

## APPLYING FOR ICMA RECOGNITION

### **The Process**

ICMA Recognition is formal acknowledgement by the ICMA Executive Board and membership that a local government has established a position of professional management for its appointed executive and granted that position certain authorities and responsibilities.

Recognition applications are reviewed in the order in which they are received. Upon receipt of a recognition application, ICMA staff reviews the application and any supporting documents. If there are questions or if the application is incomplete, staff will contact the applicant for additional information.

Once all pertinent information has been submitted, the application is reviewed based on the specifics of the ICMA Council-Manager (CM) or General Management (GM) recognition criteria, and a preliminary determination is made as to which criteria is most appropriate.

### **Council-Manager Recognition**

After reviewing the application and supporting documentation and completing the criteria template, ICMA staff sends copies of those materials to the state association president or designee. That individual is asked to review the application and respond with either approval or concerns. Based upon staff recommendation and comments from the respective state association president, the Executive Director decides whether or not to extend CM recognition. If no reply from the state association is received within four (4) weeks, the Executive Director will formally recognize the local government under the council-manager criteria. The ICMA Executive Board is informed of these recognitions during their next regularly scheduled meeting.

### **General Management Recognition**

General management recognitions are handled slightly differently. After reviewing the application and supporting documentation and completing the criteria template, ICMA staff forwards those materials to the state association for consideration. The state association provides its recommendation staff. The recommendation is held until the next board meeting, during which the Executive Board approves assignment of ICMA recognition.



INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION

**RECOGNITION APPLICATION QUESTIONNAIRE**

Date \_\_\_\_\_

1. Name of local government entity \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_
2. Population \_\_\_\_\_
3. Title of local government chief appointed officer/executive \_\_\_\_\_
4. Name and office address of person presently holding the chief appointed officer/executive position  
\_\_\_\_\_
5. Chief appointed officer/executive's office phone number \_\_\_\_\_
6. Date appointed to the office \_\_\_\_\_
7. State enabling legislation relating to the chief executive's position (if applicable)  
\_\_\_\_\_
8. Legislation establishing and describing authority of the position:  
 Charter                       Ordinance                       Other  
  
Date on which present position was established \_\_\_\_\_
9. Please check the box that best describes the local government's form of government:  
 Council-Manager                       Commission                       Rep. Town Meeting  
 Mayor-Council                       Town Meeting
10. Please check only one of the following:  
 Requesting first-time recognition under Council-Manager criteria, **OR**  
 Requesting first-time recognition under General Management criteria, **OR**  
 Requesting upgrade from General Management to Council-Manager Recognition.

To complete the application, please forward the following documentation (all three items are needed in order to process the recognition application):

1. A copy of the legislation and other documentation related to the establishment and authority of the appointed chief management executive.
2. The approved job description for the chief management executive.
3. An official organizational chart.

**PLEASE RETURN THIS COMPLETED FORM AND SUPPORTING DOCUMENTATION TO:**

Michele Frisby, ICMA Recognition Program, 777 North Capitol Street., N.E., Suite 500, Washington, D.C. 20002; [mfrisby@icma.org](mailto:mfrisby@icma.org); 202-962-3658 (office); 202-962-3500 (fax).

