

# **IIMC's Award for Program Excellence in Governance**

## **NOMINATION AND SELECTION**

Nominations will be invited from all IIMC members who qualify under the definitions of membership as defined by the IIMC constitution OR the recognized Legislative Head or CEO of a government entity.

IIMC's President will appoint a Review and Selection Committee to review, select and recommend award recipients to the President. The Committee shall be comprised of the recommendations of the IIMC Board determined at a duly called meeting.

Award criteria will appear in the December News Digest. Forms for the award will be available on the IIMC website and from IIMC headquarters.

Completed nomination forms and all documents related to the nomination shall be mailed to IIMC headquarters. Documents will not be considered if they are mailed separately from the nomination form.

Nomination packages will be sent to each Review and Selection Committee Member by March 30 of each year. Each member will review the nominations and rank-order the nominees from most to least qualified. In ranking the nominees, reviewers will consider all award criteria and:

- A. The extent and strength of the nominee's involvement in the creation and implementation and direction of the program (if that is the chosen criteria).
- B. The benefit of the program and the effect of these contributions on the nominee's governmental entity, community and the nominee's professional stature within those.
- C. The strength and depth of the elements of leadership (if that is the chosen criteria) of the applicant and the breadth of the professional stature of the applicant in the community and in the employing entity.
- D. The impact or benefit of the leadership skills of the member or additional full member on the community.
- E. The strength and extent of the nominee's involvement in IIMC and their IIMC-recognized associations.

(If a Project/Program is the chosen criteria, please Rank A, B, and C, OR if Leadership is the chosen criteria, please Rank C, D and E.)

Nominators are advised and urged to avoid general statements about nominees and to provide detailed and factual information regarding the nominees' accomplishments and performance.

The Review and Selection Committee will meet by teleconference, if necessary, prior to the Annual Conference at which the Award will be presented. They will review all nominations and supporting materials, discuss their nominee rankings and select the Award recipient.

The Review and Selection Committee Chair will notify the IIMC President, the Award recipient, and the nominators of all applicants by April 30 of the award year.

The award will be presented or announced during the IIMC Annual Conference.

If possible, award inscriptions will be done during the Annual Conference in time for the presentation. If not possible, the award will be presented and subsequently returned for inscription.

IIMC's Communications Manager will contact the appropriate professional association, governmental entity and media regarding the recipient's award and will publicize it in a future News Digest.

IIMC will notify all nominees and nominators of the Award recipient. IIMC will send personal letters to the Award recipient, the nominators of the award recipient and all other nominators and nominees.

The Award for Program Excellence in Governance shall be awarded as follows:

F. One winner (governmental entity) will be announced at the Annual Conference by IIMC President.

G. The member or additional full member must be an IIMC member in good standing for two years immediately prior to this application.

H. The member or full additional member must be participating at the level of attendance at State/Provincial/Regional educational meetings/seminars, or attendance at an Institute/Academy accredited by IIMC, or attendance at the annual conference of IIMC within the past two years.

I. The application must be on an IIMC approved form, must fulfill all the required criteria as adopted by the IIMC Board of Directors and must be filed by the published deadline, March 15 of the award year (award to be given in May at the annual conference).

J. Judging will be done by a Review and Selection Committee chosen by the current IIMC president.

K. The deadline for submission to IIMC headquarters shall be February 1 of the award year (award to be given in May at the Annual Conference).

L. Wherever the word or term governmental entity is listed in the criteria, it shall be synonymous with an entity as defined in the IIMC constitution and wherever the word or term member or additional full member is listed, it shall be synonymous with the definitions as outlined and defined by the constitution.