



**PROCEDURE FOR
IMLA'S DISTINGUISHED PUBLIC SERVICE AWARD
TO A LOCAL GOVERNMENT ATTORNEY**

ORIGIN AND PURPOSE OF THE AWARD

This award is established to honor a local government attorney for significant and surpassing achievements in the field of local government law occurring or culminating in the previous year. The award is authorized by Article VI, Section 6 of the IMLA Bylaws.

PROCEDURE

1. The nominator must furnish basic information about the nominee by completing the attached nomination form or by furnishing the information called for on the form in a substantially identical format.
2. The nominator needs to write a clear and concise statement in support of the nomination describing the significant and surpassing professional achievements in the field of local government law that have occurred or culminated during the previous year, conveying as much information about the personal characteristics of the nominee as the nominator thinks would be helpful to the nomination, and thoroughly describing how the nominee fulfills the criteria established for bestowing the award (see "Criteria," below).
3. The nominator must solicit and secure no fewer than three letters of endorsement of the nominee. The nominator should consider carefully the persons chosen to write the letters endorsing the nominee. Each letter should clearly and concisely convey information about the significant and surpassing professional achievements of the nominee in the field of local government law occurring or culminating in the previous year and the personal characteristics of the nominee, and should thoroughly describe how the nominee fulfills the criteria established for bestowing the award (see "Criteria," below). Letters of endorsement from the executive director or the chief legal counsel of the appropriate state league, from the appropriate IMLA State Chair, and from the appropriate IMLA Regional Vice President will carry great weight.
4. The nominator must submit the completed nomination form, the statement in support of the nomination, and the three letters of endorsement to the IMLA Executive Director who, after adding IMLA staff comments, forwards these materials to the IMLA Awards Committee for its recommendation. The Awards Committee will then review the nomination and submit its recommendation to the IMLA Board of Directors. The Board of Directors will decide whether to make the award and the Executive Director will notify the nominator of the Board's decision.

PLEASE BE AWARE THAT FULLY COMPLETED NOMINATIONS MUST ARRIVE AT THE IMLA OFFICES BY NO LATER THAN THE ESTABLISHED DEADLINE FOR THAT YEAR IN ORDER TO BE CONSIDERED.

