



Florida Association of City Clerks

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

Robert N. Clark Memorial Award Nomination Form

PURPOSE: To recognize and honor a municipal clerk who has significantly promoted and advanced the ideas and goals of their profession by actively participating in the improvements of municipal government in the state and local community. To acknowledge initiatives to develop and integrate innovative practices that enhance operational efficiency, promote transparency, and support informed decision-making while ensuring accountability and public trust. e.g. agenda management systems, successful use of AI tools to streamline processes and enhance public engagement.

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. Members, including the Chair, of the Awards/Scholarship Committee are ineligible to be a recipient of the Robert N. Clark Memorial Award during their tenure on the committee.

☐ Municipal Clerk with memberships in FACC & IIMC or ☐ Retired Municipal Clerk but active in FACC.

☐ Is not a member of the FACC Board of Directors (President, President-Elect, Vice President, Immediate Past President, or District Director).

☐ Is not a current member of the Awards & Scholarship Committee.

Narrative Supporting Nomination: Utilizing the **last FIVE years as the period to base the nominee's services**, list outstanding qualities in performance of duties; service to the state, county, municipality or any other local governmental agencies; participation in IIMC & FACC; Other significant offices, honors and awards received. Attach pages as needed, include copies of supporting materials, articles, photographs, etc.

Nominations: May be made by a fellow municipal clerk or the municipality of which the clerk is/was employed. All nomination forms and supporting material must be submitted to the FACC Staff at facc@flcities.com by March 31.

Submitted by:

Signature:

Title:

Municipality:

Address:

Email:

Phone:

Date:

Selection Panel: The Awards & Scholarship Committee shall be the selection panel. The recipient is to remain **confidential**. The presentation is made by the FACC President at the Summer Conference and Academy Annual Business Luncheon.