

HISTORIAN OF THE YEAR
Approved by the Lacey Historical Commission on October 21, 2015

Accepting nominations for and selecting a "Historian of the Year" is a process by which the Mayor and Lacey City Council can recognize an individual or a group who has made a significant contribution to preserving the history and heritage of the citizens of Lacey.

This policy shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination
 - a. The call for nominations should be made at least two months prior to the first day of Lacey History month.
 - b. Nomination forms may be submitted by Lacey Historical Commissioners, the Museum Curator, the Lacey Historical Society, city council members, and the public at large.
 - c. Nomination forms shall be submitted to the Lacey Historical Commission, due one month prior to the first day of Lacey History Month. This allows sufficient time for copies of nomination forms to be included in the monthly agenda packet.
 - d. All nomination forms submitted shall be reviewed by the Lacey Historical Commission at the regular monthly Commission meeting.
2. Selection
 - a. The criteria for selection shall be based on the individual's or group's significant contribution to the promotion or preservation of Lacey's history.
 - a. Criteria may include but is not limited to: hours/time, duration, significance, donation of tangible property or monetary contribution.
 - b. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
 - c. No individual shall be selected more than once.
 - d. The preference is to select only one Historian of the Year each year. (Two or more individuals or a group (family, corporation, etc.) may be nominated on the same nomination form for a joint contribution, project or program).
3. Presentation
 - a. The honoree will be recognized as the Lacey Historian of the Year at a City Council meeting.

This procedure shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination Process
 - a. A call for Nominations shall be announced by press release, on the City website, and by making nomination forms available at the museum and city hall.
 - b. The nomination form is a standard form, which may be altered upon the majority vote of the Commission, at least 90 days prior to the call for nominations.
 - c. Nomination forms shall be available on the city website, at events and in community buildings.
2. Selection Process
 - a. The honoree selected shall not be named publicly before the presentation.
3. Presentation
 - a. A presentation of the accomplishments and/or activities of the Historian of the Year that led to selection shall be made at a City council meeting.
 - b. The city shall issue a press release the day following the city council meeting presentation announcing the Historian of the Year, and post the announcement on the city web site.