



Michigan Association of Municipal Clerks

Quarterly Newsletter | Fall 2024

Letter from the President



"It always seems impossible
until it's done" ~ Nelson Mandela

We have a large canvas painting in
our office that serves as a constant

reminder: no matter how overwhelming election
season may feel, we always find a way to push
through and get the job done.

The work, no matter how daunting, always gets done —
whether it's the 16-hour days, the nine days of early
voting that can feel like nine Election Days, early
absentee ballot tabulation, training poll workers,
juggling deadlines, managing same-day registration, or
trying to predict how voters will cast their ballots.

Will they vote early? Vote absentee? Will they want
their ballots tabulated during early voting or on Election
Day at the precinct? Each election cycle brings new
uncertainties and challenges, but somehow, we always
manage to plan, adapt, and succeed. It's all part of the
process — and in the end, the work always gets done.

Along with the behind-the-scenes work, we also
navigated an endless stream of questions from
confused or concerned voters:

- Do you have early voting?
- Your website says you have early voting. Are you
open for early voting?
- Where do I vote?
- Can I vote at my friend's precinct?
- I early voted; how do I know my vote counted?
- I'm here visiting from North Carolina and I want to
vote.
- I didn't get my absentee ballot. I'm in New York. Can
you send me a ballot? (The day before the election)

- What do you mean it's too late? Doesn't my vote count?
- I early voted and the website doesn't show that I voted.
How do I know my vote counted?
- How do I know my vote counted correctly?
- I got a ballot in the mail, but I already turned in my ballot.
Why did you send me another one? (That's an application,
not a ballot, and it didn't come from us.)
- I got a text that said I didn't vote yet, but I early voted
yesterday. Why didn't my vote count?
- (On Monday) Why can't I early vote today?
- (On Election Day) Do you have early voting today?

And that's just the tip of the iceberg! But no matter how
many questions we answer or challenges we face, we
always push through, for Clerks are resilient and
tenacious!

Now that the Presidential Election is behind us, there's
still plenty of work ahead — cleanup, recounts, audits, and
catching up on everything else that got sidelined. But we
made it through. And we did it, relatively unscathed.

I want to take a moment to express my heartfelt thanks to
each and every one of you for the outstanding work
you've done throughout this election. Your dedication,
passion, and tireless effort have been truly inspiring. I am
incredibly honored to be part of such a remarkable group
of election leaders. Thank you for everything you do!

We've worked hard to serve millions of Michiganders and
ensure their voices were heard. Now, it's time to take a
step back, catch your breath, and take care of yourselves.
You've earned it!

Sincerely,
Melanie D. Ryska
City of Sterling Heights

2024 CLERK OF THE YEAR WINNERS



Christina M. Rush, MiPMC
City Clerk of the Year
City of Montrose

Christina "Tina" Rush began her career as City Clerk for the City of Montrose in October 2002. Prior, she worked as a Clerk/Receptionist in Montrose Township, Deputy Clerk in Vienna Township, and Secretary in the Village of Chesaning between 1999 and 2002.

As Clerk, Tina created personnel policies and job descriptions that were outdated since 1997. In 2005, she executed the first codification since the city became incorporated in August 1980. She even served temporarily as Interim City Manager. In December 2015, Tina received the Loretta Manwaring Award from the Genesee County Governmental Clerk's Association, and in July 2017, she was awarded Citizen of the Month in the City of Montrose.

Tina has been a member of MAMC since 2003 and IIMC since 2004. She is also a trustee of the Genesee County Governmental Clerk's Association and has been president of the Genesee County Clerk/Treasurer Association since February 2017.



Jody Hansen, MiPMC
Township Clerk of the Year
Allendale Charter Township

While new to the role of Township Clerk, elected in 2020, Jody is no stranger to the profession, having worked at the Ottawa County Clerk's Office for eight years, performing such duties as pre-election testing, assisting with Election Inspector Certification classes, post-election audits, election recounts, and presenting several times at the Ottawa County Clerk's Association (OCCA) meetings.

In her first year as Clerk, Jody was elected secretary of the executive board of the Ottawa County Clerk's Association. She served as President of the county association and is a board member of the West Michigan Regional Clerk's Association. As president she helped develop subcommittees to spearhead legislative changes surrounding the impacts of Proposal 2022-2 and early voting. Additionally, she developed a relationship with Grand Valley State University to implement a Satellite Clerk's Office on campus.



Joanne Havican
Village Clerk of the Year
Village of Parma

Joanne Havican was appointed Clerk of the Village of Parma in 2017 and elected the following year. Joanne has joined multiple organizations such as the Michigan Municipal League, MAMC, Region 2 Planning commission Executive Committee, Kalamazoo River Watershed Council, Parma Local Development Finance Authority and the Parma Sandstone Fire Board. She is a member of the Jackson County Municipal Clerks Association.

Joanne has focused on the benefits of additional funding and has taken on training for grant writing to support her community.

In her role, interpersonal relationships that needed to be mended between two Townships and the village, as well as between the boards, have been slowly repaired after Joanne was able to open dialogue between the separate groups.



Lynn M. Henry, MiPMC2/CMC
Township Clerk of the Year
Grand Blanc Township

Lynn, Deputy Clerk of Grand Blanc Township, began her municipal career as the part-time Assistant to the Clerk in the City of Linden in July 2012. By September of that same year, Lynn became the City Clerk. In 2018, she became the Deputy Clerk at Grand Blanc Township, her current position. Her commitment to education and training as a professional clerk throughout her career is highlighted in her achievement of the MiPMC2 designation from MAMC and CMC designation through the International Institute of Municipal Clerks.

In 2022, Lynn became a Board Member of MAMC and quickly advanced to her current assignment as Education Chair. MAMC Past President Jacqueline Beaudry, in her nomination, highlighted Lynn's "110% commitment" to the MAMC Board from day one, stating it was Lynn's leadership and hard work that facilitated the creation of the 2023 U.P. Education Day.

Lynn belongs to the Genesee County Governmental Clerks Association, where she serves as President.

SEEKING NOMINATIONS
For City | Township | Village | Deputy
2025 Clerks of the Year

Please consider submitting a nomination for a praiseworthy clerk for the 2025 City, Township, Deputy, and Village Clerk of the Year Awards. The nomination deadline is February 7, 2025. Up to five nominees can be placed on the ballot based on the following criteria:

- Years of experience as a municipal clerk;
- Demonstration of above average performance in the position;
- Active in county/state/national associations;
- Interest in improving skills and advancing the profession; and
- Contributions to community and respect of community leaders.

All nominees must be current members of the MAMC for 2025. The Clerk of the Year program is designed to honor municipal clerks who demonstrate professional and personal qualities representing the best of our profession.

In March, the candidate biographies and photos will be posted on the MAMC website and the Clerk of the Year ballot will be available for voting via SurveyMonkey. Also in March, you will receive an email from Michael.Siegrist@cantonmi.gov, via Survey Monkey, inviting you to vote electronically for the MAMC Clerk of the Year.

Subsequent reminders are sent to anyone who has not yet voted. So please make sure your municipality servers do not block SurveyMonkey emails. The winners will be awarded at the MAMC Conference on June 5, 2025, at the Delta Hotels Muskegon Convention Center.



Did your office get creative this past year with problem solving? What did you do that made your job easier or more impactful? Enter your initiative for the 2025 MAMC MiExcellence Awards! Watch your email for entry details.

Bylaws Amendment Approved and Dues Increase

Michael Siegrist, MiPMC/CMC
2nd Vice President & Chair, Ways & Means

On June 19, 2024 the general membership approved changes to the bylaws at the Annual Conference Membership Meeting at Grand Traverse Resort.

The bylaws initially required that the membership approve any increase in dues with 30 days' notice. This had resulted in missed opportunities to address the expanded needs of the organization and meet the demands of inflationary economic pressures on the organization. As a result, Article III – Membership, Section 5, Dues was amended to allow the Board of Directors to alter the dues structure subject to a membership referendum. The updated bylaws are available on the MAMC website.

Additionally, the membership voted for the 2025 dues to be set as follows: \$100 annually for members and \$125 annually for associate members. The announcement of this proposed increase was also presented at the April 9, 2024 Member Education Day in Mt. Pleasant.



We're on Facebook!
Join the MAMC
private group to
connect with and
learn from other
clerks!

Membership Report

Tina Porzondek, MiPMC2/CMC
Director, Membership/MiPMC

Here's what benefits you get when you join or renew your MAMC membership:

- Professional Education Programs
- Membership Mentoring
- Dynamic Summer Educational Conference
- Positive Partnerships with the State Bureau of Elections
- Legislative Lobbying on Important Professional Issues
- Member directory of contact information for the clerks in our organization (1000+ members!)
- Resource directory, with years of collected policies and documents from different counties
- Members Only website page access and access to our Facebook page

MAMC is a professional organization just for you! MAMC Membership is the #1 resource for support, techniques and know-hows from a statewide network of clerks and deputies.

Join or renew today. Here's how:

- Join or renew online at michiganclerks.org
- Fill out the paper registration form and mail payment

Renew now to avoid late fees. Those who signed up for automatic renewal will have their memberships renewed automatically.

WELCOME NEW CLERKS AND DEPUTIES!

Membership is yours; it is not for the jurisdiction. Each member joins individually.

Make sure you sign up to be an ACTIVE MEMBER so that you receive full benefits.

Education Report

*Lynn Henry, MiPMC3/CMC
Chair, Education Committee*

We hope everyone who attended the 2024 Annual Conference enjoyed the education sessions. Our team strives to provide relevant topics at each event.

After every event we are always asked about education points and certifications. Information regarding certification can be found on the MAMC website at: <https://michiganclerks.org/certification/> and on the IIMC website at: <https://www.iimc.com/121/Certification>

The following is a brief review of the different associations, certifications, and education point system.

For MiPMC certifications, education points are earned at 2 points per 6 educational hours, or per day.

For CMC and MMC certifications, education points are earned at 1 point per 2 educational hours for an IIMC approved Institute and at 1 point per 4 educational hours for a State (MAMC) education program and require the completion and submission of a learning assessment.

ASSOCIATIONS:

Michigan Association of Municipal Clerks (MAMC)
International Institute of Municipal Clerks (IIMC)

CERTIFICATIONS:

Michigan Professional Municipal Clerk (MiPMC)

This certification is attained through MAMC. The requirements for the MiPMC certification are:

1. Must be an active member of MAMC
2. Must have accomplished one of the following:
 - a. Completed Michigan Municipal Clerk's Basic Institute
 - b. Attained IIMC – MMC Certification

*Rachelle Enbody, MiPMC2/CMC
Vice-Chair, Education Committee*

Each subsequent level of MiPMC Certification requires having accumulated an established number of education points (20 points for Level 2 certification and 50 points for each level of certification thereafter).

Certified Municipal Clerk (CMC)

This certification is attained through IIMC. The requirements for CMC certification are:

1. Must be an active member of IIMC for two years.
2. Must complete an Application for Admission
3. Must complete an Application for Designation
4. Requires having accumulated sixty (60) education points AND fifty (50) experience points.

Master Municipal Clerk (MMC)

This certification is attained through IIMC. The requirements for MMC certification are:

1. Must be an active member of IIMC for two years.
2. Must complete an Application for Admission
3. Must complete an Application for Designation
4. Requires having accumulated sixty (60) advanced education points AND forty (40) professional points.

FUTURE EDUCATION EVENTS

2025 Basic Institute(s)

March 9-14, 2025, or
March 16-21, 2025
Comfort Inn Conference Center, Mt. Pleasant

2025 Annual Conference

June 4-6, 2025

Ready for a new venue?

Nestled along the shores of Lake Michigan, Muskegon offers the perfect backdrop for our celebration. The state-of-the-art convention center is steps away from local attractions, stunning waterfront views, and vibrant dining options. Whether exploring the town or enjoying some downtime on the beach, you'll leave feeling refreshed and inspired.

Save the Date!

Mark your calendars and plan to join us June 2-6, 2025, for an event that celebrates our past, inspires our future, and connects the incredible professionals who make it all happen. Registration details will be coming soon, so stay tuned!

Let's make our Silver Jubilee a conference to remember. We can't wait to see you in Muskegon!

Capitol Update

Bill Zaagman

Governmental Consultant Services Inc

Lame Duck on the Move

With the November elections in the rear-view mirror, Legislators returned to Lansing to wrap up the session while Democrats still hold the trifecta. Numerous election-related legislation remains on the priority agenda for December.

Senate Bills 401-404: Creating a Michigan Voting Rights Act. The bills passed the Senate and are in the House Elections Committee awaiting action.

Senate 1068: Makes numerous changes modernizing, clarifying and updating various sections that spell out the rights and responsibilities of challengers. The bill was reported from the Senate Elections Committee and is awaiting action by the full Senate.

House Bills 6052-6055: Provides for numerous clean-ups to the original Proposal 2 implementation legislation enacted last year. This is not unusual to introduce clean-up legislation after a major piece of legislation has been implemented. These bills are awaiting full action by the House.

House Bills 5699-5702: Establishes the Oath of Office for local offices cannot commence sooner than the first day of the month following the election. These bills passed the House and are awaiting for action in Senate Elections Committee.

The session concludes no later than December 31, 2024. All bills failing to pass and not sent to the Governor die at the conclusion of the session and must be reintroduced next session.

Republicans Take Control of Michigan House

Voters ousted four Democrats, giving Republicans control of the Michigan House of Representatives for the 103rd Michigan Legislature. Democrats currently hold a slim 56-54 majority. When Republicans take the gavel on January 8, 2025, they will have a little more breathing room with a 58-52 seat majority. The four Democrat incumbents losing re-election were Rep. Nate Shannon (D-Macomb County), Rep. Jenn Hill (D-Marquette County); Rep. Jaime Churches (D-Wayne County); and, Rep. Jim Haadsma (D-Calhoun County), who lost re-election by a mere 58 votes. While the State Senate was not up for election, it is noteworthy to mention that with Democrat Sen. Kristen MacDonald Rivet winning the 8th Congressional District, the state Senate Democrat majority will slip to 19-18 in that chamber until a special election is called to fill her vacancy.

With Republicans seizing control of the State House, Minority Leader Matt Hall (R-Kalamazoo County) was selected by the Republican caucus to be Speaker of House for the 103rd Session of the Michigan Legislature. Current Speaker Joe Tate (D-Wayne County) stepped down after the election losses opening the door for Rep. Ranjeev Puri (D-Wayne County) to take control of the minority caucus.

Looking to the House Election Committee next session, there are three former Republican clerks serving who could be poised to chair the committee or serve on the committee. Two former clerks, Jay DeBoyer (R-St. Clair), a former county clerk, and Rachelle Smit (R-Allegan), a former township clerk, currently serve on the committee and could seek reappointment to the committee or appointment as chair.

Rep. Ann Bollin (R-Livingston), a former township clerk, served as chair of the committee during the 101st Michigan Legislature and moved to the House Appropriations Committee this session winding down. All three could end up serving on the committee, which has seen substantial activity this session.

MAMC Financial Report	
Leanne Scott, MiPMC2/MMC MAMC Treasurer	
Financial Report as of December 31, 2024	
Bank Statement	
Beginning Balance	\$146,830.83
Deposits/Credits	\$44,563.73
Interest	\$0.00
Withdrawals	\$31,833.66
Ending Checking Balance	\$159,560.90



MAMC Board members Rachelle Enbody (left) and Lynn Henry pose with Paul Long, who led Master Academy at the 2024 Summer Conference.



MAMC Board members Holly Thompson (left) and Lisa Lawitzke found a hidden duck at the 2024 Summer Conference.

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

2025 MEMBERSHIP APPLICATION

Renewal application due by January 31, 2025 to avoid late fees



Name _____ Title _____

Municipality _____ County _____

Mailing Address _____

Work Phone _____ Home/Cell _____

Email _____ Fax _____

Status ☐ New Member ☐ Renewal

Certification ☐ MAMC-MiPMC ☐ IIMC-MMC ☐ IIMC-CMC

MEMBERSHIP TYPE (By-Laws Article III; SR-41)	DUES
<input type="checkbox"/> Active Member (Active Clerk, Deputy Clerk, or counterpart with different title)	100.00
<input type="checkbox"/> Associate Member (Previous member, or person or business connected with government)	125.00
<input type="checkbox"/> Honorary Member (Prior Clerk or dignitary; requires a majority vote of the Board)	0.00
<input type="checkbox"/> Membership Pin	6.00
<input type="checkbox"/> Late fee applies for renewals only , if postmarked after due date of January 31, 2025	15.00
TOTAL AMOUNT ENCLOSED	\$

I do hereby subscribe to the principles and ethics as described in MAMC's SR-47 Code of Ethics and Conduct, which I affirm will govern my personal and professional conduct as a Municipal Clerk in the State of Michigan. I attest to having read, and understand, the Code of Ethics and Conduct, and as a member of MAMC agree to uphold all ethics rules as written.

Applicant Signature (required)

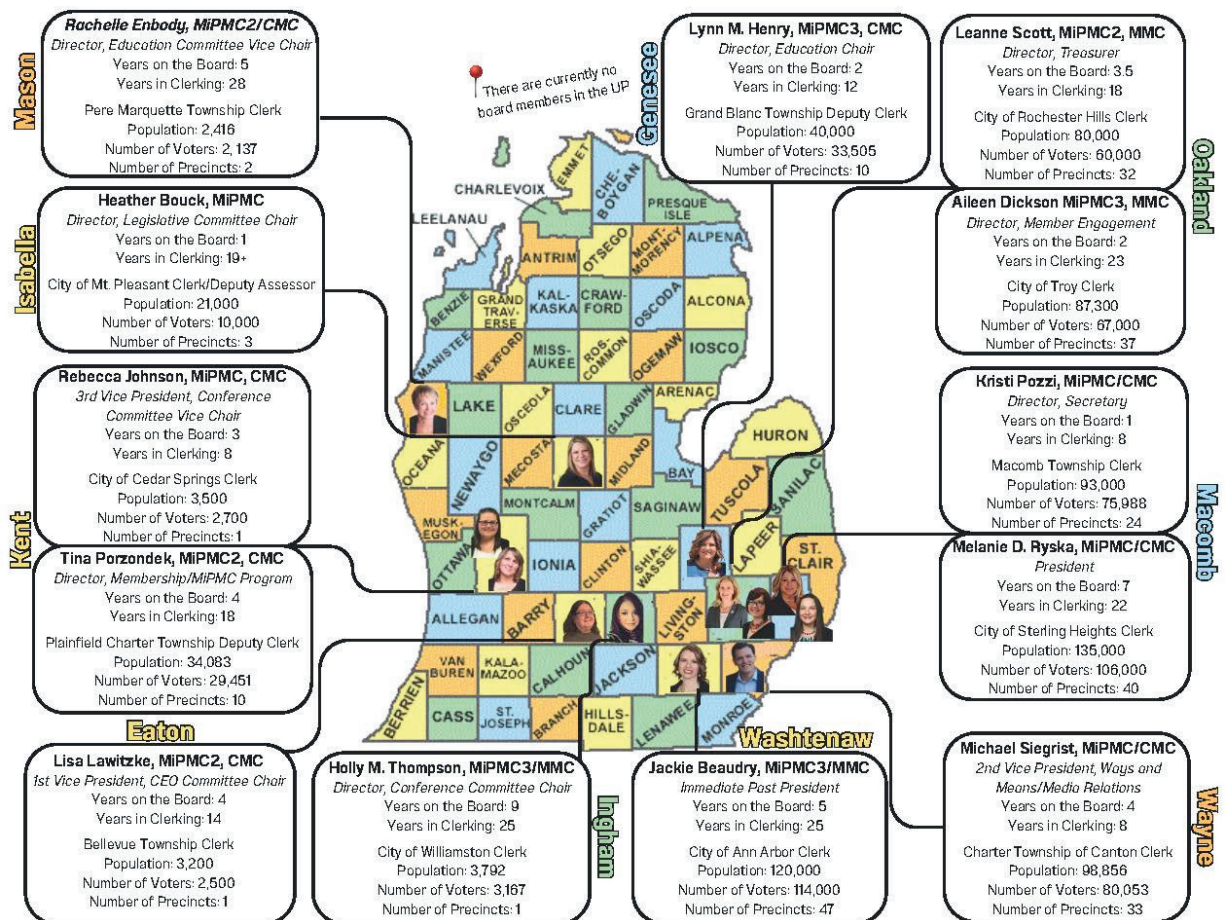
Date



Apply online at www.michiganclerks.org or scan QR code. Memberships payable by credit card or check. **Memberships are non-transferable.**

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MAMC Board of Directors





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