

MEMBER OF THE YEAR PROCEDURES

The Lone Star Chapter welcomes the opportunity to recognize members for their accomplishments, especially 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 Member 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:

D. 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 Member 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.

E. 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.

F. 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 shall 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 Member 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 Member 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.

NOMINATION FORM

MEMBER OF THE YEAR

TO BE RECEIVED BY MAY 1, 2022

Nominee's Contact Information

Nominee's Full Name: _____

Current Municipality: _____ Appointment Date: _____

Address: _____ Zip Code: _____

Business Phone: _____ E-Mail Address: _____

Years of Service (include all municipalities)

Number of Years as Municipal Clerk: From: _____ To: _____

Number of Years as Deputy or Assistant: From: _____ To: _____

TMCA Membership/Certification

Number of Years Member of TMCA, Inc.

(Minimum of Five (5) years to Qualify) From: _____ To: _____

Number of Years: _____

Date of Certification: _____ Date(s) of Recertification: _____ / _____

Texas Municipal Clerks Association, Inc.

Board Member (Position): _____ From: _____ to _____

Board Member (Position): _____ From: _____ to _____

Board Member (Position): _____ From: _____ to _____

Advisory Management Committee Member: _____ From: _____ to _____

Advisory Management Committee Chair : From: _____ to _____

Certification Committee Member: From: _____ to _____

Certification Committee Chair: From: _____ to _____

Other TMCA Committee Service:

Committee: _____ From: _____ to _____

Committee: _____ From: _____ to _____

TMCA Committee Chair Service:

Committee: _____ From: _____ to _____

Committee: _____ From: _____ to _____

Lone Star Chapter Service

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

Officer: _____ Year: _____

Officer: _____ Year: _____

Committee: _____ Year: _____ Chair* (____)

Committee: _____ Year: _____ Chair* (____)

Committee: _____ Year: _____ Chair* (____)

Committee: _____ Year: _____ Chair* (____)

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

NOMINATION FORM

Special Projects

TMCA, Inc.:

Year: _____

Year: _____

Year: _____

Local Chapter:

Year: _____

Year: _____

Year: _____

IIMC:

Year: _____

Year: _____

Year: _____

Other (i.e. TML or other service specifically related to the municipal clerk profession)

Year: _____

Year: _____

Year: _____

IIMC Service

CMC (Date) _____ MMC (Date) _____

Officer/Director _____ From: _____ to _____

Officer/Director _____ From: _____ to _____

Committee Service _____ From: _____ to _____

Committee Service _____ From: _____ to _____

Committee Service _____ From: _____ to _____

Participation in TMCA/TMCCP/Local Chapter/IIMC Education Sessions

Instructor:

Class: _____ Year: _____

Class: _____ Year: _____

Class: _____ Year: _____

Panel Member:

Class: _____ Year: _____

Class: _____ Year: _____

Class: _____ Year: _____

Participation in TMCA/TMCCP/Local Chapter/IIMC Education Sessions (continued)

Convener/Coordinator (TMCCP, Chapter Seminars, IIMC Sessions)

Class: _____ Year: _____

Class: _____ Year: _____

Class: _____ Year: _____

NOMINATION FORM

Individual Submitting Nomination

Nominator: _____ Date: _____

Address: _____ E-Mail: _____

Phone _____

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

(Signature of Nominee)

Due May 1, 2022

RETURN NOMINATION FORM TO:

Member of the Year Committee Chair:

Carole Kuykendall (Greenville)

ckuykendall@ci.greenville.tx.us