



## Maine Municipal Association

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TO: Key Municipal Officials of Member Cities, Towns & Plantation  
Municipal Clerks of Member Cities, Towns & Plantations

FROM: Stephen W. Gove, Executive Director

DATE: June 3, 2021

RE: MMA Ethel N. Kelley Memorial Award – Call for Nominations

The Maine Municipal Association is pleased to offer an opportunity for your municipality to nominate one of your own for the Association's most prestigious award. This is the 36th year the Maine Municipal Association has made the MMA Ethel N. Kelley Memorial Award in the name of dedication to the cause of good local government.

Ethel N. Kelley devoted 45 years of service to the Maine Municipal Association – from its founding in 1936 until her death in 1981. The award honors her immense contributions to the MMA and the cause of strong local government in Maine. Some have described her as the “cement” that held the organization together, particularly during World War II. During those years, she served in many capacities. She virtually held every title and did every job, including acting executive director.

**Review of Selection Criteria** – MMA is pleased to note that a full review of the selection Criteria was undertaken in early 2021 to ensure that the original intent of the award remains true today. A subcommittee of three MMA Past Presidents and two Executive Committee members was appointed and met twice to conduct a complete review. The Subcommittee's recommendations were to:

1. Add information to the brochure and nomination materials on “Who is Qualified” for the MMA Ethel N. Kelley Memorial Award; and
2. To reinstate a slightly better updated version of the 1986 criterion, as follows:
  - Straightforward selfless concern for people.
  - Demonstrated capability and willingness to “Hold the Community Together.”
  - Longevity of conscientious service.
  - Dedication to the cause of good local government.

The Subcommittee's intent was to open up the nomination process for all municipal officials deserving of the Award and to allow the Selection Panel to have more leeway when considering each nominee.

The MMA Executive Committee unanimously accepted the Subcommittee recommendations on April 29. The 2021 materials have been updated to reflect the changes made to the nomination and selection process.

**Nominating Process** – We are providing the following link to the MMA website where you will find information regarding the award, including (1) Notice for Call of Nominations, (2) Brochure with Selection Criteria, (3) Nomination Form, and (4) a List of Award Recipients with demographic information.

<https://memun.org/About-Us/Latest-News/Ethel-Kelley-Memorial-Award>

Nominations may be made by elected and appointed municipal officials of the member municipality and should be accompanied by up to five supporting letters describing the Nominee's exceptional contributions to local government. The letters of support may be from local or state officials, business leaders and/or members of the community.

The deadline for receipt of nominations is **Friday, August 20, 2021 by 12:00 noon**. Please send your Nomination form and letters of support electronically or via postal service to:

MMA Ethel N. Kelley Memorial Award Selection Panel  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330

**Re-Nominations** - Please note that persons who were nominated for this Award last year may be resubmitted this year by completing the current Nomination Form and making that request to the Selection Panel via email to [tchavarie@memun.org](mailto:tchavarie@memun.org). MMA will provide the Selection Panel with the prior year's Nomination Form and letters of support for their consideration.

**Selection Panel and Process** – MMA President James Gardner, Jr., Town Manager, Town of Easton, will appoint three MMA Past Presidents in August who will review the nominations and select this year's Award Recipient based on the selection criteria and supporting letters. Directly following the Selection Panel's meeting, MMA will send letters to all of the nominators to provide an update on their nominee. If your nominee is selected, Theresa Chavarie, Manager of MMA Executive Office & Member Relations, will be in touch with the nominator(s) to make arrangements for municipal officials, staff and family/friends of the recipient to be present at the MMA Awards Luncheon.

*It is our hope that the Recipient will remain anonymous until the day of the Award presentation.*

**Presentation of Award** – The MMA Ethel N. Kelley Memorial Award is presented to the Award Recipient by a member of the Selection Panel at the MMA Awards Luncheon held during the MMA Annual Convention. The Luncheon is scheduled for Thursday, September 30, 2021 at 12:00 noon.

If you have any questions or would like additional information, please contact Theresa at (800) 452- 8786 or in the Augusta area at 623-8428 ext. 2211, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you!