



Florida Association of City Clerks

Promoting and developing the educational and professional status of Florida City Clerks.

Clerk of the Year Nomination Form

PURPOSE: To recognize and honor an FACC member whose accomplishments have made a significant contribution in raising the professional status, image or education of the municipal clerk professional within the previous 12-month calendar year, ending December 31.

NOMINEE:

TITLE:

MUNICIPALITY:

CRITERIA FOR NOMINEE: It is the responsibility of the person submitting the nomination to verify the nominee meets all the criteria and to supply documentation to validate this information.

☐ Municipal Clerk with memberships in FACC for at least three years.

Utilizing the previous calendar year as the period to support the nomination, attach the following documentation:

☐ **Letter of Nomination** limited to two double-spaced typed pages, which specifically address these areas of contributions or service:

Leadership - Roles in their profession and/or community

Innovation - Unique initiative to enhance their municipality, profession or community

Community Relations - Include involvement in civic, charitable, and church organizations, positions held, community projects, etc.

Involvement in Professional Association - Contributions made for the betterment of FACC, positions held, committee involvement, newsletter contributions, etc.

☐ **Two Letters of Support** from other individuals supporting the nomination, limited to two double-spaced typed pages. These letters do not have to be from a fellow city clerk.

☐ **Supporting Statements** add pages as needed, include copies of supporting materials, articles, photographs, etc.

Nominations: May be made by a nominee themselves, a fellow FACC Full member or Associate member, or the municipality of which the nominee is employed and is an FACC member. All nomination forms and supporting materials must be submitted to the FACC Staff at facc@flecities.com by March 31.

Submitted by:

Signature:

Title:

Municipality:

Address:

Email:

Phone:

Date:

Selection Panel and Ranking Guidelines: An anonymous independent review and evaluation panel has been established by the John Scott Daily Florida Institute of Government to make the selection. The panel consists of five individuals familiar with the municipal clerks profession. The identities of the panel will only be shared with the Awards and Scholarship Chair.

Ranking of the criteria will be based on a scale of 1 to 5, with 1 being the lowest possible score and 5 being the highest. The criteria will be used as a guide for evaluating the nominations: Leadership: 30%, Innovation: 25%, Community Relations: 15%, Involvement in Professional Association: 30%

The Awards and Scholarship Chair is notified of the recipient, who is to remain **confidential**. The presentation of this award is made by the FACC President at the Summer Conference and Academy Annual Business Luncheon.