap



Running out of ideas of what to bring for the holidays?

Had enough of green bean casserole?

Tired of cooking the same roast turkey every year?

Enjoy some of these recipes wonderfully provided by our members.

Maybe one of their recipes will help brighten your holiday!



Spinach-Artichoke Dip

makes 1 $\frac{3}{4}$ cups



Ingredients

- 1 – 14-oz artichoke hearts, rinsed, squeezed of excess moisture, and patted dry
- 1 cup packed baby spinach
- 1/2 cup canned cannellini beans, rinsed
- 1 scallion, chopped
- Finely grated zest of 1 lemon (1 Tbsp) & 2 Tbsp lemon juice
- 1 oz finely grated Parmesan
- 1/2 tsp Black pepper

Directions

1. In blender, puree artichoke hearts, spinach, beans, scallion, lemon zest & juice, Parmesan, and pepper until finely chopped.



Roasted Winter Squash and Brussels Sprouts

serves 8



Ingredients

- 2 lbs winter squash (butternut, acorn), about 3 cups cubed
- 18 brussels sprouts, trimmed and cut in half
- 3 Tbsp fresh thyme or 1 tsp dried

Directions

1. Preheat oven to 375 degrees.
2. Scrub the squash briskly and cut it in half; scoop out the seeds. Peel, cut into wedges and then into 1-inch cubes. Place in a glass casserole dish with the brussels sprouts and shallots. Mix the oil, garlic, thyme, and a pinch of salt. Toss in with the vegetables.
3. Bake for 20 to 25 minutes or until everything is tender and the squash can be pierced with a fork.



Cherry Nut Bark

serves 6



Ingredients

- 4 oz bittersweet chocolate
- 1/4 cup chopped dried cherries
- 1/4 cup chopped pecans

Directions

1. Put a piece of waxed paper on a 6-inch plate.
2. Chop chocolate and place in a microwavable dish. Microwave on high for about a minute. Chocolate might not look melted, but it will be. Stir.
3. Spread chocolate on waxed paper. Top with cherries and pecans and press then refrigerate. When cool, cut into six pieces.



Roasted Leg of Lamb

serves 6

Ingredients

- 6 Tbsp olive oil
- 1/4 cup rosemary
- 6 cloves garlic
- 3 shallots
- 1/2 Tbsp thyme
- 2 tsp pepper
- 3 1/2 tsp salt
- 5 lb leg of lamb, boneless
- Carrots
- Potatoes
- Onions
- Garlic cloves
- Salt and pepper
- Olive oil

Directions

1. Pulse the olive oil, rosemary, garlic, shallots, thyme, pepper and salt together until you have a thick paste. Spread out the leg of lamb and rub half of the herb rub all over the exposed side of the lamb. Roll up and securely tie the leg of lamb together with kitchen twine.
2. In the roasting pan, spread out the carrots, potatoes, onions, and garlic cloves. Rest the leg of lamb on top of the vegetables. Pour the rest of the herb rub all over the leg of lamb, spread out so it coats evenly.
3. Roast at 450°F for 50 - 60 minutes or until the internal temperature reads 130°F to 135°F for medium rare.
4. Remove the leg of lamb and let it rest of 20 minutes before you remove the kitchen twine and carve.



Garlic Chive Butter Roasted Potatoes

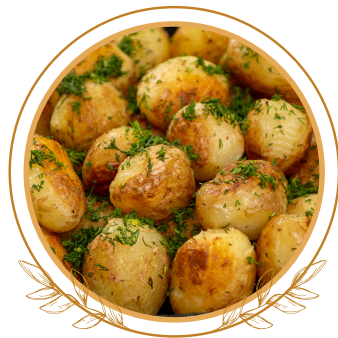
serves 4

Ingredients

- 4 Tbsp unsalted butter
- 4 cloves garlic, minced
- 3 Tbsp chopped chives
- 3 dashes ground black pepper
- 1/4 tsp salt or to taste
- 2 tablespoons grated Parmesan cheese
- 1 1/2 lbs baby potatoes, rinsed and drained

Directions

1. Preheat oven to 400°F.
2. Melt the butter in a microwave for about 30 seconds. Add the garlic, chives, black pepper, salt and 1 Tbsp of Parmesan cheese into the heated and melted butter, stir to mix well.
3. Toss the potatoes with the garlic chive butter. Stir to coat well and transfer them to an oven safe baking dish or skillet. Cover the potatoes with aluminum foil and roast for 30 minutes.
4. Remove from heat, toss the potatoes well with the garlic chive butter at the bottom of the baking dish or skillet. Sprinkle the remaining 1 tablespoon of Parmesan cheese evenly on top of the potatoes and serve immediately.



Traditional Flan

serves 6



Ingredients

- 4-5 whole Eggs
- 1 teaspoon Vanilla
- 1 can Evaporated Milk
- 1 can Condensed Milk
- 1 cup Sugar

Directions

1. Preheat oven to 350 F.
2. Heat sugar in a saucepan at medium heat. Stir frequently so that it doesn't burn.
3. Once the mixture becomes golden clear, pour it into a pie dish. Turn the dish frequently to evenly coat the bottom.
4. In a bowl, whisk the eggs, condensed and evaporated milks and vanilla. Pour mixture into the pie dish with caramelized sugar.
5. Bake in oven for 60 minutes. Remove from oven and cool for 15-20 minutes.
6. Pop it out of the pie dish by placing a serving plate upside down on top of the pie dish and inverting the flan onto the plate.

