

NOMINATION FORM--TO BE RECEIVED BY MAY 1

MEMBER OF THE YEAR - LONE STAR CHAPTER

-----PLEASE TYPE-----

Nominee's Full Name _____
Current Job Title: _____ City: _____
Address _____
City _____ Zip _____ Business Phone _____
Number of Years as Municipal Clerk _____ Number of Years as Deputy or Assistant _____
Number of Years in Municipal Government (not previously applied) _____

LONE STAR CHAPTER PARTICIPATION:

Number of Years as Member (two-year minimum): _____

Service:

Committee: _____ Year _____ Chair* ()

Committee: _____ Year _____ Chair* ()

Committee: _____ Year _____ Chair* ()

Committee: _____ Year _____ Chair* ()

Officer: _____ Year _____

Officer: _____ Year _____

*Chair service will be credited with assigned points and will not receive service points.

OTHER LOCAL ORGANIZATIONS/CHAPTERS

Organization Name: _____ Number of Years as Member: _____

Service:

Committee: _____ Year _____ Chair* ()

Committee: _____ Year _____ Chair* ()

Officer: _____ Year _____

Organization Name: _____ Number of Years as Member: _____

Service:

Committee: _____ Year _____ Chair* ()

Committee: _____ Year _____ Chair* ()

Officer: _____ Year _____

Nominee: _____

TEXAS MUNICIPAL CLERKS ASSOCIATION/IIMC/OTHER STATE-NATL ORGANIZATIONS

TMCA – Number of Years as a Member _____

Committee: _____ Year _____ Chair* ()

Committee: _____ Year _____ Chair* ()

Committee: _____ Year _____ Chair* ()

Officer: _____ Year _____

Officer: _____ Year _____

IIMC – Number of Years as a Member _____

Committee: _____ Year _____ Chair* ()

Other Organizations: _____ Number of Years as a Member _____

Committee: _____ Year _____ Chair* ()

Other Organizations: _____ Number of Years as a Member _____

Committee: _____ Year _____ Chair* ()

SPECIAL PROJECTS

Publication of professional articles, coordination of seminars/conferences, educational session convener/coordinator: Participation in TMCA/TMCCP, Local Chapter, IIMC Education Sessions (description and date): _____

Session Instructor (descriptions and date): _____

Individual Submitting Nomination

Nominator _____ Date _____

Address _____ Phone _____

e-mail _____

Nominee: _____

NOMINATOR: Please include a brief summary of the reasons why you believe your nominee should be selected as the Lone Star Chapter Member of the Year.

(Signature of Nominator)

NOMINEE: I attest to all facts contained on this form, and give my permission for the facts to be used for publication. With agreement to accept the Member of the Year Award, I understand that, barring extreme circumstances, a nominee must be present at the Award Ceremony to be held at the June meeting of the Lone Star Chapter.

(Signature of Nominee)

RETURN NOMINATION FORM TO:

**LONE STAR CHAPTER TMCA
MEMBER OF THE YEAR
Scoring Criteria**

Name: _____	Points	Total
Years as a City Secretary/Municipal Clerk	5 ea.	_____
Years as a Deputy/Assistant	2 ea.	_____
Years in Municipal Government (not previously applied)	2 ea.	_____
Lone Star Chapter		
Membership (2-year minimum)	2 per yr.	_____
Committee Service	4 per yr.	_____
Committee Chair*	5 per yr.	_____
Officer	10 per yr.	_____
Other Local Organizations/Chapters		
Membership	1 per yr.	_____
Committee Service	2 per yr.	_____
Committee Chair*	3 per yr.	_____
Officer	8 per yr.	_____
TMCA/IIMC/State-Natl Organizations		
Membership	2 per yr.	_____
Committee Service	5 per yr.	_____
Committee Chair*	6 per yr.	_____
Officer	12 per yr.	_____
Special Projects		
Includes publication of professional articles, coordination of seminars/conferences, educational session convener/coordinator,	3 ea.	_____
Session Instructor	6 ea.	_____
TOTAL POINTS		0

* If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair.

Lone Star Member of the Year Scoring Average Form

Nominee	Scorer 1	Scorer 2	Scorer 3	Average
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0

Note:
Form requires input from three scorers for accurate calculation.

The Committee Chair should complete this Scoring Average Form after all s have submitted their scores for the nominees. The Chair should identify eac scorer by a number. The average score should populate in the column titled average and will assist in recommendation to the Executive board.

Lone Star Chapter Member of the Year Procedures Bylaws Exhibit B-2

Approved by the Membership: _____

The Lone Star Chapter welcomes the opportunity to recognize members for their accomplishments one in particular who has met specific criteria and demonstrated leadership qualities within the Chapter. This individual is nominated by the membership of the chapter.

Purpose:

This procedure document is designed to establish guidelines for the Chapter's City Secretary of the Year Nominating Committee following their appointment by the president and stands apart from the nomination for Clerk of the Year. It is not intended to serve as a substitute for discussion and decisions rendered by the membership or that may be recommended in the future.

Procedures:

A. Nominations

Individuals are encouraged to nominate a candidate for recognition as the Lone Star Chapter Member of the Year utilizing the official nomination form. The deadline for submitting nominations to the Clerk of the Year Committee shall be May 1 of each year. The finalist must be present to be honored at an awards ceremony to be held at the June meeting.

B. Eligibility Requirements

A nominee for the Lone Star Chapter Member of the Year must meet the following requirements:

1. Must be an active member of the Lone Star Chapter for at least two years;
2. Must have provided service on a local level where the opportunity exists, or on a state level;
3. Must have exhibited leadership abilities; and
4. Must currently hold a municipal government position.

C. Selection Criteria

The Committee shall use the Member of the Year Scoring Form and Scoring Average Form in determining who the successful nominee is for the year. Upon completion of the Committee's work, the Chair shall submit to the President, the Committee's recommendation along with all nomination and scoring forms. The Executive Board shall consider the recommended nomination and, by consensus, come to agreement on award of the honor. The President further notify recipient, their mayor and city manager, and confirm their attendance at the June Chapter meeting and further direct the Committee Chair to order a plaque of recognition.

Instructions for Nominator

- The completed nomination form must be submitted to the Clerk of the Year Committee Chair by May 1st.
- The individual submitting the nomination should briefly summarize the reasons the nominee should be considered as the Lone Star Member of the Year.
- The nomination form should have complete and accurate information including the nominator's signature. Additionally, information not specified on the form should not be included as it will not be considered for scoring.
- Only past and current service should be considered on the nomination form. Future service cannot be counted and will not be scored.
- Points will not be awarded for being a scholarship or award recipient or for attendance at classes or conferences, etc. This information should not be included on the nomination form.

Instructions for Nominee

- The nominee must sign the certification statement on the nomination form attesting that all facts are true and correct and that they will make plans to be present at the June meeting barring unforeseen circumstances.

Instructions for Lone Star Chapter Municipal Clerk of the Year Committee Members (Scorers)

- The Committee Chair will distribute all nomination forms that were received by the deadline along with the Scoring Form to committee members and designate scorer numbers.
- Each committee member should complete a scoring form for each nominee. Each scoring form should list the name of the nominee, a score breakdown by category, a total score and be signed by the scorer.

- If a scorer is also a nominee, the nominee will not score their own form. A member of the Executive Board will score in place of the nominee.
- Points should be allocated as listed on the scoring form; points shall not be allocated for a partial year of service.
- Only past and current service should be scored. Anticipated or future appointment cannot be counted and should not be scored.
- Points should not be allocated for attendance at classes or conferences, scholarships or award recipients.
- Completed Score Forms for each nominee should be returned to the Committee Chair by the designated date.

Instructions for the Clerk of the Year Committee Chair

- The Chair will complete a scoring form for each nominee as listed above.
- The Chair will complete the Scoring Average Form per instructions.
- The Chair will submit to the Chapter President the Committee's recommendation along with all forms, scoring sheets and final compilation by the designated deadline keeping a copy for the committee records.
- Following notification by the President of the individual to receive the award, the Chair will order a plaque and make plans to be available to present the award at the June Chapter Meeting or work to designate a replacement.

Records

All records of the Committee, including instructional materials, submitted forms and final scoring sheets shall be compiled and delivered to the incoming Chair following their appointment by the Chapter President in October of each year.