

# UMCA DECLARATION OF CANDIDACY FORM

I, \_\_\_\_\_, being first sworn, say that I am the duly  
(Print name as it is to appear on the ballot)  
appointed Recorder, Clerk, or Deputy for \_\_\_\_\_, a municipality in the  
(City/Town)  
State of Utah, telephone number \_\_\_\_\_, and I am a candidate for the office  
of \_\_\_\_\_.  
(UMCA Board Position)

I request that my name be printed upon the official ballot and state that I have received permission to run for this office from my municipality.

\_\_\_\_\_  
Signature of Candidate

I, the Mayor/City Manager of the above mentioned municipality, hereby support our Recorder, Clerk, or Deputy running for the above named position in the Utah Municipal Clerks Association.

\_\_\_\_\_  
Mayor/City Manager

## The qualifications of a candidate are:

1. Be a Full Member of UMCA
2. Have been a Recorder/Clerk or Deputy for at least three years
3. To qualify to run for election to the position of Vice President, an individual shall have previously served on the Board of Directors for two years, or must be a current Director, Secretary, or Treasurer and must be in their second year of serving in such capacity. If the two-year requirement cannot be met, those with less service time may qualify.

## Commitment:

1. The Secretary, Treasurer, or Director positions (Communication, Membership, Education, and Training) are two-year positions.
2. The Vice President is a one-year commitment moving to President, and then Past President.
3. The UMCA Board conducts six meetings annually, which may be done via teleconference or Skype; and travel expenses are paid. These meetings are in preparation for the Annual Conference and Institute/Academy.

**Please submit your Declaration of Candidacy to:**  
**S. Annette Spendlove**  
**505 E 2600 N North Ogden, UT 84414 or [aspend@nogden.org](mailto:aspend@nogden.org)**  
**Submissions are due no later than Thursday, February 14<sup>th</sup> at 4pm**