

## 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. Nominations:

Any Active WMCA member (as defined in WMCA's Bylaws) in good standing (fully paid dues) may submit a confidential nomination postmarked no later than the stated deadline (form attached). It is encouraged that such nominations be submitted in collaboration with the nominee's elected and/or appointed official(s) and/or supervisor. Nominations may also be made by elected and/or appointed officials and/or supervisors. A letter from the Chair, on behalf of the committee, will be sent to elected and/or appointed official(s) in order to generate a greater pool of candidates. The nominations must be submitted to the Immediate Past President of WMCA, Chair of the Awards 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, guidelines, criteria and nomination form 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 nominees' selection include:

- a. Eligibility: The nominee must be an Active member of WMCA (as defined in WMCA's Bylaws), in good standing (fully paid dues) for the preceding 5 consecutive years. Members currently holding the office of President, President-Elect, Vice President, and Past President are not eligible for nomination. The Treasurer will provide the Chair with a list of WMCA members to confirm that nominees meet the eligibility requirements. The Chair will then forward the nominations of eligible nominees to the committee for review and recommendation. If a nominee is found ineligible, the Chair shall inform the nominator by telephone of the nominee's ineligibility.
- b. The nominee must have made an outstanding contribution or performed an outstanding service 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.

The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:

- 1) Leadership, organization, administration and communications.
  - 2) Legislative and governing body procedures, records management and public relations.
  - 3) Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.
  - 4) Special projects and 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 consider the recommendations of the Awards Committee. There may be no award presented during years in which there is no outstanding nominee. The President's decision is final.
  7. Only one of the nominees may be designated "WMCA Clerk of the Year". The President may also select recipients for Awards of Distinction from among the field of eligible Clerk of the Year nominations. There may be years in which there are no outstanding nominees. The President's decision is final and he/she shall communicate his/her decision to the Awards Committee Chair. The Chair will have the award plaque prepared, and will notify the selected Clerk of the Year's municipality and guests to provide the necessary information if they wish to attend the Annual Banquet.
  8. The presentation of the awards will take place at the Annual Banquet.



## WASHINGTON MUNICIPAL CLERKS ASSOCIATION CLERK OF THE YEAR AWARD NOMINATION FORM

**NAME OF NOMINEE:** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**TITLE OF NOMINEE:** \_\_\_\_\_

**DATE APPOINTED:** \_\_\_\_\_

### AREAS OF ACCOMPLISHMENT:

Please identify specific instances within each area where the Clerk has performed outstanding service. Describe in detail on additional sheets and attach to this nomination form.

- 1) Leadership, organization, administration and communications.
- 2) Legislative and governing body procedures, records management and public relations.
- 3) Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.
- 4) Special projects and community activities and volunteerism.

The nomination must be postmarked no later than **Monday, December 29, 2008**.

RETURN TO: Alice M. Bush, MMC  
General Services Director/City Clerk  
WMCA Immediate Past President  
City of Lakewood  
6000 Main Street SW  
Lakewood, WA 98499

**SUBMITTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

### PRESS RELEASE INFORMATION:

Please 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.