



NOMINATION PROCEDURE



2018 Mayor's BIZ Awards Nominations

1. Each Executive Director will present the nomination information package and form to the BIZ Board at a regularly scheduled board meeting. At that meeting, the Executive Director will formally record a motion to commence the open call for nominations.
2. Each Executive Director will serve as contact for receipt of nomination forms and answering questions regarding nomination procedures within their BIZ Zone.
3. Each Executive Director will distribute the nomination form and instruction package to all BIZ Zone members.
4. Once nomination forms are received, each Executive Director shall ensure the nomination form is complete and retain the nomination as a confidential submission for consideration by the BIZ Board at a regularly scheduled Board meeting.
5. Each Executive Director will present all nominations to their BIZ Board at a regularly scheduled meeting prior to April 27, 2018
6. At said meeting, the BIZ Board shall consider and recommend a nominee as award recipient for their BIZ Zone. The results of this recommendation shall be recorded in each BIZ Board meeting minutes.
7. Each Executive Director shall recommend a single nominee as their proposed BIZ award recipient on or before Friday, April 27, 2018.
8. The City will notify the BIZ Board if the nomination has been ratified.
9. The Executive Director shall notify the nominee that they have been selected as an award recipient and confirm their ability to attend the Award's presentation ceremony.
10. Based on information provided in the nomination package, the City will provide a draft biography to each award recipient for review and confirmation of details and form.
11. Nominees will be required to sign a release form regarding use of their personal information and to provide consent for photography at the BIZ Awards.
12. The Award recipient will be announced at the Mayor's BIZ Awards presentations at City Hall.
13. The Award recipient will be acknowledged on the City of Winnipeg's website and potentially through other media as determined by the City of Winnipeg.

Deadline for Nomination ♦ APRIL 6, 2018