



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

RECORDER OF THE YEAR

AWARD GUIDELINES

It would be an honor if you would please read the guidelines below and take the time to nominate your City Recorder, Deputy City Recorder, or other eligible designee to receive the Oregon Association of Municipal Recordors' "Recorder of the Year" Award. I encourage you to acknowledge your City Recorder, and to recognize their professionalism, and dedication to their career. We all know how valuable our City Recordors are to our cities with the support they provide, and the many things they do that go above and beyond their normal job duties.

Guidelines:

1. Any individual OAMR member, board member, City Manager, or Mayor may submit a confidential nomination to the President **no later than Friday, August 7, 2020**.
2. The President shall select a recipient for the Recorder of the Year award from the nominations submitted. There may be years in which there are no outstanding nominees. The decision of the President is final.
3. Recognition will be at the annual conference and will include presentation of a plaque and complimentary registration at the following year's annual OAMR conference. The registration is not transferable to anyone other than the award winner.
4. Criteria for selection are as follows:
 - a. Any OAMR member in good standing is eligible, with the exception of the President, First Vice President, and Second Vice President. A member in good standing means a fully paid member.
 - b. The nominee must have made an outstanding contribution or performed outstanding service to OAMR, to the profession of Municipal Recorder, or to an individual city during the association fiscal year. In general, it is not sufficient that a person performed his/her duties well. *This award recognizes outstanding service and performance over and above the person's job description.*
 - c. Areas of expertise may include but are not limited to the following:
 - Public Relations
 - Organization and Administration
 - Special Projects
 - Legislative Procedures
 - Council Procedures
 - Records Management
 - Technology
 - Emergency Preparedness
 - Other: _____

Please use the **Recorder of the Year Nomination Form** to nominate a Recorder.

If you have any questions, please feel free to contact:

Kathy Payne, MMC, OAMR President

City of St. Helens

kathy@ci.st-helens.or.us

503.366.8217



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
RECORDER OF THE YEAR
NOMINATION FORM

Nomination Deadline: Friday, August 7, 2020

Name of Nominee: _____

Title: _____

City or Jurisdiction: _____

Areas of Expertise (circle all that apply):

- **Public Relations**
- **Organization and Administration**
- **Special Projects**
- **Legislative Procedures**
- **Council Procedures**
- **Records Management**
- **Technology**
- **Emergency Preparedness**
- **Other:** _____

On a separate sheet of paper, please describe in detail the area of expertise, the project, and the general basis for your nomination. Additional page(s) may be attached.

Submitted by: _____ **Date:** _____

Submit nomination to: Kathy Payne, MMC, OAMR President
City of St. Helens
kathy@ci.st-helens.or.us
503.366.8217