

Proposed Rules  
of  
The Tennessee Department of State  
Division of Business Services

Chapter 1360-6-1  
Certification of Municipal Clerks & Recorders

Presented herein are proposed amendments of department rules submitted pursuant to T.C.A. §4-5-202 in lieu of a rulemaking hearing. It is the intent of the department to promulgate these rules without a rulemaking hearing unless a petition requesting such hearing is filed within thirty (30) days of the publication date of the issue of the Tennessee Administrative Register in which the proposed amendments are published. Such petition to be effective must be filed on the 6<sup>th</sup> Floor of the William R. Snodgrass Tower located at 312 Eighth Avenue North, Nashville, TN 37243, and in the Department of State, 8<sup>th</sup> Floor, William R. Snodgrass Tower, 312 Eighth Avenue North, Nashville, TN 37243, and must be signed by twenty-five (25) persons who will be affected by the rule, or submitted by a municipality which will be affected by the rule, or an association of twenty-five (25) or more members, or any standing committee of the General Assembly.

For a copy of the proposed amendments, contact Bob Grunow, Director of Business Services, Department of State, William R. Snodgrass Tower, 6<sup>th</sup> Floor, 312 Eighth Avenue North, Nashville, TN 37243, and (615)-741-0584.

The text of the proposed amendments is as follows:

Amendments

Rule 1360-6-1-.02, Certification Qualifications is amended by deleting the existing rule in its entirety and by substituting the following language so that as amended the rule shall read:

Rule 1360-6-1-.02 Certification Qualifications.

- (1) A person is eligible to obtain certification from the Secretary of State by obtaining certification from the International Institute of Municipal Clerks, or by completing a minimum of one hundred (100) credit hours from any of the following or combination thereof:
  - (a) The Municipal Clerks Institute conducted by the University of Tennessee; or
  - (b) Seminars conducted by the Tennessee Municipal League; or
  - (c) Leadership and Technical Programs conducted by the University of Tennessee Municipal Training; or
  - (d) Job-related seminars (Documentation should be submitted outlining the content of the seminars); or

- (e) An Associate of Arts or Science Degree (maximum credit of 25 hours) or a Bachelor of Arts or Science Degree (maximum credit of 50 hours), provided that credit will be given for only one degree.

Authority: *T.C.A. §§ 4-5-202, 6-54-120.*

Rule 1360-6-1-.05, Continuing Education Course Requirements is amended by deleting the existing rule in its entirety and by substituting the following language so that as amended the rule shall read:

Rule 1360-6-1-.05 Continuing Education Course Requirements.

- (1) Continuing education requirements may be met by attending a minimum of eighteen (18) credit hours from any of the following or combination thereof:
  - (a) The Academy for Advanced Education conducted by the University of Tennessee.
  - (b) The International Institute of Municipal Clerks annual conference or state, provincial or regional clerks meetings.
  - (c) Seminars conducted by the Tennessee Municipal League, unless the seminars are used to complete the required hours of education for certification.
  - (d) Leadership and Technical Programs conducted by the University of Tennessee Municipal Training, unless such programs are used to complete the required hours of education for certification.
  - (e) Job-related seminars, unless the seminars are used to complete the required hours of education for certification. Documentation should be submitted outlining the content of the seminar.

Authority: *T.C.A. §§ 4-5-202, 6-54-120.*

Legal Contact and/or party who will approve final copy for publication:  
Contact for disk acquisition:

Bob Grunow  
Director of Business Services  
& Special Counsel to the Secretary of State  
Department of State  
William R. Snodgrass Tower, 6<sup>th</sup> Floor  
312 Eighth Avenue North  
Nashville, TN 37243  
615-741-0584

Signature of the agency officers directly responsible for drafting these rules:

\_\_\_\_\_  
Riley C. Darnell  
Secretary of State

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Bob Grunow  
Director of Business Services  
& Special Counsel to the Secretary of State

I certify that this is an accurate and complete copy of proposed rules, lawfully promulgated and adopted by the Department of State on the 30<sup>th</sup> day of June, 2006.

The Secretary of State is hereby instructed that, in the absence of a petition for rulemaking hearing being filed under the conditions set out herein and in the locations described, he is to treat the proposed rules as being placed on file in his office as rules at the expiration of thirty (30) days after the publication date of the issue of the Tennessee Administrative Register in which these proposed rules are published.

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Riley C. Darnell  
Secretary of State

Subscribed and sworn to before me this the 29<sup>th</sup> day of June, 2006.

\_\_\_\_\_  
Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

All proposed rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

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Paul G. Summers  
Attorney General and Reporter

The proposed rules set out herein were properly filed in the Department of State on the 18th day of July, 2006, and pursuant to the instructions set out above, and in the absence of the filing of an appropriate petition calling for a rulemaking hearing, will become effective on the 28<sup>th</sup> day of November, 2006.