A Resolution

TO DECLARE MAY 5 – 22, 2024, AS “PROFESSIONAL MUNICIPAL CLERKS WEEK IN SOUTH CAROLINA” TO RECOGNIZE AND HONOR THE VALUABLE CONTRIBUTIONS THAT MUNICIPAL CLERKS MAKE TO CITIES AND TOWNS IN SOUTH CAROLINA.

Whereas, the position of municipal clerk is the only municipal staff role that is required by state law, regardless of a municipality’s size or form of government; and

Whereas, all 271 cities and towns in the state are required to have a municipal clerk; and

Whereas, [YOUR CLERK’S NAME] plays a critical and varied role to support the mayor, city council and city staff; and

Whereas, municipal clerks’ responsibilities under state law include giving notice of meetings to council members and the public, keeping minutes of its proceedings, and performing other duties; and

Whereas, regardless of city size, municipal clerks have seen their roles and responsibilities expand with changing times; and

Whereas with advancements in software and hardware, municipal clerks have become increasingly adept/skilled at using technology to prepare materials for meeting agenda packets, to record meeting minutes and to manage public records; and

Whereas, municipal clerks get their professional training from the South Carolina Municipal Finance Officers, Clerks and Treasurers Association, an affiliate organization of the Municipal Association of South Carolina;

**NOW, THEREFORE,** be it resolved by the Council of the City/Town of [YOUR CITY] declares May 5 – 1, 2024, as “Professional Municipal Clerks Weeks in [CITY/TOWN]” to recognize and honor the valuable contributions that [CLERK’S NAME] makes to our city.

**DONE AND RATIFIED** in Council assembled on this \_\_\_ day of [April/May] 2024.