

Town of La Pointe
Community Awards Committee
Bylaws

1. CRITERIA FOR AWARDS

- 1.1 Community Awards are a means for the Town of La Pointe to formally recognize individuals and groups who provide initiative and service for the betterment of the community by working above and beyond what is expected of a typical resident.
- 1.2 Any community member or group is eligible for recognition.

2. STRUCTURE OF THE COMMITTEE.

- 2.1 The Community Awards Committee ("Committee") is established each year in accordance with Resolution 2013-0409A.
- 2.2 The Committee will consist of three to five members nominated by the Town Chairperson and confirmed by the Town Board. Committee members will come from the Town's various Boards, Committees, Commissions, and Department Heads. Committee members will serve from Oct. 1-Dec. 31.
- 2.3 Committee members shall decide among themselves how to conduct meetings and deliberations. A majority of committee members will represent a quorum; a simple majority of those members present (either in-person or by remote means) is necessary to pass any motion.

3. PROCEDURE

- 3.1 Nominations for awards may be made in writing by any community member. Nominations should provide information about the nominee, including a narrative describing the event, actions, work, or efforts that make the nominee deserving. Community members may make multiple nominations per category per year.
- 3.2 Nomination forms shall be available at Town Hall and on the Town website, and may be made available through additional means. The forms should capture basic contact information for the nominator, so the Committee may seek additional information about a nominee.
- 3.3 Nominations may be made at any time until the annual deadline of October 31. Committee members will review current nominations, may submit nominations of their own, and may consider nominees from previous years who were not selected. The Committee shall not recommend Committee members for an award.
- 3.4 The Committee shall submit recommendations of nominees for any or all categories in Section 4 to the Town Board no later than Nov. 30 of each year. The Town Board shall review and act on the recommendations no later than at their next regular meeting.

4. CATEGORIES OF AWARDS.

- 4.1 Community Appreciation Award. Honors any individual or group who has selflessly provided service beyond expectation for the good of the community.

- 4.2 Town of La Pointe Hall of Fame. Honors a community member or group in recognition of their lifetime achievements or cumulative accomplishments.
- 4.3 Roll of Honor. Recognizes community members who have served honorably in the Armed Services of the United States of America. The committee may request formal documentation of service before submitting a nominee for inclusion on the Roll of Honor.
- 4.4 The Committee is responsible for adding names to the Award plaques at Town Hall. In addition, the Committee is encouraged to recommend additional venues of recognition in order to highlight the exemplary contributions by community members, groups, or organizations.

5. BYLAWS

- 5.1 The Town Board must approve these bylaws and all subsequent changes.

**Town of La Pointe
Community Awards Program
Nomination & Awards Procedure**

- Town of La Pointe Community Awards are given once per year.
- Nominations for all award categories may be submitted to Town Hall at any time during a calendar year for review and consideration for each award year. Notification of the nomination process and deadline for annual nomination submissions will be posted throughout the Town of La Pointe, on the Town of La Pointe website, Island Gazette, and other appropriate means.
- Community Awards Committee will annually review all submitted nominations, recommend recipients, then submit these recommendations to the Town Board for approval.
- Once approved, Committee members will initiate and notify award recipients via a formal written letter of congratulations. Announcements of awards will also be included via the Town website, Island Gazette, local media and other appropriate means. Award letters will be signed by the Town Chair.

**TOWN OF LA POINTE ANNUAL COMMUNITY AWARDS PROGRAM
NOMINATION FORM**

Nomination Deadline: October 31st

In 2011, the Town Board resolved to recognize and honor “positive contributions made by citizens and community organizations for the good of the Town.” The responsibility now rests with you, the general public, to nominate individuals or Island groups who provide initiative and service for the betterment of our community by working above and beyond what is expected.

Your Name: _____ Your Address: _____

Your Phone: _____ Your Email: _____

Nominee’s Name: _____ Nominee’s Phone: _____

Nominee’s Email: _____ Year of Nomination: _____

Please check one of the three following award categories:

Community Appreciation Award - A yearly award made to one citizen or group who used their initiative in the past year to provide service for the good of the community, working above and beyond the expectations of the normal citizen.

Town of La Pointe Hall of Fame - A yearly award made to one citizen or group in recognition of lifetime achievement or cumulative accomplishments.

Roll of Honor - Reserved for Town of La Pointe citizens who have served honorably in the Armed Services of the United States of America. Any person who lived in the Town of La Pointe at the time of their induction or during their period of service in the Armed Forces is eligible.

Briefly describe the nominee’s achievements/contributions. Please explain how their efforts have improved community life in the Town of La Pointe. Feel free to attach additional sheets if necessary (such as a bio, resume, organizational history, etc.)

**Please return your nomination form to:
La Pointe Town Hall, PO Box 270, La Pointe, WI 54850
or clerical@townoflapointewi.gov**