

Continuing Education and Professional Development

The Colorado Municipal Clerks Association's purpose is to educate municipal clerks and promote a better understanding of the functions and duties of the clerk's office. Opportunities and resources for continuing education offered by CMCA and other professional organizations include:

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CMCA On-the-Road Workshops

The CMCA Education Committee offers On-the-Road Workshops from April to October each year. Classes are scheduled in each part of the state (the four quadrants and the metro area) by the end of March. The schedule for the year is then published in the April Communiqué and posted on the CMCA website. Registration begins at 8:30 AM; class begins at 9:00 AM and ends at 4:00 PM. Each workshop costs \$10 for CMCA members, \$25 for non-members. CMCA offers these workshops:

Nuts and Bolts

This workshop offers a variety of information about the basics of municipal clerking. This session includes topics covering public and open records; home rule and statutory legislation-how and why they differ; conflict of interest; board meetings; motions, resolutions and ordinances; resources available to municipal clerks; and clerk certification. In addition, the discussion is tailored to the attendees' needs and provides flexibility to cover additional topics as needed.

Nuts and Bolts 2

Nuts and Bolts 2 continues with the basics of more of the functions of being a Municipal Clerk. This Curriculum covers Personnel Files – what is public and what isn't; Human Resources – quick tips and processes from advertising to termination; Agenda Memos for Elected Officials – standardized format and information; Departmental Budgeting – how to research and present your budgetary requests; and Public Notices for Planning and Zoning Issues. This class includes wonderful informational handouts with lots of good things to take back to your office.

First Time Election

If you've never conducted an election, this session was designed for you! You'll receive the information you need to prepare for and conduct a municipal election.

Basic Elections

This curriculum was developed to educate Election Officials on the varied processes and procedures associated with conducting a Polling Place Election. Participants will learn how to develop an election calendar; where to find, read and understand election laws and terms; candidate nomination petitions; Fair Campaign Practices Act (FCPA) reports; processing absentee ballots; canceling an election, hiring and training election judges, canvassing; recounts and much more.

Mail Ballot Elections

Election Laws and Rules promulgated by the Secretary of State regarding the conduct of a Mail Ballot Election have drastically changed. Election Officials will learn what these changes are and their effect on conducting a successful Mail Ballot Election. Participants will learn how to develop a mail ballot plan and chronological calendar; process flow chart; where to find, read and understand election laws and terms; voters registering by mail; signature requirements; processing absentee, emergency and replacement ballots; Fair Campaign Practices Act (FCPA) Reports and much more.

Coordinated Elections

Coordinated elections are authorized by the Taxpayer's Bill of Rights (TABOR) and happen when 2 or more political subdivisions with overlapping boundaries or the same electors hold an election on the same day. The County Clerk is the coordinating Election Official. CMCA's On-the-Road Workshop on coordinated elections focuses on who does what and when in coordinated elections.

Initiative/Referendum/Recall

This workshop identifies procedures, principles and laws that guide the petition process citizens use to propose and change local laws, or remove elected officials from office. Learn petition format, required wording, important dates and circulation requirements.

Liquor Licensing

This session will provide participants with not only an overview of the liquor licensing process from the State's perspective, but will also offer a very practical approach to liquor licensing at the local level. It's truly beneficial for everyone, regardless of your experience with liquor licensing, and offers attendees the opportunity to take what is required by State Statute and rules/regulations and apply them in a practical way for municipal clerks and their liquor licensees.

Records Management

This is a comprehensive review of basic principles and practices considered useful in

managing local records effectively. Topics include: What are Records? What is Records Management? Managing Records on Limited Resources, Maintaining Your System, and Other Records Considerations. It may or may not include a State Archivist sector.

Next Step in Records Management

This is a new curriculum designed for the Clerk who has the basic system in place and wants to go to the “next step”. Topics including developing a Records Management Manual, Making the Model Work for You, and Electronic Records Management.

Colorado Institute for Municipal Clerks

The Colorado Institute for Municipal Clerks is conducted by the University of Colorado-Boulder In conjunction with the Colorado Municipal Clerks Association. Instruction takes place on the university campus in a one-week session during July. The Institute offers classes in public administration, managerial skills, interpersonal skills and technically related subjects. Faculty is chosen from academic, public and private organizations on the basis of their experience and ability to contribute to a dynamic, in-depth learning experience. Participant involvement is continually encouraged to enhance the learning process. Look for registration information to be posted on the CMCA website in mid-April.

The estimated registration fee is \$760 (includes tuition, materials, notebook, meals, double occupancy housing, opening barbecue and graduation luncheon). For commuters, the estimated fee is \$540 (includes tuition, materials, lunches, opening barbecue and graduation luncheon). Scholarships are available from CMCA; contact the CMCA Scholarship Committee for details.

Institute is a 3-year program, but attendance in consecutive years is not required. Students should be Municipal Clerks or employed in a Municipal Clerk's office

For more information, contact:

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Colorado Master Municipal Clerks Academy

Graduates of the Institute for Municipal Clerks may continue their education by attending the Master Municipal Clerks Academy. Attendance can be used as credit toward the International Institute of Municipal Clerks (IIMC) Master Municipal Clerk designation or toward IIMC's Recertification Program. Instruction takes place on the university campus in 1 annual session in mid-September (1/2 day Wednesday, all day Thursday, 1/2 day Friday of classes). Participants in the Academy must be Institute graduates, or city administrators, but CMC designation is not required. Look for registration information to be posted on the CMCA website in late July.

The estimated registration fee is \$420 (includes tuition, double occupancy housing, notebook and instructional material). For commuters, the estimated fee is \$340 (includes tuition, 2 lunches, notebook and instructional materials). Scholarships are available from CMCA; contact the CMCA Scholarship Committee for details.

For more information, contact:

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CGFOA / CMCA Annual Conference

The CGFOA / CMCA Annual Conference is a joint effort between the Colorado Government Finance Officers Association and CMCA, providing excellent educational opportunities in a variety of sessions over the course of three days in mid-November. The conference has taken place in various locations around the state for over 25 years. Look for registration information to be posted on the CMCA website in October.

The estimated registration fee is \$350 for members of CGFOA or CMCA, \$400 for non-members, with discounts for first-time attendees and early registrants. Lodging is additional, averaging \$100 per night. Scholarships are available from CMCA; contact the CMCA Scholarship Committee for details.

For more information, contact:

Kathy Barta
Conference Administrator
P O Box 19276
Denver CO 80219
Phone: (303) 922-4647 Fax: (303) 922-5295

CMCA Mentor Program

The CMCA Mentor Program matches new clerks with experienced clerks willing to provide guidance on all aspects of clerks' duties. Contact any member of the CMCA Board of Directors for more information about this program.

IIMC Annual Conference

The IIMC Annual Conference is attended by municipal clerks from the United States and around the world. Conference Delegates select from over 40 concurrent sessions, special topic seminars, plenary sessions and educational site visits. Go to www.iimc.org for more information.

IIMC Regional Conference

The IIMC Region VIII Conference promotes education and networking within our 11-state IIMC region (Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, Wyoming). Conferences in recent years have been held in Las Vegas, Boise, and Albuquerque. As future conferences are scheduled, CMCA will post details on its website.

IIMC Distance Education

Distance education through IIMC allows the student to take courses as time permits. There are no assignment deadlines. Depending on the course, the student will be asked to read articles,

post and respond to threaded discussions (logging on, writing a message relevant to the course readings and topics posted by the instructor, and responding to the messages of virtual classmates), and take quizzes and a final exam. [Visit IIMC's website to learn more about this program.](#)

IIMC Athenian Leadership Society

The Athenian Leadership Society (ALS) is an advanced IIMC Leadership Development Program and is a joint venture between IIMC and the University of Illinois at Urbana/Champaign. Society Members attend Dialogues that focus on helping Municipal Clerks develop critical thinking skills and increase their leadership ability. To become a Fellow in the Society, Members must attend 8 Dialogues, write a thesis, and demonstrate leadership in selected ways. For more information about the Society, [visit IIMC's website.](#)

CML Annual Conference

The CML Annual Conference is organized by the Colorado Municipal League for the primary benefit of elected officials and administrators. CMCA does sponsor educational classes for municipal clerks, traditionally on Thursday morning of the conference, and in conjunction with Women in Municipal Government (WIMG) on Friday morning. [Click here to learn more.](#)

CML Clerk Listserv

A listserv allows a group of individuals to share information and ideas electronically. Any listserv subscriber can raise a question or provide information, which then is automatically e-mailed to all the members of the group. Any and all responses from other members of the group are also e-mailed to all members. The Colorado Municipal League hosts a listserv for clerks and deputy clerks. [Visit the CML website to sign up.](#)

Colorado Election Official Certification Program

Pursuant to the federal Help America Vote Act (HAVA), the Colorado Secretary of State operates a certification program for local election officials on the conduct of elections, HAVA, and other topics related to elections. More information is available from the Secretary of State's [Lisa Doran](#), 303-894-2200 x 6104.

Colorado Liquor Enforcement Division

The State of Colorado Liquor Enforcement Division offers classes on issues related to liquor licensing. Contact [Dan Gunter](#), 303-205-2907, at the Liquor Enforcement Division for details.

ARMA International

ARMA International was established in 1955. Its members include records managers, archivists, corporate librarians, imaging specialists, legal professionals, IT managers, consultants, and educators. This organization offers home-study courses, on-line learning, and on-site learning at its annual conference. [Visit ARMA International's website for details.](#) Currently, there are 2 local ARMA chapters in Colorado, the Mile High Denver Chapter and the Northern Colorado Chapter (efforts are underway to establish a chapter on Colorado's Western Slope), both of which offer educational programs. Visit www.armadenver.org and www.northerncoloradoarma.org to learn more.

Association for Information and Image Management

The Association for Information and Image Management (AIIM) is an organization focused on helping users to understand the challenges associated with managing documents, content, records, and business processes. AIIM offers courses leading to certification in Enterprise

Content Management (ECM) and Electronic Records Management (ERM). [Find details at AllM's website.](#)

Colorado Association for Municipal Court Administration

The Colorado Association for Municipal Court Administration (CAMCA) offers classes around the state on issues related to managing municipal courts. [Follow this link to CAMCA's website for more information.](#)

Colorado Government Finance Officers Association

The Colorado Government Finance Officers Association (CGFOA) provides training and career enhancement opportunities and provides a forum for the discussion of common issues, problems or other objectives of mutual interest to public finance officers. Visit www.cgfoa.org to learn more.

The Election Center

The Election Center is a nonprofit organization dedicated to promoting, preserving, and improving democracy. Its members are government employees whose profession is to serve in voter registration and elections administration. The Election Center's Professional Education Program was created with the cooperation and guidance of Auburn University's Master's in Public Administration faculty who also serve as the principal instructors. Participants receive credit towards the Certified Elections/Registration Administrator (CERA) designation and they receive continuing education units from Auburn University. [Visit The Election Center's website for details.](#)

International Association of Clerks, Recorders, Election Officials, and Treasurers

The International Association of Clerks, Recorders, Election Officials, and Treasurers (IACREOT) consists of governmental officials whose responsibilities fall into one of four areas – finance, land records, courts, and elections. The elections division of the organization is the most active. IACREOT offers 12 course modules taught by university professors. After completing nine of the 12 modules, IACREOT members receive a Chancellor's Certificate in Public Administration. [Find out more on IACREOT's website.](#)

Institute of Certified Records Managers

The Institute of Certified Records Managers (ICRM) is an international certifying organization of and for professional records and information managers. Through ICRM, one can receive the Certified Records Manager (CRM) designation by meeting both educational and work experience requirements and by passing required examinations. [Visit ICRM's website for more information.](#)

National Archives and Records Administration

The National Archives and Records Administration (NARA) has developed a Records Management Training Program. Locations in NARA's Rocky Mountain Region where courses are offered include Denver and Albuquerque. [Click here to go to NARA's Records Management Training Learn Center.](#)

National Association of Parliamentarians

The National Association of Parliamentarians (NAP) provides its members opportunities to develop and exercise their skills for participating in and leading effective meetings. NAP awards the Registered Parliamentarian® (RP) and Professional Registered Parliamentarian® (PRP) accreditations following course study and successful completion of examinations. [Visit](#)

[NAP's website to learn more.](#)

Society of Rocky Mountain Archivists

Members of the Society of Rocky Mountain Archivists (SRMA) are staff and volunteers of archives, historical societies, museums, corporate and governmental agencies, libraries, and colleges and universities. SRMA produces a quarterly newsletter, meets twice a year, and sponsors workshops with various organizations to promote education and awareness of archival issues. [Details are on SRMA's website.](#)

Society for Human Resource Management

The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. There are 6 local chapters in Colorado. SHRM and the local chapters offer educational programs leading to the Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), and Global Professional in Human Resources (GPHR) certifications. Learn more at www.shrm.org and www.coshrm.org.

University of Colorado at Denver's Rocky Mountain Program

The Rocky Mountain Program is a week-long residential seminar that develops the leadership skills of public sector elected and upper-level managers. Participants can earn 3 graduate credit hours. [Get details at the Rocky Mountain Program's website.](#)