

International Institute of Municipal Clerks Quill Award Nomination Instructions

The International Institute of Municipal Clerks (IIMC) takes pride in our membership and welcomes the opportunity to recognize our members for their accomplishments. Each year, IIMC will recognize up to three (3) individuals who have made a significant and exemplary contribution to their community, their state or province, and in particular to IIMC and their peers. The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions. Below are the guidelines for this nomination including the Quill Award Policy, instructions for the nominator and the nominee.

Quill Award Policy

A. Nominations

1. The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions.
2. Nominations shall be solicited annually from the membership.
 - a. A member of IIMC may submit no more than one nomination per year
 - b. Each such nomination shall require endorsement from the two region directors
 - c. There shall be no limit to the number of nominations per region
 - d. Serving members of the Board of Directors or present officers of IIMC shall not be eligible for this award as that such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past Presidents will be eligible for the Quill Award four (4) years after completing service on the Executive Committee.
3. The attached nomination form shall be submitted to IIMC Headquarters no later than April 1st:

B. Eligibility Requirements

A nominee for the Quill Award must meet the following requirements.

1. At least ten years of service as a Municipal Clerk
2. Active membership in IIMC for at least ten years
3. Attainment of the CMC Designation
4. Strong and extensive participation in IIMC

C. Selection Criteria

The Quill Selection Committee shall use the IIMC Quill Award Scoring Form for determining who the successful nominees are for the year. The President shall notify the recipient(s), the recipient's mayor and city manager, and confirm attendance at the annual IIMC awards event.

Instructions for Nominator

- The completed nomination form and summary must be submitted to IIMC Headquarters by April 1st.
- A State/Provincial/Regional/National organization, associated with IIMC, shall not be limited as to the number of nominations per year.
- Each nomination should briefly summarize the reasons the nominee should be considered for the Quill Award on the form provided or a separate sheet of paper. This form and all required documentation must be submitted with the completed nomination form.

The nominator shall ensure that the following are included with the nomination form:

- a. Resume of Nominee and reason for nomination
- a. A written endorsement from the State/Provincial or National Association;
- b. A written endorsement from the IIMC Region Directors

- The nomination form should have complete and accurate information. Additional information that is not specified on the nomination form should not be included as it will not be considered for scoring.
- Only past and current service should be included on the nomination form. Future service (e.g. nominee is appointed to a committee beginning at a future date; potential future certification date, etc.) cannot be counted and will not be scored.
- Points will not be awarded for being a scholarship or award recipient, nor 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 award ceremony barring unforeseen circumstances.