

Town of La Pointe
Community Awards Committee
Bylaws
Modified 11-13-12

The Community Awards Committee administers the Town of La Pointe's Community Awards Program. The Community Awards Program is a means for town elected officials, committee members, department heads, and employees to recognize positive contributions made by citizens and community organizations for the good of the Town.

1. STRUCTURE OF THE COMMITTEE.

- 1.1. The Community Awards Committee (hereafter Committee) will be composed of seven members nominated by the Town Chairperson and appointed by the Town Board. Appointments may be made at any time to fill vacant positions.
- 1.2. The members of the Committee shall be selected from the members of Town of La Pointe standing boards, committees, and commissions, and department heads. Only one person may be selected from each standing board, committee, commission or department.
- 1.3. Committee members will be appointed for a term of one year, beginning April 1 and terminating March 31, and may not serve consecutive terms. For Committee continuity, the sitting Committee chairperson may be appointed to a second one-year term, but may not serve as Chairperson in the second term.
- 1.4. Four members of the Committee will represent a quorum, and a simple majority of members present are necessary to pass any motion.
- 1.5. Committee members shall elect members to serve as Chairman and Vice Chairman at the first meeting of a new session. The Committee chairperson and vice-chairperson's term shall be for one year. A secretary will be appointed at each meeting to take minutes.

2. ELIGIBILITY FOR AWARDS

- 2.1. Awards from the Community Awards Program are given in recognition of positive contributions to those who help make the Town a great place to live.
- 2.2. Any individual, organized group, or unorganized group is eligible for recognition through the Community Awards Program.

3. PROCEEDURE

- 3.1. Nominations are made to acknowledge the actions, in the previous year, of a person or group who has positively affected the board, committee, commission, or department that make the nomination, or a positive contribution to the Town as a whole.

- 3.2. Each Town of La Pointe board, committee, commission, and department, with the exception of the Community Awards Committee, is designated as a Nominator for the Community Awards Program. Departments and their companion boards, committees, or commissions are considered as separate Nominators.
 - 3.3. Each Nominator may make only one nomination per category per year.
 - 3.4. Nominators will decide on the nomination they wish to forward to the Committee by motion as normal business at their posted meetings. Department heads will consult with their staff to decide on nominations to forward to the Committee. Nominators are encouraged to solicit suggestions from the public.
 - 3.5. A person or group may be nominated in multiple years.
 - 3.6. 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.
 - 3.7. Nominations are due at the Community Awards Committee no later than April 1 of the calendar year following the action to be recognized. The Committee will meet and review the nominations and make recommendations to the Town Board no later than April 30. The Town Board will review and act on the recommendations.
 - 3.8. The Committee may ask for additional information from the Nominator.
 - 3.9. There is no requirement to recommend for any awards in any given year.
 - 3.10. The Awards Committee will recommend to the Town Board the form of the awards and the venue for presentation.
 - 3.11. 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.
4. CATEGORIES OF AWARDS. There are four categories of awards that can be given in any year.
 - 4.1. 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.
 - 4.2. Town of La Pointe Hall of Fame. A yearly award made to one citizen or group in recognition for lifetime achievement or cumulative accomplishments.
 - 4.2.1. Any Nominator or citizen of La Pointe may make nominations for induction in the Hall of Fame. Citizen nominations should be made directly to the Committee. A narrative describing the event, actions, work, or efforts of the nominee must accompany nominations sent to the Committee.
 - 4.2.2. Nominations for Hall of Fame may be made at any time with no deadline, nor is there a need for a specific action to be recognized.
 - 4.2.3. Person or groups are ineligible for multiple Hall of Fame awards.

4.3. Roll of Honor

4.3.1. The Roll of Honor is 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 of the United States is eligible for inclusion on the Role of Honor.

4.3.2. The Committee is responsible for upkeep of the Roll of Honor plaque

4.4. Honorable Mention. A special Honorable Mention category is created to allow the Committee to recognize as a group the contributions of multiple individuals or groups that are nominated but do not receive another award from the Community Awards Program in a given year.

5. AMENDMENTS OF THE BYLAWS

5.1. The Committee may recommend amendment of the bylaws to the Town Board after approval by a majority of the members of the Committee.

5.2. The Town Board must approve all changes to the bylaws.

Approved by Town Board March 26, 2013