

## OKLAHOMA HALL OF FAME FOR CITY AND TOWN OFFICIALS Nomination Form

**Deadline for Submission.** Transmitting the Nomination Form by email is the preferred means of submission. Nominations must be received by e-mail or postmarked no later than June 1 of each year to be considered for the Induction Ceremony that year. Send nomination forms by email (preferred) to [deborah@meso.org](mailto:deborah@meso.org); or by postal mail to Deborah Miner-Gonzales, 308 NE 27<sup>th</sup> St, Oklahoma City, OK 73105-2717.

### SPECIAL NOTICE REGARDING ESSENTIAL CONSIDERATIONS

1. The Oklahoma Hall of Fame for City and Town officials (HoF) recognizes people who have made significant contributions to local government beyond their own community. Quite often those submitting nominations overlook this essential, primary consideration in their quest to make others aware of an individual they think deserves recognition for their service to their local community. Thousands of individuals daily make a difference in the cities and towns in Oklahoma. Many do so day after day, year after year, even decade after decade. But to rise to the level required for induction into the HoF their efforts must have made a significant difference to local government service beyond their own community. Otherwise, they are more likely eligible for one of many other awards recognizing municipal service in Oklahoma; but not the HoF.
2. Those evaluating the nominations likely have no prior knowledge or awareness of a nominee. Therefore, they rely solely on the material in the nomination form or support letters to gauge the worthiness or merit of individual nominees. Nominators should not rely upon a person's "well known or well documented" reputation as sufficient to secure their selection as an inductee.

**Eligibility.** To be eligible for induction into the Oklahoma Hall of Fame for City and Town Officials, an individual either must serve or have served as an elected, paid professional or appointed official of a city, town, public trust, or organization(s) that pursues the advancement of municipal government. Honorees must have served in one or a combination of the above capacities in Oklahoma and must exemplify the positive spirit of public service with unquestioned ethics. ***THE PRIMARY consideration for inductees is that through their service they must have made significant contributions to local government beyond their own community, which must be demonstrated in the nomination materials*** .

**Selection Criteria.** In addition to the requirements outlined above, nominees who meet one or more of the following criteria will receive enhanced consideration:

1. They have received awards or special recognition from municipal government(s) and/or professional associations.
2. They have been recognized and rewarded for their local government service by organizations outside of their own local government and/or their affiliate organization.
3. They are (or have been) a member in good standing of an association or associations related to the position.
4. They are (or have been) active in service or civic organization(s) within the community.
5. The number of years of service in Oklahoma also will be considered.
6. Any other factors pointed out by individuals making nominations that may elevate the stature of the nominee above the majority of others holding similar positions.

**Other Considerations.** Up to four character-reference letters and/or resolutions not exceeding one page each *which may play a significant role in the enhanced consideration given for item 6. above.* The nominee's resume or vita also should be submitted.

**(The nomination form begins on the next page)**

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**For additional information on the *Oklahoma Hall of Fame for City and Town Officials Foundation*, or questions in regard to the nomination process, please contact Deborah Miner-Gonzales, Foundation Secretary, at 405-528-7564 Ext 1, or at [Deborah@meso.org](mailto:Deborah@meso.org).**

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Name of Nominee \_\_\_\_\_  
(last) (first) (middle name or initial)

( ) Living ( ) Deceased Date of Birth or Approximate Age, (If deceased, also provide date of death) \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Work \_\_\_\_\_ Home \_\_\_\_\_  
 Email \_\_\_\_\_.

Name of Person Submitting Nomination \_\_\_\_\_

Telephone Work \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

**NOTE:** *Guidance material in italics following each area is intended to help assist in determining if your nominee meets the criteria and explain how to express their achievements in the nomination form.*

A. Please list below the relevant position or positions in Oklahoma the nominee has held, the dates of service in each position, and the total years of service in each position. Include service in interim or acting assignments. GUIDANCE: *Each relevant position or positions should be listed separately. If someone served in five appointed or elected positions over a period of years, each should be listed, along with the dates of service in that position. Specific dates are desired, but approximate dates may be submitted. However, a person who served on a town board or city council for 16 years and as mayor for 7 terms served only 16 years, not 23, as would be shown by the "Dates of Service" column.*

Position	Dates of Service	Total Years in this Position

**B. Please list any awards or special recognitions the nominee has received from municipal governments or professional organizations in recognition of their local government service in Oklahoma. (Note that offices held are to be listed in D or E.)**

GUIDANCE: Note that these awards or special recognitions must:

1. be from municipal governments or professional organizations that represent the various job positions held by that individual; AND
2. in recognition of their local government service in Oklahoma.

*Awards or recognitions from churches, civic clubs, youth organizations, schools, etc. are not appropriate or relevant in this area. This is for awards from organizations composed of people holding similar or related positions. An award from the Oklahoma Conference of Mayors fits in this category; but an award from the Oklahoma Municipal League or Municipal Electric Systems of Oklahoma, for example, does not.*

Name of Award or Recognition	Granting Municipal Government Or Professional Organization	Describe basis for selection

**C. Please list any awards or recognitions the nominee has received from outside of their own local government(s) and/or their affiliate organization(s) that honored them for their local government service.**

GUIDANCE: Note that while these awards or recognitions are “for their local government service” as in **B** above, this area is for awards from other than their own local government or affiliate organizations. Appropriate awards include those from organizations such as the OML, MESO; state or federal government officials or agencies; or from churches, civic clubs, youth organizations or schools THAT recognize the individual for their local government service.

Name of Award or Recognition	Granting Organization	Describe basis for selection

(Nomination form continues on next page)

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**D. Please list all current or former memberships and offices held or special services provided, if any, in associations or organizations related to their local government position(s).** GUIDANCE: *The key element here is that the involvement is with “association or organizations related to their local government position(s)”. This could be professional work associations or organizations such as OML, MESO, OMRF, OMAG, etc. Activities involving civic clubs, churches, community organizations, alumni organizations, etc are to be listed in the next area.*

Association Or Organization	Office(s) held, if any	Dates	How related to their local government position?

**E. Please list current or former membership(s) and offices held or special services provided, if any, in civic or service organizations within the community or state.** GUIDANCE: *The key element here is that the involvement is “in civic or service organizations”. There need not be a direct relationship between their local government position/service and these organizations.*

Civic or Service Organization	Office(s) held, if any	Dates

**F. Please outline the nominee’s accomplishments during their career in public service that may elevate the stature of the nominee above the majority of others holding similar positions.** GUIDANCE: *Tenure alone is not a qualifying factor. Here is where you can add narrative to describe why this person’s service/career elevates them above others holding similar positions. You must be able to articulate why this individual’s impact on local government “stands head and shoulders” above others in similar positions. Remember, there are tens of thousands of officials eligible each year for the HoF; but only a maximum of 6 may be inducted. You must explain why your nominee stands out from all others holding similar positions.*

Accomplishment	Describe how this elevates the stature of the nominee above the majority of others holding similar positions

**Thank you for participating in the nomination process!**