

ICMA Form of Government Recognition

ICMA Recognition is formal acknowledgement by ICMA that a local government has established a position of professional management for its appointed executive and granted that position certain authorities and responsibilities. Formal recognition is defined in the ICMA Constitution:

Article VIII. Membership and Government Recognition

Section 8. Recognition of Council-Manager Governments.

The Executive Board shall establish a set of standards that the Executive Director shall use to determine whether to recognize a local government as operating under the council-manager plan on behalf of the Association.

Application Process

Upon receipt of the application, an ICMA staff member conducts a review. If there are questions or if the application is incomplete, staff will contact the applicant for additional information. The application is reviewed based on specifics of the ICMA Council-Manager (CM) or General Management (GM) recognition criteria, and a preliminary determination is made regarding what criteria is most appropriate. Recognition processes are slightly different for CM or GM as follows:

Council-Manager

After completing the review and determining the government is eligible for recognition, ICMA staff sends an application copy to the state association president or designee. The state designee reviews the application and responds with approval or concerns. Based upon staff recommendation and comments from the state association president, the ICMA Executive Director determines whether to extend CM recognition. If no reply from the state association is received within four (4) weeks, the Executive Director formally recognizes the local government under the council-manager criteria. The ICMA Executive Board is informed of recognitions at the next scheduled meeting.

General Management

After reviewing the application and supporting documentation, ICMA staff forwards those materials to the state association for consideration. The state association provides its recommendation to staff. The recommendation is held until the next board meeting, during which the Executive Board reviews and approves assignment of ICMA recognition.

Please direct any questions to Rob Carty at rcarty@icma.org, or by phone at (202) 962-3560. Online at: icma.org/icma-local-government-recognition.

Council-Manager

1. Manager/Administrator completes application and returns to ICMA staff.
2. Staff review completed application; iterate until complete if needed.
3. Staff sends the approved application and state approval request to the State Association president.
 - a. ICMA is informing the state partner that the community in question is requesting CM recognition, staff have reviewed the materials and, in our opinion, the organization meets the requirements for CM recognition; we request their approval.
 - b. If the organization is a County Government, a request is also sent to the NACA President for approval in addition to the State Association President.
4. State President returns approval by email; this approval is bundled into the completed application packet.
5. Staff sends final packet to the ICMA ED to approve by e-signature (approval cover sheet)
6. The ICMA Executive Board is given notice of recognition at the next board meeting in the **Management Reports**.
7. After ED approval and Board Agenda notice, ICMA sends certificate to applicant with a congratulatory message.
8. Staff update the local government record in the ICMA database and confirm listing in the online Recognition Directory.

General Management

Steps 1-4 remain the same.

5. Staff prepares an agenda item for approval by the ICMA Executive Board as part of the **Consent Agenda**.
6. ICMA sends certificate to applicant with a congratulatory message.
7. Staff update the local government record in the ICMA database and confirm listing in the online Recognition Directory.