



## **IMLA Diversity, Equity and Inclusion Award**

### **Award Criteria and Selection Process**

*What programs are appropriate for nomination?*

Nominations will be accepted for an individual's or a group's efforts, initiatives or programs that promote diversity and inclusion values within their local government, office or community.

*Diversity Core Values:*

IMLA is committed to supporting members who embrace diversity as part of their core values.

Diversity covers the variety of cultures, experiences, expertise and viewpoints that offer value in every community and are incorporated into the fabric of every community. Diversity encompasses age, education level, ethnicity and race, gender expression and identity, nationality, national origin, physical and mental ability, religious perspectives, sex, sexual orientation, socioeconomic status, veteran status and other human differences.

By embracing diversity, municipalities and their law departments attract and retain skilled and talented employees dedicated to excellence in providing service to the community and to their clients.

*Who may be nominated?*

Awards may be issued to an individual, to a group or to both.

**INDIVIDUALS:** IMLA member officers, employees or associate members who have advanced diversity, equity and inclusion in their local governments, offices, or communities.

**GROUPS:** IMLA members who have advanced diversity, equity and inclusion in their workplace or community.

*What are the conditions of the award?*

**NOMINATION:** A member may nominate an individual or a group for the award by submitting a detailed description of how the person or entity has advanced and fostered diversity in the workplace or the community.

**AWARD:** Recipients will receive recognition at the IMLA Annual Awards program.

*How are nominations made?*

Nomination packets must include the following (incomplete nomination packets will not be reviewed):

Submit nomination form. Nomination due dates are listed on IMLA's website.

Nominator will submit a nomination form located on the Diversity, Equity & Inclusion Award. The written portion explaining why the nominee (individual or group) is being nominated is not to exceed 500 words.

Two letters of support from two sources other than the nominator. Each letter of support is not to exceed 500 words. The nomination form may include links to news articles that support the work of the nominee.

Self-nominations are welcome.

**A complete nomination packet includes both the nomination form and the two letters of support. Packets that do not include the three items mentioned above will not be considered.**

*How are selections made?*

To be considered for the Diversity, Equity & Inclusion Award the individual/group must show strong evidence of engagement in projects that:

- Significantly promote diversity, inclusion and cultural competency development within the workplace and/or within communities that the local government serves;
- Address key areas of diversity, equity and inclusion within the workplace such as recruitment, retention, climate, client service or community outreach;
- Lead initiatives in capturing outcomes of increased awareness, understanding or promoting diversity;
- Implement steps toward fostering diversity in the workplace with programs that maximize the potential of all people;
- Creating partnerships between managers and employees to resolve diversity workplace issues;
- Promoting diversity workplace education and communication ideas;
- Improving cultural competency through educational initiatives.

- When assessing the organization's or individual's community-related projects, the reviewers look at initiatives that involve the following efforts:
  - Providing support to community-based diversity programs designed to improve people's cultural awareness and sensitivity;
  - Taking a proactive role in local diversity and minority issues by, for example, building relationships with diversity community advisory councils or educating citizens on matters of diversity disparities;
  - Encouraging employee volunteerism in the community with regard to cultural connections;
  - Participating in community diversity outreach programs that help people to learn more about the local government's or law department's mission towards enhancing diversity.



**Nomination Form  
IMLA Diversity, Equity and Inclusion Award**

**Full Name of Nominee (Individual or Group)**

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**Address of Nominee**

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**eMail and Phone Number of Nominee**

**E** \_\_\_\_\_ **P** \_\_\_\_\_

**Nominees Title and Municipality Represented**

**A statement explaining how the nominee meets the qualifications for the Award and citation to publications, legislation and service supporting the statement. *Please limit all answers to 250 words maximum and any supplemental materials provided to 10 pages for each material.***

## **Nominator Information**

**Full Name of Nominator**

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**Title of Nominator**

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**eMail and Phone Number of Nominator**

**E** \_\_\_\_\_ **P** \_\_\_\_\_

**Signature of Nominator**

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**Date**

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Please email the completed form and all required nomination materials to [info@imla.org](mailto:info@imla.org) no later than COB on the nominations due date listed on IMLA's website.