

Citizen of the Year (COTY) Guidelines

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Preface

It is recognized that citizens who call Marrowstone Island 'home' are unique in experience and diverse in background and interests. Among them, certain individuals reach beyond the ordinary, and in so doing have made a lasting or significant difference to the greater community through their volunteerism, activism, and leadership.

To acknowledge those endeavors, the Marrowstone Island Community Association (formerly Nordland Community Club) established a 'Citizen of the Year' Award in 1973.

The process of nomination and selection is outlined as follows:

The nomination is made by filling out a form available at the Nordland Store, listing to the best of one's knowledge and ability, the reasons that individual should be selected. The criteria require nomination be made by a resident, and that only a resident may be the recipient. It further

requires that nomination forms be signed. Nominations are reviewed by a committee comprised of previous Citizen of the Year recipients together with 2 MICA representatives. Nominations are sought during the last weeks of each year and a meeting of this committee is called early in January. At that meeting, the box containing nominations is opened, the validity of each nomination is ascertained, and a selection is made. The candidate selected remains a secret until announced at the January MICA meeting.

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You can view this document online in two (2) ways:

1. Type either goo.gl/v3iB2 into your browser, or
2. Or type www.marrowstone.info/coty/committee#TOC-Guidelines into your browser, then click “click here” at the beginning of the next sentence.
3. Use “Ctrl F” to search (find) text within this document.

Work in progress

I (Pete Hubbard [COTY 2010](#)) developed this document based upon the 2002 COTY Guidelines created by Laurie Tillman, Billie Fitch and Sandy Barrett. See [Revision history](#).

As I've proceeded through this process during my 2012 term sitting in for Ralph Rush and my term in 2013, I updated it to reflect what transpired and what I/you think may be helpful for future COTY Chairs. I will continue to update it with your help. I invite you and future COTY Chairs to [follow these instructions](#) to add your “Comments” in the right sidebar to include questions and suggested improvements to this document..

NOTE: The “Improve” link on the “[\(Top\)](#) [\(Bot\)](#) [\(Improve\)](#)” line brings you to this paragraph.

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I: THE PROCESS TIMELINE (Nov. - May)

See the [APPENDIX](#) for COTY files and COTY documents

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A. (Nov) Prepare for the nomination process

1. The [COTY Chair](#) responsibility is basically coordinating the activities of other COTY committee members who have volunteered or been asked to help..
2. The [COTY Chair](#) will do the following.
 - a. Arrange for the selection committee's meeting date and place, normally at the [Nordland Garden Club](#). This meeting should preferably be held the first week of January, or by the end of the second week at the latest. This should allow time to prepare the certificate and have the plaque engraved before the January MICA meeting.
 - b. Send an email ([suggested email](#)) to the MICA President ([click here](#) for current president) to appoint 2 MICA representatives (and one alternate) who are not already on the COTY committee to serve as observers (NOT voting) members of the selection committee. An alternate (3rd MICA member) shall be appointed to replace any of the MICA members who may not be able to attend the meeting, or who is found to have been nominated. (See [History](#)) (See [MICA Bylaws](#)) (See [2013BM-Topic#4](#))
 - i. Update the Nomination Form, or ask Pete Hubbard to do it. [Click here](#) to view a copy to print and post to the Island Net. This form shall include:
 1. the selection criteria as follows: The nominee must be an island resident, and must have been personally involved in the performance of a service which has a long lasting and beneficial effect on the island community and/or Jefferson County.”
 2. statement that the Citizen of the Year award is sponsored by the Marrowstone Island Community Association
 3. reminder that the specific qualifications of the nominee must be listed
 4. where to deposit nomination forms
 5. closing date for nominations
 6. statement to clarify that this is a nomination only, and not a vote
 7. signature of the nominator. Note: Signature is required.
 - c. [COTY Chair](#) makes 60 copies of the [nomination forms](#) and distribute as follows:
 - i. Around Nov. 15, place 20 NFs and the COTY Nomination Box in the Nordland Store. (Ask Tom Rose 385-0777 if OK.)
 - ii. Around Nov. 17 (weekend before the MICA Nov. meeting), post [this \(suggested\) announcement](#) to the two Island Nets that nominations are open. Follow it with a post that includes the Nomination Form.
 - iii. Give 20 NFs to a Nordland Garden Club member (Liz Hazen in 2012) to take to the November (14, 2012) and December Nordland Garden Club

meetings.

- iv. Take 20 NFs to the November (19, 2012) MICA meeting.
3. In the last week of November, the [COTY Publicist](#) will publicize to local papers that nominations are being accepted until December 31 by doing the following:
 - a. Submit ([this suggested](#)) article to *Peninsula Daily News*, *The Leader*, and any other regional publications regarding the nomination process and criteria.
 - b. Consider placing a poster or other notice in the Nordland store.
4. On or about the first of December, the [COTY Chair](#) sends an email ([suggested email](#)) to the COTY committee announcing the date, time and location of the selection committee meeting.
5. On December 31st or Jan. 1st, the [COTY Chair](#) goes to the Nordland store and picks up the Nomination Box and any unused Nomination forms, which can go in File I to be used as scrap paper for members at the selection meeting.

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B1. (Early Jan.) Hold the selection committee meeting

1. The selection committee shall consist of all of the previous Citizens of the Year living on the Island plus 2 MICA representatives not already on the committee. Based upon a majority decision of COTY members at the business meeting held on January 4th, 2013, MICA members observe only; they do not vote. An alternate MICA member shall be appointed to replace any of the MICA members who may not be able to attend the meeting, or who have been found to have been nominated.
2. On the day before the COTY Selection meeting,
 - a. collect the COTY Nomination Box, the COTY Files Box , enough paper and pencils for voting, and three voting cups.
 - b. print off the following
 - this agenda section B1
 - list of all past honorees ([list](#))
 - list of non-selected nominees from past seven years ([list](#))
3. If there is to be a business meeting, the quorum is 30% of the COTY committee. A simple majority will pass any options. Votes are binding on all COTY committee members.
4. On the day of the COTY Selection meeting,
 - a. the COTY Chair will bring the COTY Files Box and enough paper and pencils for voting, the COTY Nomination Box and any nomination forms mailed to him/her.
 - b. Around 10:15 or so, a Nordland Garden Club Trustee (Gladys) will open the doors to start the coffee and hot water. Committee members were asked (in a prior email) to bake or buy some cookies, and if none did, the COTY Chair will

- bring some.
- c. The COTY Chair (and maybe others) set up the room with 9 tables forming a square to accommodate about 25 people:
 - 2 tables up front for the COTY Chair and [COTY Co-Chair](#);
 - 7 tables (3 persons each) = 21 [2+3+2 tables in a “U” shape]
 - d. At each setting place a pencil, small pieces of paper for voting, and scrap paper from File I for notes.
 - e. Get the plaque from the wall to take to Lisa’s Jewelry.
5. (COTY Selection Meeting agenda from 11 to noon) The COTY Chair ...
- a. take attendance
 - b. (If you wish) invite and welcome the [COTY Co-Chair](#) (2014 - Bob & Sandy) to the front table
 - c. introduce the two primary and one alternate observers from MICA.
 - d. call the meeting to order ~~and start the Pledge of Allegiance.~~
 - e. read the selection criteria. “The nominee must be an island resident, and must have been personally involved in the performance of a service which has a long lasting and beneficial effect on the island community and/or Jefferson County.”
 - f. read the names of prior recipients with emphasis on those deceased. **Ask for a moment of silence.**
 - g. remind committee members
 - “Votes will only be accepted from those present at the meeting; no proxies will be allowed.”
 - “Nominations will be taken ‘from the floor’.
 - “Keep the name of the new COTY recipient secret until the January (21, 2014) MICA meeting”
 - “All discussions in this room about the nominees and new COTY recipient must stay in this room.”
 - “Have a respectful and positive discussion of nominees”
 - h. unlock the three-combination lock on the Nomination Box, open it, and split the nomination forms between the [COTY Chair](#) and the [COTY Co-chair](#) who quickly scan all nominations to
 - see if any nominations are for the appointed MICA members present. If so, excuse that member from the meeting and ask the alternate to stay. **Otherwise, excuse the alternate.**
 - verify that forms were signed by Island residents, (2013 suggestion)
 - and remove and destroy any forms that were not (properly) signed
 - i. The [COTY Chair](#) and the [COTY Co-chair](#) take turns reading each nomination, omitting the name of the nominator while the [COTY Tallier](#) (2013 - Billie Fitch) writes the name on the flip chart and tallies for each nominee.
 - j. After we empty the Nomination Box, the [COTY Tallier](#) adds the names of

nominees (not already listed) from the past seven years ([List](#)) onto the flipchart.

- k. The [COTY Chair](#) ...
 - ask “Are there any nominations from the floor?” [COTY Tallier](#) writes them on the flip chart.
 - ask “May we close the nominations and begin discussions?”
 - after discussion, ask “May we begin the vote?”
 - Someone passes a basket to collect all ballots.
 - 1/6/2015 - After first vote, list smaller group on flip chart, do a 2nd round of voting.
- l. Final vote need not be unanimous, but strive for a consensus. If there is no clear winner, reopen the discussion and revote.
- m. If there is a winner,
 - ask If you voted for someone other than the new COTY recipient, would you be willing change your vote so we can have a consensus vote for the recipient?”
 - ask for personal observations and special memories that the [COTY Publicist](#) might want to add to the award announcement.
- n. Remind everyone
 - “Keep the name of the new COTY recipient secret until the January (21, 2014) MICA meeting.”
 - “All discussions in this room about the nominees and new COTY recipient must stay in this room.”
- o. Ask “Is there any other business to attend to? If not, then the meeting is closed. Thank you”.

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B2: (Post Jan.) COTY meeting

1. The [COTY Chair](#) will ...
 - a. collect all nomination forms for the award recipient and place them in the file labeled “A-2: COTY award recipient nomination forms for committee publicist” and give it to the [COTY Publicist](#) so they can see if there are other nominations for the recipient that may be useful when they prepare the award text.
 - b. collect all nomination forms for those who were NOT selected and place them in a file labeled for the year of the award, then place it in the folder “A-1: Signed nomination forms for last seven (7) years”.
2. In the few days after the COTY Selection meeting, the [COTY Chair](#) will ...
 - a. take the COTY Awards plaque to Lisa of Lisa’s Jewelry store in Port Hadlock for engraving. Lisa has done this free of charge for the last 30+ years. (Acknowledge

- her at the MICA announcement meeting and the celebration dinner.)
- b. find a [COTY certificate artist/printer](#) to create the certificate. Previous certificates have been lettered by Marge Illman and Lillian Lovato, but they would prefer someone else assume this task. Get blank certificates from SOS Printing, if there are none in FILE A-3.
 - c. update the [COTY seven years of non-selected nominees](#) spreadsheet.
3. If there are any expenses associated with this process, submit them to MICA.

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C. (Mid Jan.) Prepare for the January MICA Meeting Announcement

1. January MICA meetings: 1/20/2014; 1/19/2015; 1/18/2016; 1/16/2017
2. **2nd - 3rd week in Jan:** The [COTY Chair](#) will contact the MICA Secretary ([MICA Board](#)) to insure that s/he adds to the MICA program “The recipient of the 20nn Citizen of the Year will also be announced.” ([Post](#))
3. The [COTY Chair](#) will arrange for current photo of the recipient. The photo could be provided by a family member or a friend. Be sure to tell them the selection must be kept secret. Arrangement may be made with *The Leader* for a photographer to be present at the MICA meeting at which the announcement is made. Write biographies and accomplishments of the recipient and provide to *The Leader* for publication the Wednesday following the announcement. Also supply information to the *Peninsula Daily News* and other publications with instructions that it be published no earlier than the Wednesday following the announcement.
4. **VERY IMPORTANT:** The [COTY Chair](#) should find out if the award recipient(s) will be attending the MICA meeting, and if not, see if there is a way to change that.
5. The [COTY Publicist](#) will create two versions of the award
 - a. Pre-announcement award with award recipient’s name mentioned in the last sentence.
 - b. Post-announcement award with award recipient’s name mentioned in the first sentence.

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D. (Mid Jan.) Make Announcement at the January MICA Meeting

1. You are welcome to use parts or all of [this text](#) I used for Bob & Sandy’s MICA

announcement and celebration dinner.

2. Consider this announcement: "After I finish reading the Citizen of the Year award and reveal their names, I'll be asking them to come forward so ? can take some pictures for the local newspapers and our website. I will ask the MICA President and the honorees to join me over here (pick a spot). We'll do a few group shots with the four of us, then pictures of the couples alone."
3. The [COTY Chair](#) will acknowledge the work of the COTY committee and thank those who submitted nomination forms.
4. Read the criteria for selection and a brief history of the Citizen of the Year, including names of former recipients. Emphasize those prior recipients who have passed away, including a moment of silence.
5. Read biographical information and list details of what the recipient has done for the community.
6. Announce the name of the recipient only at the end.

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E. Immediately following the January MICA Meeting

1. As a courtesy, consider sending the new COTY honorees an email ([suggested](#)) describing what they can expect in the near future: ask for date for dinner and if they have someone in mind to plan and organize the dinner..
2. We suggest that the [COTY Chair](#) post an ([suggested](#)) announcement to the Island Net of the new COTY honorees. (Posts: [1/23/2013](#); [1/17/2012](#))
3. The [COTY Chair](#) will add the recipient to the [COTY committee list \(spreadsheet\)](#).
4. When honorees give date of dinner, asks the trustees if the Nordland Garden Club is available and reserve it. Or consider another suitable facility.
5. The [COTY Chair](#) will post a note ([suggested](#)) to the Island Net about the date/location for the celebration dinner and ask the [COTY Publicist](#) to write a similar article for the papers.

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F. Manage the dinner to honor recipients

1. Plan dinner (traditionally, a potluck) and publicize to island residents. Recruit volunteers to assist.
2. Appoint someone to be in charge of a beverage table. Determine if recipient wants wine and/or beer available. If so, arrange for beverage purchase ~~and donation management~~.
3. Set up the hall and oversee decorations.
4. Contact western neighbors to see if we can park in their field. (They said no in 4/11/2014)

because it was too wet.)

5. Consider this [suggested presentation](#) which
 - a. Present the honoree, who will introduce guests.
 - b. Invite comments from the audience and the honoree.

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G. (Mid April) Rhododendron Festival Parade

1. The [COTY Chair](#) will inform recipient of the tradition of having the Citizen ride in the Rhododendron Festival Parade.
2. John Mathiesen has chauffeured in his red hot Jaguar XK8 convertible for 2011-2013. He has handled all items listed below.
 - a. All that's necessary to be in the parade is to contact the parade chairperson in mid-April, <http://www.rhodyfestival.org> online or by phone (might be different person every year) and fill out the entry forms for the vehicle (insurance proof etc.) The MICA President must sign the liability release form to be returned to the parade chairperson. Then show up with the vehicle at the check-in point and get a number and directions where to go for staging. The COTY will then arrive there to board the vehicle before the parade starts.
3. If John is not available,
 - a. coordinate with the Rhody Festival Parade Committee for another vehicle
 - b. Locate the banner and arrange for two people to carry it in front of the car. Ensure entry is made with the Parade Committee, the position of the car in the parade is given to the driver, and information concerning the Citizen of the Year's activities is provided so it can be read as the car passes the reviewing stand.

H. (April-Nov) Wrap-up and handoff to new COTY Chair

1. Store all nomination forms (in Folder A-1) for those not yet selected for a period of 7 years. Following the dinner, destroy the nomination forms for the current recipient.
2. Review this document and make suggestions for improvement for next year's process. Make changes agreed upon and put a copy in the COTY Files Box. [Click here](#) (or [Revision history](#) in the footer) to review the history of revisions.
3. The current chair shall make certain all items pertaining to the Citizen of the Year process are secured until handed over to the next year's chair. ([Discuss](#)) Give the COTY Files Box to the [COTY-Co-chair](#) since they will be COTY Chair next year.
4. Assist the [COTY-Co-chair](#) in learning the process. Ensure they have a copy of and/or

access to these guidelines.

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Key COTY committee members

1. The **COTY Chair** shall be the recipient of the award TWO years ago. It shall be the responsibility of the recipient of the award THREE years ago to verify this person can fulfill these duties or to appoint someone else from the committee, if needed.
2. The **COTY Co-chair** shall be the recipient of last year's award.
3. **COTY Chair Assistant:** Since I (Pete Hubbard) am very familiar with the COTY program and am the COTY Digital Doc Editor for these guidelines and related documents, I offer to assist you (COTY Chair) in carrying out your responsibilities. Send me hphubbard@gmail.com or call me at 385-0105 if you would like this assistance..
4. The **COTY Publicist** will be a volunteer committee member who will write and publicize the award. The COTY Chair should seek that volunteer before the COTY Selection meeting. If no volunteers, the COTY Chair will assume the task.
5. The **COTY Chair** shall ask an Islander to serve as the **COTY Dinner chair**.
 - a. 2013- Billie Fitch managed Bob & Sandy's dinner
 - b. 2012 - Mary Karen McHattie volunteered for Mary and Ray's dinner. See this [COTY Dinner 4/14 - Google Docs](#)
6. The **COTY certificate artist/printer** The COTY Chair should seek that volunteer before the COTY Selection meeting.
7. The **COTY tallier** will volunteer at the Selection meeting to write nominee names on a flip chart then tally nominations and ballots.
8. The **COTY Digital Doc Editor** will coordinate the editing of some or all of the [COTY digital documents and resources](#) listed in the Appendix. As of May, 2012, the Editor is Pete Hubbard 385-0105 hphubbard@gmail.com. Send me a note if you would like to join me.

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Motions

November 14, 2002 - MICA budget item of \$50

At the 11/14/02 meeting of the Citizen of the Year committee, the following motion was made by Hank Hazen, and seconded by Laurie Tillman. 'Ask MICA to budget an amount of not more than \$50.00 to cover necessary expenses incurred to honor Citizen of the Year recipients.' The

motion carried unanimously.

At the 12/2/02 meeting of the MICA Board, the motion was made, seconded and passed to include \$50.00 in the MICA budget to be used for reimbursement of expenses up to that amount for necessary expenses incurred to honor Citizen of the Year recipients.

January 4, 2013 business meeting

[Click here](#) to view the agenda and results of this meeting. Soon, I will insert this link "(2013BM-Topic#)" throughout this guideline to link back to that topic in the agenda. Use "Ctrl" + "F" to "Find"/search for "Topic#" to locate them in this document.

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II. APPENDIX

[Click here](#) to view the Appendix