



## OAMR RESOURCE GUIDE

The mission of the Oregon Association of Municipal Recorders (OAMR) is *to enhance the quality of our office and to encourage dedication to our profession, by providing educational experiences of the highest quality as well as promote the professionalism of the office of municipal recorder.* Part of this overall mission includes providing our members with the resources needed to achieve their personal and professional goals. Below are some of the resources available.

### OAMR AND IIMC (INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS)

#### OAMR WEBSITE <http://www.oamr.org/>

The OAMR website has a wealth of information about the organization and all aspects of city recorder duties. The home page has links to the following:

- **Bylaws**
- **Calendar**
- **City Websites**
- **Committees**
  - **Audit Committee:** Purpose: To conduct the bi-annual audit of the financial records of OAMR.
  - **Bylaw Committee:** Purpose: To review the OAMR bylaws and prepare proposed changes to be reviewed and approved by the membership.
  - **City Recorder's Procedure Manual Committee:** Purpose: To review and update the procedure manual created by OAMR and used as a guide by OAMR members and other City Recorders.

- **Conference Committee:** Purpose: To coordinate the annual conference. Subcommittees include Facility, Registration, Sponsors, Vendors, Speakers/Entertainment, Handbook, Hospitality, Special Events, and Finance.
- **Education Committee:** Purpose: To encourage and support the OAMR membership by providing educational opportunities.
- **Historical Committee:** Purpose: To preserve the history of the Oregon Association of Municipal Recorders.
- **IIMC Conference Committee:** Purpose: To set goals and work towards obtaining an International Conference to be held in the State of Oregon. Until conference bid has been awarded, committee is ad hoc only and members are appointed by the President.
- **Internet Committee:** Purpose: To maintain fresh and relevant information regarding the distinct heritage of our profession through a well-designed, user friendly, and updated website.
- **Legislative Committee:** Purpose: To stimulate interest and activity in legislation affecting municipal government and to study proposed legislation and report to the OAMR Executive Board and membership. The committee maintains a close working relationship with the League of Oregon Cities to receive committee training and monitor legislation that affects jurisdictions and the profession of municipal recorder. Appointment to the Legislative Committee is a two year appointment.
- **Membership Committee:** Purpose: To encourage membership in the Association.
- **Mentoring and Leadership Development Committee:** Purpose: To encourage professional growth and development of new City Recorders through the OAMR Mentoring Program and to provide guidance and support to potential candidates for the OAMR Board of Directors through the OAMR Leadership Development Program.
- **Newsletter Committee:** Purpose: To produce and distribute four issues of the OAMR Newsletter per year.

- **Northwest Clerks Institute Education Committee** Purpose: Members of this committee are the Chairs of the Education and Professional Development committees and one additional member appointed by the President.
- **Nominating Committee:** Purpose: To provide the membership with a slate of candidates at the annual meeting.
- **Professional Growth & Development Committee:** Purpose: To promote the professional image of the City Recorder through continuing education and to coordinate certification programs with the Northwest Municipal Clerks institute to develop Professional Development I, II, and III goals and educational requirements. In addition this committee will help educate local government officials and the public on the importance of the office of City Recorder. The committee is also charged with coordinating the OAMR booth at the Annual LOC conference.
- **Records Management Committee:** Purpose: To provide training on Records Management and Retention Schedules.
- **Retired Clerks Committee** Purpose: To develop opportunities for retired recorders who wish to continue with some level of activity in the organization and the profession.
- **Scholarship Committee:** Purpose: To administer financial aid, in the form of scholarships, to OAMR members who otherwise would not be able to take advantage of educational opportunities.
- **Special Projects Committee:** Purpose: To coordinate special projects to raise money for various purposes including education and scholarships and to help with the success of the annual conference in regard to door prizes and freebies.

Forms or manuals are available related to each topic area on the individual committee web pages. You can access those web pages from the Committee Description page at [http://www.oamr.org/Committees/Committee\\_Description.htm](http://www.oamr.org/Committees/Committee_Description.htm)

**If you are interested in joining a Committee please contact the Chair Person for that Committee (look on OAMR website for current chairs). Please provide the following information with your request:**

- Name
- Jurisdiction
- Committee Interested In
- Mailing Address
- Telephone
- Fax
- E-Mail Address

- **Goals and Mission**
- **Hot Topics**
- **IIMC Reports \***
- **Jobs**
- **Membership**
- **Newsletters**
- **Officers**
- **City Recorders' Procedures Manual**
- **Professional Development**
  - Certified Municipal Clerk (CMC) certification
  - Master Municipal Clerk (MMC) certification
- **Programs**
- **Records Management**
- **Scholarships**
  - Professional Development
  - Mid-Year and Annual Academy
  - Annual Conference Attendance
  - IIMC Annual Conference Attendance
  - IIMC Scholarships
- **Special Recognition**
- **Website Contacts**

- **Membership Application**
- **Northwest Clerks Institute**
- **Training Opportunities**

### **OAMR Listserv**

The OAMR listserv is a group email account that you can sign up for through the OAMR website. This site offers a place for recorders to ask questions and share information. Some examples of questions on the listserv include: “Does anyone have a Privacy/Identity Theft Protection Policy in place that they could share?” or “My City Council has asked me to find out how many cities are members of the Chamber of Commerce and as such pay membership dues.” The listserv is also used to send out valuable information, such as “The deadline to apply for the scholarship for the OAMR Annual Conference is \_\_\_\_\_”. The information and responses you can receive from this listserv are incredible.

There are times when you only need to respond to the person sending out the inquiry, or in the case of congratulating individuals who receive their certification, to that individual. This helps to keep everyone’s email inbox from getting inundated.

To add your email address to the listserv, you can register at [https://mail.oamr.org/mailman/listinfo/oamr\\_oamr.org](https://mail.oamr.org/mailman/listinfo/oamr_oamr.org) or by clicking on the link at the bottom of the first page of the OAMR website. Each participant will be responsible for entering and updating their own information. The email address for sending information to the members on this list is [oamr@oamr.org](mailto:oamr@oamr.org).

### **IIMC WEBSITE**

The IIMC website has information about the organization, as well as the certification programs and educational opportunities.

To learn more about IIMC, go to their website at [www.iimc.com](http://www.iimc.com)

### **Certification**

City Recorders in Oregon, and around the world, have the opportunity to receive a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) certification. OAMR, along with the International Institute of Municipal Clerks, offers educational opportunities to help recorders receive the experience and educational points needed for these certifications. You can find out more by clicking on Professional Development on the OAMR website.

### **International Institute of Municipal Clerks (IIMC)**

Founded in 1947, the International Institute of Municipal Clerks is the leading professional association serving the needs of Municipal Clerks, Secretaries, Treasurers and Recorders and other allied associations from cities and towns worldwide.

IIMC’s primary goal is to actively promote the continuing education and professional development of Municipal Clerks through extensive education programs, certification, publications, networking, annual conferences and research. As an educational catalyst, IIMC inspires Clerks to expand and advance beyond their present levels of development.

IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among Municipal Clerks around the globe.

## An Overview of the Certification Process for City Clerks/Recorders

The following outlines the basic process for obtaining the Certified Municipal Clerk (CMC) accreditation through the International Institute of Municipal Clerks (IIMC).

1. Become a Member of IIMC. This is probably the most important step. You must be a member of IIMC for two years before applying for your CMC. Fortunately, you can earn points toward certification before you join, but don't put off joining.
2. Create a file to keep all of your documentation of sessions attended.
3. 60 points are necessary on the Education side and 50 points are needed on the Experience side of the CMC application.

Graduation from three Professional Development (PD) sessions will suffice for the Education points. If you are unable to attend all of the PD sessions, one third of the minimum points may be obtained through distance education, approved by IIMC (check the IIMC website for approved sessions).

If you have a college degree that qualifies you for your education points, you can still attend the sessions and simply use those points toward your Experience side of the application.

4. You are encouraged to apply for all the scholarships available to you. IIMC has a scholarship for attendance as does OAMR. Many scholarship funds go unused, so don't put off applying or assume you will not be selected.
5. After receiving your CMC designation, the only thing needed to maintain this designation is current IIMC membership. Once a CMC designation is reached, the CMC will keep that title for the duration of their membership with IIMC.

For those who have been working towards CMC Recertification, please take note that Advanced Education work that would have been applicable towards Recertification can be applied to the MMC program. Additionally, if you have already completed Recertification, please note that each completed Recertification can earn 20 points of Advanced Education towards the MMC program, if so desired. Keep in mind that there is no time limit to complete the MMC Designation. You may simply gather your points as you earn them, and submit them once or twice yearly. For MMC questions or concerns, please feel free to contact Emily Maggard ([Emily@iimc.com](mailto:Emily@iimc.com)) at any time.

6. Forms for CMC and MMC applications as well as scholarship forms are available at both the IIMC and OAMR web sites.  
IIMC: [www.iimc.com](http://www.iimc.com)  
OAMR: [www.oamr.org](http://www.oamr.org)

There were some proactive changes made to the MMC program that went into effect on January 1, 2010, that may be of interest. Changes made to the MMC program can be found

here:

[http://www.iimc.com/Education/2010%20Changes%20to%20%20\(MMC\)%20Program.pdf](http://www.iimc.com/Education/2010%20Changes%20to%20%20(MMC)%20Program.pdf)

## **OTHER AGENCY WEBSITES**

### **League of Oregon Cities**

The League of Oregon Cities is a voluntary association representing all of Oregon's 242 incorporated cities. The League works in partnership with its member cities to help local government better serve the citizens of Oregon. Its primary functions are to advocate, to inform and to educate. Resources on the LOC website include legislative services, policy setting, intergovernmental relations, internet-based information, and research publications on relevant city issues. LOC also offers learning opportunities year-round, including: the LOC Annual Conference and specialized training workshops through the Oregon Local Leadership Institute (O.L.L.I.).

The LOC website can be accessed at [www.orcities.org](http://www.orcities.org)

Click on "The City Center" logo to enter The Center Service program and find answers to many of the questions faced by city officials as they serve their communities. Topics include: Annexation, transportation funding, public contracting, council rules, public safety, electric deregulation, budgeting, SDCs, taxes, personnel management, water, solid waste. The online information resource center is available 24 hours a day, 7 days a week.

Contact LOC by phone at (503) 588-6550 or (800) 452-0338; by fax: at (503) 540-8149; or by e-mail at [citycenter@orcities.org](mailto:citycenter@orcities.org)

## **State of Oregon Secretary of State's Office**

The State of Oregon websites are valuable resources for all City Records. They have information on records management, notary and elections. Check the following websites for information on those topics:

- Archives Division: <http://arcweb.sos.state.or.us/>  
This web site offers access to the Oregon Blue Book (<http://bluebook.state.or.us/>) and Administrative Rules (<http://www.sos.state.or.us/archives/banners/rules.htm>). It also provides great records management resources at <http://arcweb.sos.state.or.us/banners/recmgmt.htm>. (See Records Management section of this guide)
- Elections Division:  
<http://www.sos.state.or.us/elections/elechp.htm>  
This website provides comprehensive election information to the public, including information on voting, campaign finance and candidates.  
  
It also provides all election manuals and forms, and information on the campaign finance program ORE STAR. You can access forms and documents at <http://www.sos.state.or.us/elections/publications/>  
Information on campaign finance can be accessed at <http://www.sos.state.or.us/elections/c&e/index.html>
- Corporation Division - Notary Public Services:  
<http://www.sos.state.or.us/corporation/notary/>

This site provides information on what it takes to become a notary, to renew your notary commission, and educational opportunities for notaries.

### **Records Management**

OAMR has an outstanding Records Management Committee. Check the OAMR Committee webpage:

<http://www.oamr.org/Committees/Record%20Management.htm>

The Secretary of State's office provides access to the City Records Retention Schedule as set forth by Oregon Administrative Rules. To access the retention schedule for cities, go to:

[http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_166/166\\_200.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_166/166_200.html)

The Association for Records Managers and Administrators (ARMA) is also a great resource for records management. Access their website at: [www.arma.org](http://www.arma.org)

### **Oregon Government Ethics Commission; a Guide for Public Officials**

The mission of the Oregon Government Ethics Commission is to fairly and impartially administer the regulatory provisions of ORS Chapter 244, Oregon Government Ethic law; ORS 171.725 to 171.785 and 171.992, Lobby Regulation and Oregon Public Meetings law; ORS 192.660, efficiently, expediently and with the highest possible emphasis on customer service for complainants, respondents and the general public of Oregon. To access their website, go to: <http://www.gspc.state.or.us/>

### **Oregon Department of Revenue**

The Department of Revenue is a great resource for financial information and forms for cities and counties. To access important publications from this site, go to:

[http://www.oregon.gov/DOR/PTD/ptd\\_localbudpubs.shtml](http://www.oregon.gov/DOR/PTD/ptd_localbudpubs.shtml)

From this site, the following publications can be accessed. These publications provide information about Local Budgeting in Oregon.

- Basic Budgeting Book
- Local Budgeting in Oregon--2001 Edition
- Local Budget Law
- Local Budgeting Manual

### **Oregon Liquor Control Commission (OLCC)**

This site provides information regarding liquor licenses and other topics related to the sale and distribution of liquor in Oregon. To access the OLCC website, go to

<http://www.oregon.gov/OLCC/index.shtml>