

Approved: 09/11/2009  
Amended: 03/12/2012  
Amended: 01/08/2013  
Amended: 01/12/2018  
Amended: 03/25/2022

## **Purpose of the Award**

The purpose of the Clerk of the Year Award is to recognize a member of the Kentucky Municipal Clerks Association (KMCA) whose accomplishments have made the most significant contribution to raising the professional status and image of the Municipal Clerk profession, improving municipal government in Kentucky and/or educating Kentucky's municipal clerks.

## **Eligibility**

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

1. A duly appointed City Clerk of a municipality in the State of Kentucky who holds a Certified Kentucky Municipal Clerk certification or greater; and
2. An active member in good standing of KMCA, with dues paid for the preceding five consecutive years.

## **Nominations**

Each Regional Chapter may nominate one (1) individual from their region or another KMCA Region. The nomination shall be made by the Regional Chapter President and may include additional letters of support. The nominee should be chosen by the majority of the region's members. In the event, that a Regional President is selected for nomination, the Region's Vice President should submit the nomination.

Nominations will be accepted from Mayors and City Administrators/Managers.

Peer-to-peer nominations will not be accepted.

Members of the Clerk of the Year Award Committee are not eligible for nomination.

Previous winners of the KMCA Clerk of the Year award are not eligible to receive the award again until five (5) years have passed since their initial award.

Nominations shall open in January with final nominations due by the last day of February each year.

Completed Nomination Forms with any supplemental or additional pages shall be forwarded no later than the last day of February to the Clerk of the Year Award Committee Chair, which will be listed on the KMCA website.

## **Committee**

Unlike other KMCA Committees, both the Clerk of the Year Committee Members and Chair will change annually.

# KMCA CLERK OF THE YEAR AWARD POLICY | 2

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The committee makeup will be the previous three (3) recipients. If any of the immediate past three (3) recipients are unable to fulfill the obligation, the President will ask past Clerk of the Year recipients if they wish to serve for that year. In the event, that the Committee cannot be filled by past recipients, the duly elected KMCA Vice President and/or the Immediate Past President will be asked to serve on the Committee.

The Chair of the Committee will be the veteran recipient and if that person is unable to serve, the President will select a chair from among the other committee members.

In addition to listing the Nomination Form on the KMCA website, each mayor will be notified in order to generate a greater pool of candidates. The committee will utilize KLC to distribute the Nomination Form.

The Clerk of the Year Award Committee shall confirm the nominees' eligibility and may notify the nominees to ask for additional information for the application such as activities and participation outside the clerk profession or within the clerk profession which the nominator may not have prior knowledge. While KMCA promotes and supports participation in IIMC, the main focus of this award is active participation within KMCA.

The Clerk of the Year Award Committee shall screen all applications and rank each applicant in order to determine the recipient of the award. There may be no award presented during years in which it is determined to be no outstanding nominee.

It will be the responsibility of the Committee to purchase, at KMCA's expense, an appropriate plaque and engraved award or keepsake (not to exceed \$200.00) for the Clerk of the Year and notify via phone and email (if available) the selected Clerk of the Year's municipality and guests to provide the necessary information if they wish to attend the Annual Banquet.

The Committee may announce the nominees on the KMCA Facebook page prior to the Spring Conference, however, the winner will NOT be announced until the annual KMCA Spring Conference Banquet.

## **Judging**

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

1. Service to the Kentucky Municipal Clerks Association. This would include, but would not be limited to, offices held, committee assignments, and participation on both the state and regional levels throughout his or her tenure of good standing membership in KMCA.
2. Service to their city for duties performed.
3. Contributions to the community or other professional organizations. This would include, but would not be limited to, service to charitable or civic-organizations and mentorship.
4. Offices held and awards or accomplishments in the community.
5. Service to the International Institute of Municipal Clerks. This would include, but would not be limited to, offices held, awards received including certification levels, committee assignments, and participation.

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Other consideration shall be given, but are not required for nomination, to the following:

1. Support letters from a Mayor or City Manager or other elected or appointed city officials.
2. Support letters will also be considered from previous or retired city officials.

## **Award**

The recipient of the Clerk of the Year Award will be announced at the Spring Conference and will be honored by KMCA at this event.

It will be the responsibility of the President to prepare announcements or articles and submit them for publication to the Kentucky League of Cities, the International Institute of Municipal Clerks, and to the local newspaper of the award winner.

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

A list of recipients will be maintained in the President's Handbook and on the KMCA website.

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**NOMINATION FORM  
KMCA CLERK OF THE YEAR AWARD**

- 1. Name of Nominee: \_\_\_\_\_
- 2. Municipality: \_\_\_\_\_
- 3. Title: \_\_\_\_\_ Date Appointed: \_\_\_\_\_
- 4. Nominee Contact Information: \_\_\_\_\_

5. Areas of Accomplishment:

Attach additional sheets to this Nomination Form to describe in detail specific instances identified within each area where the Clerk has performed outstanding service. Eligibility will be confirmed as listed on the information sheet. Please reference the Clerk of the Year Award Policy for additional information to be included for the nomination (scoring of applicants).

- 1. Service to the Kentucky Municipal Clerks Association.
- 2. Service to their city for duties performed.
- 3. Contributions to the community or other professional organizations.
- 4. Offices held and awards or accomplishments in the community.
- 5. Service to the International Institute of Municipal Clerks.

The nomination must be received by the Award Committee Chair no later than the **LAST DAY OF FEBRUARY OF EACH YEAR.**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Press Release Information:

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.

<i>Name</i>	<i>Affiliation</i>	<i>Contact Information (email or phone)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____