

**OUTSTANDING SERVICE AWARD**  
**CRITERIA AND PROCEDURE**

Criteria for WSAMA to Present the Award.

The Outstanding Service Award is established to honor municipal lawyers for their role in achieving the objectives of WSAMA through their dedicated efforts to one or more municipalities and/or to WSAMA's work and program, thereby significantly contributing to the solution of municipal legal problems throughout Washington State.

Procedure.

1. The nominator shall furnish contact information and information about the nominee by completing WSAMA's Nomination Form for the Outstanding Service Award ("OSA") or by furnishing the information requested in a substantially similar format. The nominee need not be a WSAMA member, but must be an attorney who regularly or as a substantial part of their practice advises or works in the field of municipal law. A member of the Awards Committee may be a nominator.
2. The nominator shall write or forward a clear and concise statement describing how the nominee meets the criteria for the OSA. The statement should convey a thorough description of the nominee's efforts that deserve recognition with this Award. For example, this might be: (a) the nominee's demonstration of legal skills for the benefit of a municipality or other municipal attorneys; (b) the nominee's expertise in a particular area of substantive or procedural law that benefited municipalities or WSAMA members; (c) the nominee's outstanding assistance with WSAMA's achievements in its programs and activities; or (d) other similar efforts or achievements. These examples are not intended to limit the kinds of achievements that warrant consideration.
3. The nominator shall submit the completed nomination materials to the WSAMA Secretary who will forward them to the WSAMA Awards Committee. Neither the nominator, the Secretary, nor the Awards Committee shall notify the nominee that he/she is being considered for the Award. The Awards Committee shall make a recommendation on the nomination to the WSAMA Executive Board. The decision of the Board as to whether or not to present the OSA shall be conveyed to the nominator.
4. WSAMA's Outstanding Service Award(s) shall be presented at the Spring WSAMA Conference next following the decision of the Board to make the award which shall be in the form of a certificate to read as follows:

Outstanding Service Award

In grateful recognition of dedicated efforts and contributions to the solution of municipal legal problems in Washington State, this Association does hereby present to \_\_\_\_\_ this WSAMA Outstanding Service Award.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Washington State Association of Municipal Attorneys

By \_\_\_\_\_  
President

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