

Equity and Human Relations Award

Award Name

The subcommittee present the following as potential names for the award.

- Mayme A Clayton Award
- Community Contribution Award
- Equity & Human Relations Award
- Community Relations Award
- Culver City Commitment and Contribution Award
- Community Relations Award
- Human Relations Award

Award Categories

- Individual
- Student
- Non-Profit Organization
- Business/Corporation

Nomination Process

Request for nominations will start in September. (See Award Promotion section below.)

Nominations will be accepted via online form, email, or regular mail. The nomination form will be available on the City's website as a link to the online form and as a downloadable PDF. The public can also pickup a hard copy of the nomination form from the Human Resources department.

The nomination form deadline is December 31st. Forms received after the deadline will be considered for the following year.

The Equity and Human Relations Advisory Committee members will review all of the nomination forms and at the October meeting, will select the honorees for each award category.

Nomination Timeline

September – Request for nominations. (See Award Promotion section below.)

December – Deadline for submission. In order to be considered for the award of the year, nominations must be received by the Equity and Human Relations Advisory Committee before

midnight on the last day of December. Nominations received after this date, even if postmarked on or before 12/31, will be considered for the following year's awards.

January – Short list. An ad-hoc sub committee should be established to review the nominations and to prepare a short list of no more than 5 candidates per award category. When a large quantity of nominations are received, multiple ad-hoc sub committees, one for each award category, could be established as needed.

February – Larger committee review. The nomination forms for the top 5 candidates per award category will be given to the full committee for review.

March – Recipient selection. The Equity and Human Relations Advisory Committee chooses the award recipient for each award category through a majority vote. The decision is final and without appeal. The names of the award recipients are then announced.

April – Recipients receive their award. (See Award Ceremony section below.)

Award Promotion

The request for nominees will be publicized on City's website, through City email notifications, flyers at City locations, on the City's social media sites and through a City Press Release. Advertising in the local papers should also be considered if budget allows.

Award Ceremony

The award ceremony would take place in April. The subcommittee prefers to have the award presented to the honorees during a City Council meeting. We feel by having it during a City Council meeting, the presentation would be in front of a larger audience and will help promote the award for future years. The Mayor, Alex Fisch, has already agreed to present the award to the honorees. Note, there will be a new Mayor in December.

The Award Medallion

The award will be a bronze medallion either on a chain or on a ribbon. The subcommittee is working on receiving cost estimates for the design, mold creation, and individual units.