



**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	May 6, 2025
TITLE	56th Annual Professional Municipal Clerk Week May 4-10, 2025
DIVISION	General Manager's Office
FROM	Yolande Barial Knight, Assistant Clerk of the Board
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

Proclamation recognizing the 56th Annual Professional Municipal Clerks Week and the East Bay Regional Park District's Clerk of the Board Office.

BACKGROUND

May 4 through May 10, 2025 is the 56th Annual Professional Municipal Clerks Week. Initiated in 1969 by the International Institute for Municipal Clerks and endorsed by all of its members throughout the United States, Canada and 15 other countries, this week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week.

Although Municipal Clerk is one of the oldest positions in local government, few people realize the vital services the Clerk's Office performs for their community. Primarily, they act as the cornerstone of their Board. They also prepare the agendas and packets, record and index minutes and finalize the Board's ordinance and resolutions.

The Proclamation honors the Clerk of the Board's Office and all who support in its work as it continually strives to improve the administration of its duties through participation in education programs, seminars, workshops, and annual meetings of the state, province, county and international professional organizations.

This annual observance offers a special opportunity to recognize and honor the critical role the Clerk of the Board's Office plays in its community and as the backbone of local government, often working behind the scenes to oversee key functions while maintaining public trust. It is essential in ensuring transparency, efficiency, and the smooth operation of local government.

Their dedication is vital to the functioning of East Bay Regional Park District.

ATTACHMENTS

None.



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2025 – 05 -
MAY 6, 2025**

56TH ANNUAL PROFESSIONAL MUNICIPAL CLERK WEEK MAY 4-10, 2025

WHEREAS, the office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Professional Municipal Clerk is the oldest among public servants; and

WHEREAS, the office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Professional Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Clerk of the Board's Office during the Professional Municipal Clerk week; and

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the East Bay Regional Park District hereby recognize the week of May 4 through 10, 2025 as Professional Municipal Clerk Week, and further extend appreciation to our Clerk of the Board Office and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this proclamation.

Moved by Director _____, and seconded by Director _____, and adopted May 6, 2025, by the following vote:

FOR:

AGAINST:
ABSTAIN:
ABSENT: