

Wisconsin Municipal Clerk's Association

LIFETIME ACHIEVEMENT AWARD

Guidelines

The purpose of this award is to identify and recognize a member of the Wisconsin Municipal Clerks Association who has made significant contributions to the objectives of the Municipal Clerk's profession, the improvement of municipal government in Wisconsin, and the contributions and improvements in the Clerk's own community. Criteria for the person chosen for the Lifetime Achievement Award shall include, but not be limited to: length of service, interaction with fellow clerks, promoting education to and about the clerk's role in local government, attendance at national and state conferences, pursuit of continuing education, community service and involvement.

Any member of the Wisconsin Municipal Clerks Association or a municipal official is encouraged to nominate a candidate for recognition for the Wisconsin Municipal Clerks Association Lifetime Achievement Award for the current year. Nomination forms can be obtained from the WMCA Coordinator or the WisClerks.org website. **Nomination forms must be sent by CERTIFIED MAIL and arrive no later than June 14.** The finalist will be honored at the Wisconsin Municipal Clerks Annual Conference.

A nominee for the Wisconsin Municipal Clerks Association Lifetime Achievement Award **MUST MEET** the following criteria:

1. Be a current member and member in good standing of the Wisconsin Municipal Clerks Association for at least five (5) years. Member in good standing means a fully paid member.
2. Currently hold the position of municipal or deputy clerk.
3. Exhibit leadership ability.
4. Have received and currently holds certification as a Municipal Clerk (CMC, MMC, WCMC OR WCPC).
5. Be active in the Wisconsin Municipal Clerks Association; i.e. attendance at district functions, state conferences, participation in committee work, etc.

To ensure the necessary information is complete and accurate, it is suggested that the data on the nomination form be supplied by the clerk being nominated.

A letter of support from the nominated clerk's municipality must accompany the nomination.

Return the completed form to:

Faith Elford
WMCA Coordinator
1414 Montclair Place
Fort Atkinson, WI 53538

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Policy/Procedure

- A. Nominations may be submitted by a member of the Wisconsin Municipal Clerks Association, excluding members of the Lifetime Achievement Award Committee, or any municipal official. There is no limit to the number of times an individual may be nominated for this award. However, the successful candidate may only be the recipient of the award one time. A member of the Lifetime Achievement Award Committee should not nominate an individual.
- B. Nomination forms may be obtained from the WMCA Coordinator or the WisClerks.org website.
- C. A letter of support from a member of the nominated clerk's governing body or the Mayor, a City/Village Manager or Administrator, or Town Board Chairman, **MUST** accompany the nomination.
- D. Nomination forms must be submitted via "Certified Mail" and received by the WMCA Coordinator and reviewed for completeness **prior to June 15th** of each year. A postmark of June 15th **will not be accepted.**

The nominations will be reviewed and final selection made of the award recipient by the "Lifetime Achievement Award Committee." The Lifetime Achievement Award Committee shall include the previous two award recipients, or in the absence of one or both recipients, two Clerks chosen by the President, each from different districts, and a Certified Municipal Clerk (CMC) appointed by the President. All members of the Committee shall be confirmed by the Executive Board. There may be a year or years in which there is no outstanding nominee and no award is given.

- E. The name of the nominees and the recipient will remain **confidential***** All nomination materials will be destroyed immediately upon adjournment of the Annual Conference.
- F. A short biography will be read, announcing the name of the recipient of the "Wisconsin Municipal Clerks Association Lifetime Achievement Award" at the Annual Conference in August.
- G. The award will be a stained glass plaque of the Wisconsin Municipal Clerks Association logo, which is framed, having an inscription of the title of the award, the year, and the name of the recipient.

- H. A congratulatory letter will be sent from the outgoing President of Wisconsin Municipal Clerks Association to the Board/Council of the successful nominee, asking that they adopt a resolution, recognizing the achievement of its clerk.
- I. The committee will send a letter to each of the Boards/Councils who recognized their Clerk's nomination by submitting a letter of support, and will send a thank you letter to the nominator, if other than the municipal governing body.
- J. Following the announcement of the recipient at the August conference, the Lifetime Achievement Award Committee shall notify the (1) local media, (2) the League of Wisconsin Municipalities, (3) the Wisconsin Towns Association, and (4) International Institute of Municipal Clerks.

*****Clarification of confidential:** This means the only persons who know the individuals who have been nominated are the WMCA Coordinator and the members of the Wisconsin Municipal Clerks Association Lifetime Achievement Award Committee. The President of the Wisconsin Municipal Clerks Association will be informed at the annual conference and provided with the proper information to present the award.