

**MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION
OUTSTANDING CITY CLERK AWARD**

Deadline for receipt (not postmark) of completed nominations is January 18, 2010

Nominee's Biographical Information

Name of Nominee: _____

Title: _____

Date Appointed: _____

Municipality: _____

Office Address: _____

City and Zip Code: _____

Nominator's Information

Name: _____ **Title:** _____

Office Address: _____ **City and Zip Code:** _____

Phone Number (area code): _____ **Best Time to Call:** _____

Publicity Information

Please list 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)

Name: _____ **Address:** _____

Name: _____ **Address:** _____

Name: _____ **Address:** _____

Name: _____ **Address:** _____

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NOMINATION FORM

1. Summary of reason for nomination:	<i>FOR JUDGES ONLY</i> _____ Points 10 Points Maximum
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In 500 words or less, please describe why you believe this nominee should be selected to receive the Outstanding City Clerk Award:
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<p>2. List or describe the nominee's service and/or contributions to the Missouri City Clerks and Finance Officers Association. List all offices, committees, or special projects in the State Association. (Attach additional page if necessary.)</p>	<p style="text-align: right;"><i>FOR JUDGES ONLY</i></p> <p style="text-align: center;">_____ Points</p> <p style="text-align: center;">25 Points Maximum</p>
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<p>3. List or describe nominee's service and/or contributions to their Local Division of the Missouri City Clerks and Finance Officers Association. List all offices, committees, or special projects. (Attach additional page if necessary.)</p>	<p style="text-align: right;"><i>FOR JUDGES ONLY</i></p> <p style="text-align: center;">_____ Points</p> <p style="text-align: center;">25 Points Maximum</p>
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<p>4. List or describe any contribution(s) made by the nominee to the profession, and/or individual service to other professional associations such as MRCC or IIMC. (Attach additional pages if necessary.)</p>	<p style="text-align: right;"><i>FOR JUDGES ONLY</i></p> <p style="text-align: center;">_____ Points</p> <p style="text-align: center;">10 Points Maximum</p>
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<p>5. List or describe any contribution(s) made by the nominee to their own community and/or municipal government. (Attach additional page if necessary.)</p>	<p style="text-align: right;"><i>FOR JUDGES ONLY</i></p> <p style="text-align: center;">_____ Points</p> <p style="text-align: center;">10 Points Maximum</p>
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<p>6. List or describe any efforts made by the nominee to enhance his/her professionalism development. Such things may include MRCC or MPCC status, CMC or MMC status, Certified Government Financial Manager, attendance at municipal clrk/finance officer seminars or conferences, college work or degree in clerk/finance related field, etc. (Attach additional page if necessary.)</p>	<p align="center">FOR JUDGES ONLY</p> <p align="center">_____ Points</p> <p align="center">10 Points Maximum</p>
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<p>7. List or describe any honors, awards, achievements, or memberships in other organizations which contribute to the outstanding qualifications of the nominee. (Attach additional page if necessary.)</p>	<p align="center">FOR JUDGES ONLY</p> <p align="center">_____ Points</p> <p align="center">10 Points Maximum</p>
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Date:	Signature of Nominator:
	Typed (or Printed) Name of Nominator:

*****Please Note: Nominating Forms must be submitted by regular mail. Electronic submittals will not be accepted.**

TOTAL POINTS

<p align="center">_____ Points</p> <p align="center">100 Points Maximum</p> <p align="center">FOR JUDGES USE ONLY</p>
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OUTSTANDING CITY CLERK AWARD**

POLICIES & PROCEDURES

Mission Statement

“ The Outstanding City Clerk Award is designed to recognize a City Clerk or Finance Officer that has demonstrated outstanding service and commitment to their municipality, community, and professional organizations.”

Minimum Requirements

1. City Clerk or Finance Officer for a municipality in the State of Missouri, serving at least five (5) years.
2. Active, participating member of Missouri City Clerks and Finance Officers Association for at least five (5) years.
3. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Guidelines

1. Confidential nominations may be submitted by any “active” member as defined in the bylaws of the MoCCFOA or a municipal official.
2. Nomination forms may be obtained from the Committee Chair, Committee members or the President.
3. Completed nomination forms must be received by the Committee Chairman no later than January 15 of each year. A postmark of January 15 will not be accepted.
4. The nominations will be reviewed by the Outstanding City Clerk Committee for verification of qualifications, i.e. membership, years of service, etc.
5. The Committee will forward the qualifying nominations to the judges (Kansas CCFOA President, MML Representative and two prior year recipients of the award), to make the final selection.

6. The names of the nominees and the successful candidate will remain confidential. All nomination materials will be destroyed immediately upon adjournment of the Spring Institute.
7. A short biography will be read, announcing the name of the "Outstanding City Clerk" at the Spring Institute in March.
8. An award will be presented having the inscription "Outstanding City Clerk, respective year and the name of the recipient" at the Spring Institute in March of each year. Notify nominator to invite Mayor, Council (Board, Commissioners, etc.), Administrator/Manager and other guests, up to six.
9. The President or President-Elect shall appear before the Board/Council of the successful nominee recognizing the achievement of their clerk by making a formal presentation.
10. Letters of acknowledgment shall be sent to the clerks who were nominated but did not receive the award and to whoever nominated him/her, inviting them to submit an application the next year.
11. In the case of a tie, the Committee members shall review the judges' ratings on those candidates and cast a secret ballot for the winner.
12. The Chairman shall prepare information for publicity to the *Missouri Municipal League Review*, *State Newsletter* and the *International Institute of Municipal Clerks News Digest*.
13. Once a clerk has been selected as "Outstanding City Clerk of the Year" s/he would be ineligible for future nominations.

Mail completed form to:



City of Palmyra

301 S. Main St. P.O. Box 32
Palmyra, MO 63461

Rhonda J. Dodd, CMC, MRCC
City Clerk

City Hall: 573-769-2223

Fax: 573-769-4762