

**TO:** MCMA Members

**FROM:** Jay T. Bell Professional Management Award Committee

**SUBJECT:** MCMA Awards

**DATE:** December 17, 2008

In 1981 the Missouri City/County Management Association established the Jay T. Bell Professional Management Award to be presented annually to "the member who displays the same high standards of accomplishment, professionalism and ethical conduct as exhibited by Jay T. Bell", the Executive Director of the Missouri Municipal League from 1965-1981.

This memorandum will serve as official notice that the 2009 Awards Committee will receive written nominations for the Jay T. Bell Professional Management Award until February 20, 2009.

The committee will use the criteria enclosed in making the selection of the recipient. The award will be presented during the MCMA Spring Conference at the Lodge of Four Seasons, Lake of the Ozarks (April 22 - 24, 2009).

Please send your nomination with documentation by the February 20 deadline to:

Richard Sheets  
Missouri City/County Management Association  
1727 Southridge Drive  
Jefferson City, MO 65109

## Jay T. Bell Professional Management Award Guidelines

At the business meeting held as part of our 20th Annual Conference in Springfield, Missouri, in March 1981, the membership of the Missouri City/County Management Association established the Jay T. Bell Professional Management Award. The award is "to be presented annually to the member displaying the same high standards of accomplishment, professionalism and ethical conduct as exhibited by Jay T. Bell." The following represents the guidelines for the selection of a member to receive the award each year beginning at our 21st Annual Conference scheduled for March 1982.

The current president of the MCMA shall appoint a five (5) member award committee to evaluate nominations and select the award winner. The committee shall be comprised of the immediate past president, the chairman of the Ethics Committee, the Executive Director of the Missouri Municipal League and two (2) full members of MCMA appointed by the president. The committee shall select a chairman, who through the MCMA secretariat, shall notify all organization members of the nomination process. Nominees shall be limited to full members of the Missouri City/County Management Association and former members of the Association gone from the state or the profession less than three years. The committee shall review all applications received with regard to the following criteria:

- a) The individual's professional accomplishments in serving the public's interests and the various governmental jurisdictions wherein the nominee was employed.
- b) The professionalism exhibited by the nominee in his relationship with elected officials, the public and other local government professionals. The committee also should consider the nominee's time and efforts spent in training and supporting young professionals just entering the field.
- c) The individual's accomplishments in addition to service to the employing jurisdiction, time and effort spent serving the local, State and International City Management Associations, serving on municipal league committees and in other non-commensurate capacities that have proven beneficial to the public welfare or the promotion of professional local government management.
- d) The nominee's record of ethical conduct in all private and professional matters that bear on the individual's acceptability for the Jay T. Bell Professional Management Award.

If an award such as the Jay T. Bell Professional Management Award is to have meaning and be of importance to MCMA members, diligence, fairness and professionalism must be employed by the Awards Committee in making their selection. If the committee feels that all nominees submitted are not of the caliber for which this award was intended, the committee may search for a nominee from among the general MCMA membership. It is incumbent upon the committee, regardless of which method of selection is utilized, to verify all information provided and to make whatever investigations it deems appropriate to ensure the worthiness of the nominee prior to making an award decision.

No member of the Awards Committee shall be eligible to receive the Jay T. Bell Professional Management Award while serving in that capacity.