



PRIME AWARD POLICY AND 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 their peers with the Professional Recognition In Municipal Excellence (PRIME) Award.

The MMTA Board of Directors has determined that receiving the prestigious PRIME Award is the highest honor that may be awarded to a member and therefore 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.

Call for nominations for the PRIME will be announced in the March edition of the MMTA Connect, including a nomination form. Nominations shall be submitted to the PRIME Award Committee Chair for review of qualifications, through July 15th.

The June edition of the MMTA Connect Newsletter will contain a reminder to return the nomination form by July 15th, referring members to the website for a nomination form.

The PRIME Award Committee Chair shall notify all nominees and obtain pertinent information to prepare a ballot for MMTA members. Ballots shall be prepared and notification sent to all MMTA members in good standing by early August.

Ballots shall be delivered by September 1st to the MMTA Parliamentarian, or an individual or corporation as designated by the MMTA Board.

The Parliamentarian, or individual or corporation as designated by the MMTA Board, shall deliver the unopened ballots to the PRIME Award Committee when and where it convenes to open the ballots. The nominee to receive the most votes shall be declared the current year's recipient of the PRIME Award. After a recipient is declared, the committee shall destroy the ballots.

The PRIME Committee Chair shall 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.

The newly-elected MMTA President may join the PRIME Committee Chair and as many committee members that are able to attend, for another presentation of the award to the recipient at a city/township/county board meeting. The MMTA shall reimburse a PRIME Committee representative, the PRIME recipient and MMTA President for meal expenses associated with the Community Presentation. The PRIME Committee Chair shall send an article, including a photo, to the recipient's local media outlets for publication. In addition, the PRIME Committee Chair shall submit an article with a photo to appear in the December MMTA Connect Newsletter.