

WMCA Clerk of the Year Policy

Purpose:

The WMCA Clerk of the Year Award was developed to focus attention on the important role that Municipal Clerks have in our communities and to honor their achievements and accomplishments.

Guidelines:

1. Any WMCA member in good standing may submit a confidential nomination postmarked no later than the stated deadline (form attached). Nominations may also be made by elected officials and/or city administrators. A letter from the Chair, on behalf of the committee, will be sent to mayors and city managers in order to generate a greater pool of candidates. The nomination must be submitted to the Immediate Past President of WMCA, Chair for the Clerk of the Year Committee, by the stated deadline.
2. Announcements:
 - a. For purposes of reminding everyone of the award, information will be included in the June, July, and August editions of the Executive Committee Monthly Report, with the call for nominations being placed in the September edition of the Executive Committee Monthly Report.
 - b. Committee members are encouraged to announce the availability of applications at the local level, e.g., regional meetings.
3. Criteria for selection include:
 - a. The nominee must be a member of WMCA in good standing (fully paid dues) for 5 years and not holding the office of President, President-Elect, Vice President, or current Past President. The Chair will confirm with the Treasurer that nominees are in good standing before forwarding the names to the committee for review and recommendation.
 - b. The nominee must have made an outstanding contribution or performed an outstanding service during the current preceding year through March, or throughout his or her tenure of good standing membership in WMCA.
 - c. In general, it is not sufficient that a nominee perform his or her duties well. "Outstanding" is for individual performance over and above the job description. This service could be to WMCA, the profession of Municipal Clerk or to the nominee's community in one or more of the following areas of expertise (each category selected must be fully explained):
 - 1) Public Relations
 - 2) Organization and Administration
 - 3) Legislative and City Council Procedures
 - 4) Records management
 - 5) Special Projects

- 6) Outstanding Service to WMCA (time/length of service)
 - 7) Leadership
 - 8) Contribution to the Clerk Profession
 - 9) Lifetime Achievements/Retirement Recognition
 - 10) Community Activities and Volunteerism
4. Nominations shall not be carried over from one year to the next. If no nominations are received by the deadline, no award will be given.
 5. Receiving an award does not restrict future nominations of the recipient.
 6. The President shall select the recipients of the award for each area of expertise for which qualified nominations are submitted. There may be areas where no award is presented during years in which there is no outstanding nominee. The President's decision is final.
 7. Only one of the recipients may be designated "WMCA Clerk of the Year".
 8. Recognition will be given at the Annual Banquet.
 9. The Past President shall prepare a press release announcing the Clerk of the Year (and other award recipients) immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipient works.

**NOMINATION FORM
WMCA CLERK OF THE YEAR AWARD**

1. NAME OF NOMINEE: _____
2. CITY OR TOWN: _____
3. TITLE: _____ DATE APPOINTED: _____
4. AREAS OF ACCOMPLISHMENT:
 - 1)___PUBLIC RELATIONS
 - 2)___ORGANIZATION AND ADMINISTRATION
 - 3)___LEGISLATIVE AND CITY COUNCIL PROCEDURES
 - 4)___RECORDS MANAGEMENT
 - 5)___SPECIAL PROJECTS
 - 6)___OUTSTANDING SERVICE TO WMCA (time/length of service)
 - 7)___LEADERSHIP
 - 8)___CONTRIBUTION TO THE CLERK PROFESSION
 - 9)___LIFETIME ACHIEVEMENTS/RETIREMENT RECOGNITION
 - 10)___COMMUNITY ACTIVITIES AND VOLUNTEERISM

Each category selected must be fully explained. Describe in detail on additional sheets and attached to this nomination form. The nomination must be postmarked no later than _____.

DATE: _____ SUBMITTED BY: _____

PRESS RELEASE INFORMATION:

List the names and addresses of newspapers, radio stations, public officials, etc., to whom the announcement of this nomination and/or award should be sent. Attach additional pages if necessary.