

**TOWN OF EDISTO BEACH, SOUTH CAROLINA  
PROCLAMATION NO. 2026-P07**

**A PROCLAMATION OF MUNICIPAL CLERK WEEK**

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

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

**WHEREAS**, our Municipal Clerk, Donna Rizer, performs an important, significant, and varied role in supporting the Town of Edisto Beach, our Mayor, Town Council Members, and Town Staff; and

**WHEREAS**, the municipal clerk's responsibilities under state law include providing official notice of meetings to Council Members and the public; keeping official minutes of Town Council proceedings; managing official public records, including the retention of official records; managing and providing assistance to Town Council approved committees; coordinating official public notices and candidate applications for municipal elections; and performing other official duties for the municipality; and

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

**WHEREAS**, municipal clerks receive their professional training from the South Carolina Municipal Clerks and Treasurers Institute, an affiliate organization of the Municipal Association of South Carolina; and

**NOW, THEREFORE**, I, the Mayor of the Town of Edisto Beach, South Carolina, do hereby proclaim May 3-9, 2026, as *Municipal Clerk Week* in the Town of Edisto Beach, as an acknowledgement of Mrs. Rizer's noteworthy contributions.

IN WITNESS WHEREOF, I have set my hand this 9<sup>th</sup> day of April 2026.

---

W. Crawford Moore, Mayor

ATTEST:

---

Donna Rizer, Municipal Clerk