



## PROCEDURE

- 3.1 Nominations may be made by any community member. Each Nominator may make multiple nominations per category per year.
- 3.2 A person or group may be nominated in multiple years. Until a nominee receives an award, they may be considered for subsequent year award.
- 3.3 Nomination Forms will be available at Town Hall and website. A narrative describing the event, actions, work, or efforts of the nominee must accompany nominations sent to the Awards Committee. The Committee may ask for additional information from the Nominator.
- 3.4 Nominations may be made throughout the year. The Community Awards Committee will review nominations, including prior year's nominations, and make recommendations to the Town Board no later than October 31 of each year. The Town Board will review and act on the recommendations.
- 3.5 A Nominator who is serving on the Committee need not excuse themselves from discussing or voting on a nomination that they bring to the Committee
- 3.6 The Committee will not recognize activities in nominations that are a part of a nominee's job description (unless volunteer), or in instances where a nominee is receiving monetary or other personal benefits from the activities.
- 3.7 If an organization is to be recognized, it must either be a 501 (c)(3) tax exempt organization, or an informal, unincorporated group of individuals working together on a community program or project.