

Hot Topics for Tennessee cities and towns

Oct. 17, 1994 #8

City Clerks and Records Certification Regulations Summarized

Chapter 648 of the Public Acts of 1994 adds a new law requiring municipal clerks and recorders to become certified by completing 100 hours of education. Requirements are currently being established by the secretary of state and the Tennessee Association of Municipal Clerks and Recorders (TAMCAR), the state affiliate of the International Institute of Municipal Clerks (IIMC). The final rules and regulations governing state certification will be issued in January and sent to all clerks and recorders in Tennessee. Following is a brief look at where things stand.

Who's included: All city recorders and clerks, city managers who are also recorders, and employees who perform city recorder or clerk duties even though that may not be their title. Examples of such duties cited in the statute include taking minutes at board meetings, keeping the city's public records, and providing and certifying copies of official records. Each municipality must have at least one certified person, and more than one can be certified from the same city or town.

Who's exempted: Lawyers with active law licenses who perform clerk or recorder duties and municipalities with 1,500 or fewer residents. Those smaller cities can pass an ordinance requiring certification of the clerk or recorder. A sample ordinance is available from The University of Tennessee's Municipal Technical Advisory Service (MTAS).

Deadline: If you are presently a city clerk or recorder, you have between March 21, 1994, and March 20, 1998, to be certified. If you were hired after March 21, 1994, you'll have four years from the day you were hired. (Because certification can take several years, cities with clerks or recorders who are near retirement should consider sending someone else to training.)

How to become certified: The following methods for earning certification were recently recommended to the secretary of state by TAMCAR. These are under consideration and have not yet been approved:

- ▶ **Attending the Municipal Clerks' Institute in Murfreesboro.** You'll need to attend six sessions that last 2 1/2 days each. This will take at least three years because institutes are only offered each spring and fall. The next session is in April. Each institute costs about \$115, and scholarships are available to TAMCAR members whose cities are unable to help them financially. You don't have to attend the sessions back-to-back, just as long as you complete six of them in four years. Register early for these — the new law caused attendance to triple at the last one. Completing the Municipal Clerks' Institute also goes toward earning the IIMC Certified Municipal Clerk certification. However, the IIMC designation isn't necessary to obtain the new state certification. Anything you've done that meets the IIMC certification requirements also meets the state requirements.
- ▶ **Receiving the IIMC Certified Municipal Clerk certification.** If you have the IIMC certification, you don't need to be certified by the state. TAMCAR will send a list of those who have earned the IIMC designation to the secretary of state.

MTAS LIBRARY

OCT 27 1994

The University of Tennessee Municipal Technical Advisory Service



- ▶ ***Receiving UT Municipal Training (UTMT) municipal specialist or generalist certificates.*** Municipal generalists and municipal specialists in financial, personnel, or municipal management will be certified by the state after they complete 10 hours of additional training. Earning a generalist or specialist certificate will give you 90 credit hours, and the courses are free. You can earn the 10 additional hours required for state certification by completing the UTMT Leadership Forum, a two-day leadership development program. A modest fee may be charged for meals at the forum. The generalist and specialist courses are offered by UT's Center for Government Training (CGT) in conjunction with MTAS and the Tennessee Municipal League. Three UTMT courses are offered monthly across the state. For more information, call CGT at 327-2656.
- ▶ ***Using self-taught computer courses.*** These courses need to be approved beforehand by the secretary of state. Details are presently being worked out, and more information will be available in January.
- ▶ ***Earning a college degree.*** Clerks and recorders with bachelor's degrees in related fields such as public administration, business administration, or political science don't have to be certified. A bachelor's in an unrelated field or an associate's in a related field go toward certification but they don't fully meet the requirements. More on this will be issued in January.
- ▶ ***Completing any relevant classes or training before March 21, 1994.*** Related courses taken before the law passed count toward certification.

Recertification: After you've earned your certification, you have to complete 18 hours of continuing education courses every three years to keep it. The three-year recertification period begins immediately after you've been certified. The courses can be educational sessions at annual TAMCAR meetings and other conferences (you have to go to the designated educational sessions — just showing up at a conference doesn't count); CGT classes (these are usually six hours each so you'd only need to attend one a year); UTMT courses; Certified Municipal Clerks' Institutes; IIMC Academy for Advanced Education sponsored by Middle Tennessee State University through TAMCAR; and outside courses if you can prove they're related to your job, like a computer or accounting course taken at a local community college. Participating in professional organizations also goes toward recertification.

Caution: Remember, this is just an update. The final rules and regulations giving you detailed instructions will be sent your way the first of the year. If you have questions, call Sally Oglesby, chairperson of the TAMCAR education certification committee, at (615) 484-7060.

MTAS "Hot Topics"

- #7 *1994-95 State Revenue Estimates*
May 5, 1994
- #6 *The 1993 MTAS Salary and Fringe Benefit Survey*
March 30, 1994
- #5 *Laws Governing City Budgets Changed*
March 17, 1994
- #4 *Attention Cities — Heads Up On Solid Waste!*
February 18, 1994
- #3 *Annexation Always a "Hot Topic" in Tennessee Cities and Towns*
February 7, 1994
- #2 *IRS Rules Change Regarding Diesel Fuel Purchases*
January 13, 1994
- #1 *State Revises Travel Reimbursement Rates*
December 23, 1993

Clip and Post by Your Phone

**The University of Tennessee
Municipal Technical Advisory Service**

600 Henley Street, Suite 120
Knoxville, TN 37996-4105
(615) 974-0411
Fax (615) 974-0423

226 Capitol Boulevard, Suite 402
Nashville, TN 37219-1804
(615) 532-MTAS (6827)
Fax (615) 532-4963

605 Airways Boulevard, Suite 109
Jackson, TN 38301
(901) 423-3710
Fax (901) 425-4771

P.O. Box 100
Martin, TN 38238
(901) 587-7055
Fax (901) 587-7059

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of education opportunities or employment opportunities and benefits.
 The University does not discriminate on the basis of sex or handicap in its education programs and activities pursuant to requirements of Title IX of the Education Amendments of 1972, Public Law 92-318, and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans With Disabilities Act of 1990, Public Law 101-336, respectively. The policy extends to both employment by and admission to the University.
 Inquiries concerning Title IX, Section 504, and the Americans With Disabilities Act of 1990 should be directed to Cary W. Baskette, Director of Business Services, 109 Student Services and Administration Building, Knoxville, Tennessee 37996-0212, (615) 974-6622. Charges of violation of the above policy should also be directed to Mr. Baskette.
 714
 Authorization No. E14-1020-00-002-94

The University of Tennessee
 Municipal Technical Advisory Service
 600 Henley Street
 Suite 120
 Knoxville, Tennessee 37996-4105



The Municipal Technical Advisory Service (MTAS) is a statewide agency of The University of Tennessee's Institute for Public Service. MTAS operates in cooperation with the Tennessee Municipal League in providing technical assistance services to officials of Tennessee's incorporated municipalities. Assistance is offered in areas such as accounting, administration, finance, public works, communications, ordinance codification, and wastewater management.

MTAS *Hot Topics* are information briefs that provide a timely review of current issues of interest to Tennessee municipal officials. *Hot Topics* are free to Tennessee local, state, and federal government officials and are available to others for \$2 each. Photocopying of this publication in small quantities for educational purposes is encouraged. For permission to copy and distribute large quantities, please contact the MTAS Knoxville office at (615) 974-0411.