



Champions For Effective Local Government

OKLAHOMA MUNICIPAL LEAGUE, INC.

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TO: Human Resources Director, Personnel Director, City Manager or Clerk  
FROM: Missy Dean, Director of Governmental Relations & Membership Services  
SUBJECT: 25 YEARS OF SERVICE AWARDS  
DATE: October 4, 2016

Each year the Board of Directors of the Oklahoma Municipal League recognizes officials and employees of cities and towns who have completed a minimum of 25 years of service.

The honoree names are inscribed in a permanent Honor Roll of Service leather-bound album kept on permanent display at the League office. In addition, honorees are given a certificate and a lapel pin recognizing their 25 years of service to municipal government. The certificate and pin will be sent to the municipality once the list of names has been received.

Each municipality can choose the most appropriate setting for recognizing the honorees. Many choose to have the mayor make the presentation during one of their council meetings. Others prefer an OML Board Member or someone from OML staff to participate. Please indicate on the attached nomination form whether you will be making the presentation or if you prefer an OML board or staff member to make the presentation or help facilitate the event.

To be eligible for this honor, an individual must have served as a municipal official, or employee (in any capacity) at least 25 years at one or more municipalities. *(Example #1: a person who has served as a planning commission member, a councilmember and a mayor for a total of 25 years would be eligible for this award. Example #2: an employee that has served as treasurer for one town for 15 years, took time off and then served as finance director for another town for 10 years is eligible to receive this award.)* Any municipal official or employee is eligible as long as they have served municipal government for at least 25 years.

Honorees who have already received the award are not eligible. Names of previous honorees from your municipality should be included on the enclosed list. These names remain a permanent record in the Honor Roll of Service album on display at the OML office and will not be removed even upon retirement or death. If your municipality has not previously submitted names for this award, there will not be an enclosed list.

If your municipality has one or more individuals who have completed 25 years of service during fiscal year 2016, please complete the nomination form on the back of this memo and **mail it to April Bradbury at the address below or email it to [april@oml.org](mailto:april@oml.org) by December 16, 2016. Please attach additional names on a separate sheet. Visit our website at [www.oml.org](http://www.oml.org) for more information or call us at 1-800-324-6651 or 405-528-7515.**

