

# MUNICIPAL CLERK OF THE YEAR AWARD NOMINATION FORM

## Purpose of the Award

The purpose of the Municipal Clerk of the Year Award is to recognize a member of the Alabama Association of Municipal Clerks and Administrators (AAMCA) whose accomplishments during the past year have made the most significant contribution to the objectives of the Municipal Clerks' profession, the improvements of municipal government in Alabama and/or the Clerk's own community and municipal government.

### To be considered for selection as Municipal Clerk of the Year, the nominee must be:

- Any member in good standing of AAMCA who **actually** performs the duties of a Municipal Clerk, with AAMCA dues paid for the current year.

### The nominees will be judged in the following manner based on the categories listed below:

- The maximum number of points to be awarded in any category will be determined by the number of applicants. Each category will be weighted equally by the judges.
- Each individual judge will evaluate each applicant in each category, assigning each applicant a number of points based on their ranking in that category. (Example: if there are 5 applicants, the most outstanding applicant in a particular category would be awarded 5 points, and the other 4 applicants would be awarded 4 points, 3 points, 2 points and 1 point, respectively, based upon their accomplishments in that particular category.)
  - Clerk of the Year committee will be chaired by the Clerk of the Year Award recipient for the previous year and other members appointed by the President. The committee will be made up of a Chairperson and four other appointed members, totaling five (5) committee members.
  - Each individual judge will tally the points they have awarded each applicant in all categories and assign a total score to each application. (Example: if there are 5 applicants, the scores for the five applicants will be 5,4 3, 2, and 1.)
- The individual judges will then submit their total scores for each applicant to the Clerk of the Year Committee Chair, who will total the scores of all judges for each applicant and determine the recipient of the award. The ranking of the remaining applicants shall not be revealed by the Committee.

## CATEGORIES:

1. Number of Years of Service as Municipal Clerk.
2. Additional duties performed for applicant's municipality in addition to those as Municipal Clerk. Additional areas of service or accomplishment with the applicant's municipality should be included.
3. Contributions (both personal and professional) to the community. This would include, but would not be limited to, service to charitable, civic, or Church organizations, as well as offices held and awards or accomplishments in the community.
4. Service to the Alabama Association of Municipal Clerks and Administrators. This would include, but would not be limited to, offices held, committee assignments and participation on both the state and district levels.
5. Service to the International Institute of Municipal Clerks. This would include, but would not be limited to, offices held, awards received, committee assignments and participation.
6. A letter of nomination from the AAMCA district represented by the applicant.
7. Additional sheets may supplement the application form, if necessary.

The recipient of the Municipal Clerk of the Year Award will be announced at the Summer Conference (Clerk's Day) and will be honored by the Association at the annual General Business Meeting of the Association at the Winter Conference.

It will be the responsibility of the Municipal Clerk of the Year Committee Chair to purchase, at Association expense, an appropriate plaque for the Municipal Clerk of the Year and for each of the nominees. The nominees will be individually recognized at the Summer Conference, by announcement of their nominations before the announcement of the Municipal Clerk of the Year Award winner. It will also be the responsibility of the Municipal Clerk of the Year Committee Chair to prepare articles or announcements and submit them for publication to the Alabama League of Municipalities, the International Institute of Municipal Clerks, the Association's newsletter and to the local newspaper of the Award winner.

The Association will utilize every avenue available, including the officers and district directors of the Association, to recognize the Municipal Clerk of the Year and nominees in their own municipalities.

Please forward completed forms no later than 5 PM, Central time, \_\_\_\_\_ to:

Insert information for Committee Chair

The winner will be announced at the Clerk's Summer Conference Banquet which will be held  
\_\_\_\_\_ (insert dates for Summer Conference and for Banquet date/time).







**International Association of Municipal Clerks (IIMC) Services** (committee assignments, offices held, awards received, etc.):

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

Please feel free to **attach additional sheets** with any supplementary information that you feel will help the committee to evaluate your qualifications as a nominee.

A **letter of endorsement** should accompany the nomination from the District represented.

Please note that your **nominee must be** a member in good standing of the Alabama Association of Municipal Clerks and Administrators (AAMCA). **Dues must be paid for the current year.** If not, the application will not be considered.