

2026 OUTSTANDING CLERK AWARD Nomination Form

Deadline for receipt of completed nomination: January 15, 2026

Minimum Requirements:

- City Clerk or Finance Officer for a municipality in the State of Missouri, serving at least five (5) years.
- Active, participating member of the Missouri City Clerks and Finance Officers Association for at least five (5) years.
- Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

NOMINEE'S BIOGRAPHICAL INFORMATION:

Name of Nominee:
Title: Date Appointed:
Municipality Name and Address: Class of City and Population:

NOMINATOR INFORMATION:

Name/Title:	Phone Number:
Office Address: (if different from municipality address above)	Best Time to Call:

PUBLICITY INFORMATION:

List the names and addresses of newspapers, radio stations, public officials, etc. to whom the announcement of this nomination and/or award should be sent. (attach additional pages if necessary)

Name:	Address:
Name:	Address:
Name:	Address:

NOMINATION FORM

Missouri City Clerks and Finance Officers Association

moccfoa.org

1. Summary of reason for nomination:	<i>FOR JUDGES ONLY:</i> <i>10 POINT MAXIMUM</i> <i>Points Awarded:</i>
In 500 words or less, describe why you believe this nominee should be selected to receive the Outstanding City Clerk Award.	
2. List or describe the nominee's service and/or contributions to the Missouri City Clerks and Finance Officers Association. List all offices, chairmanships and committees, or special projects served in the State Association. Please contact Melissa Mattson at mmattson@albanymo.net to acquire committees or offices served.	<i>FOR JUDGES ONLY:</i> <i>25 POINT MAXIMUM</i> <i>Points Awarded:</i>
3. List or describe the nominee's service and/or contribution to his/her local division (SW, SE, Central, etc.) of Missouri City Clerks and Finance Officers Association. List all offices, committees, or special projects in the local	<i>FOR JUDGES ONLY:</i> <i>25 POINT MAXIMUM</i> <i>Points Awarded:</i>

district (attach additional pages if needed). Please contact Melissa Mattson at mmattson@albanymo.net to acquire committees or offices served.	
4. List or describe any contribution(s) made by the nominee to the profession, including papers written or published, major legislation developed, and/or individual service to other professional associations such as IIMC (International Institute of Municipal Clerks, GFOA (Government Financial Officers Association), etc. (attach additional pages if needed).	<i>FOR JUDGES ONLY: 10 POINT MAXIMUM Points Awarded:</i>
5. List or describe any contributions made by the nominee to his/her own local community and/or municipal government (attach additional pages if needed). Example: if served on community boards, assisted local activities, local chamber, etc...	<i>FOR JUDGES ONLY: 10 POINT MAXIMUM Points Awarded:</i>

Missouri City Clerks and Finance Officers Association

moccfoa.org

6. List or describe any efforts made by the nominee to enhance his/her professional development. Such things may include, but not limited to: MRCC or MPCC status, CMC or MMC status, Certified Government Financial Manager, attendance at MML or municipal clerk/finance officers seminars or conferences, college course work, or degree in clerk/finance related field, adult education classes; training seminars or workshops conducted by state agencies or departments etc. (attach additional pages if needed)	<i>FOR JUDGES ONLY:</i> <i>10 POINT MAXIMUM</i> <i>Points Awarded:</i>
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7. List or describe any honors, awards, achievements, or memberships in other organizations, which contribute to the outstanding qualifications of the nominee. (attach additional pages if needed)	<i>FOR JUDGES ONLY:</i> <i>10 POINT MAXIMUM</i> <i>Points Awarded:</i>
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Date:	Signature of Nominator:
	Printed Name of Nominator:

PLEASE NOTE: NOMINATING FORMS WILL BE ACCEPTED ELECTRONICALLY AND MUST BE RECEIVED BY THE COMMITTEE CHAIRMAN NO LATER THAN JANUARY 15, 2026.

Please Submit to: Melissa Bazert, City Clerk Parkville mbazert@parkvillemo.gov Ph. 816-741-7676	<i>FOR JUDGES ONLY:</i> <i>TOTAL POINTS</i> <i>100 POINT MAXIMUM</i> <i>Points Awarded:</i>
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