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TO: Key Municipal Officials  
Elected Municipal Officers  
Municipal Clerks

FROM: Catherine M. Conlow, Executive Director  
Kate Dufour, Director of Advocacy & Communications

DATE: June 1, 2023

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

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The Maine Municipal Association is pleased to announce that it is accepting nominations for the 38<sup>th</sup> annual Ethel N. Kelley Memorial Award, which is the Association’s most prestigious recognition of an individual who is dedicated to Maine local government.

Named in honor of Ethel N. Kelley, who from its founding in 1936 until her death in 1981 devoted 45 years of service to the Maine Municipal Association, the award honors her dedication to MMA and support of good and strong local government. Kelley has been described as the “cement” that held the organization together, particularly during World War II, as she wore many hats at MMA, including that of acting executive director.

The purpose of the award is to recognize a person in your community that goes above and beyond expectations to provide services to residents or a volunteer who always steps up to the plate to serve on boards and commissions and whose vital contributions often go unnoticed.

If this describes an employee or volunteer in your municipality, we urge you to take this opportunity to shine a light on that individual’s contributions to local government service. As the saying goes, not all heroes wear capes.

**Nomination Process & Letters of Support.** Nominations may be made by an elected or appointed municipal official from a member community and should include up to five supporting letters describing the nominee's exceptional contributions to local government service. The letters of support may be from local or state officials, business leaders or members of the community. Please do not let this requirement discourage you. There are no formalities or right approaches. A simple statement of support and the reasons why your nominee is deserving of this recognition will suffice. However, a story or two as examples of your nominee’s outstanding service would not hurt.

But wait, there is more. Individuals nominated in previous years are also eligible for the distinction; provided of course, they have not already earned the title. It is truly a once in a lifetime opportunity.

If you are concerned that feelings might get hurt, with one exception nominations remain

confidential. What is the exception, you ask? The winner of course! The selected municipal official will be announced at the MMA's 2023 Annual Convention and provided much deserved accolades from their peers. This year's two-day convention will be held on October 4 and 5 at the Augusta Civic Center.

**Selection Panel and Process.** All nominations will be reviewed by a panel of three Executive Committee past presidents in August, with communities being notified of the panel's decision in September.

**FMI.** To learn more about the process, please follow this [link](#). Here you will find information, including: (1) a call for nominations notice; (2) a brochure describing the criteria used by the selection committee in determining a winner and nomination form; and (3) a list of past award recipients.

The deadline for nominations is **Friday, August 18, 2023, at 12:00 noon**. Please send your nomination form and letters of support to Kate Dufour at either [kdufour@memun.org](mailto:kdufour@memun.org) or via traditional mail to:

**MMA Ethel N. Kelley Memorial Award Selection Panel**  
**Attention: Kate Dufour**  
**Maine Municipal Association**  
**60 Community Drive**  
**Augusta, Maine 04330**

If you have any questions or would like additional information, please contact Kate at 1-800-452-8786 or by e-mail at the address listed above.

Thank you.