



PRIME AWARD POLICY & PROCEDURE

The Michigan Municipal Treasurers Association (MMTA) takes pride in the accomplishments of its membership and wishes to take an opportunity to honor a member who has been nominated and selected by his or her peers with the Professional Recognition in Municipal Excellence (PRIME) Award.

Receiving the prestigious PRIME Award is the highest honor that may be awarded to a member and therefore the MMTA Board of Directors has determined that a PRIME Award nominee shall maintain membership as an Active Member with the MMTA for no less than three (3) complete, consecutive years immediately prior to his or her nomination.

The PRIME Committee shall be chaired by the immediate past recipient; the other members shall be the two most recent recipients who are available to serve. The committee shall be responsible for oversight of the nomination process.

The call for nominations for the PRIME Award shall be announced by the Communications Chairperson or Association Manager through all the electronic communication methods of the MMTA and shall include a nomination form. Nominations shall be submitted to the PRIME Award Committee Chair for review of qualifications no later than 16 weeks prior to the beginning of the Fall Conference. At a minimum, every effort should be made to follow the following schedule:

- **16 weeks prior to the Fall Conference:** With the assistance of the Communications Committee or Association Manager, the PRIME Committee sends out the call for nominations and the nomination form for the PRIME Award through all electronic communications methods of the MMTA.
- **10-12 weeks prior to the Fall Conference:** Nomination forms are due to the PRIME Committee Chair for review of qualifications. The Committee will select its top two and up to four qualified nominees, notify them of their nominations and ask for a bio to be included with the ballot information.
- **9-10 weeks prior to the Fall Conference:** Nominees' bios are due to the PRIME Committee and the committee will develop the ballot through VotingPlace.net or a similar electronic voting service. The Association Manager may assist in this process.
- **8 weeks prior to the Fall Conference:** With the assistance of the Communications Committee or Association Manager, the PRIME Committee sends notifications to all members through electronic communications that the ballots are available and voting is open for two weeks.
- **6 weeks prior to the Fall Conference:** Voting closes and the PRIME Committee convenes, usually by conference call, to tally the votes and declare the recipient. After the recipient is declared, the committee shall destroy the ballots and summary information.

In the days following, the PRIME Committee Chair shall work with the Fall Conference Coordinator or Association Manager to order a plaque, notify the recipient's city/township/county manager/supervisor, family, etc. and make a SURPRISE presentation to the recipient at the Annual Fall Conference. If necessary, the MMTA shall reserve and pay for one room at the conference site hotel and provide a banquet meal for up to four guests of the recipient.

The newly-elected MMTA President or his or her delegate may join the PRIME Committee for another presentation of the award to the recipient at a city/township/county board meeting. MMTA shall reimburse the President or delegate, PRIME Committee members, the PRIME Award recipient, and one guest for meal expenses associated with the community presentation. With the assistance of the Communications Committee Chair or Association Manager, the PRIME Committee Chair shall send an article, including a photo, to the recipient's local media outlet for publication. In addition, the PRIME Committee Chair shall submit an article with a photo to appear on the MMTA website.

Updated by the MMTA Board of Directors on March 4, 2016

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