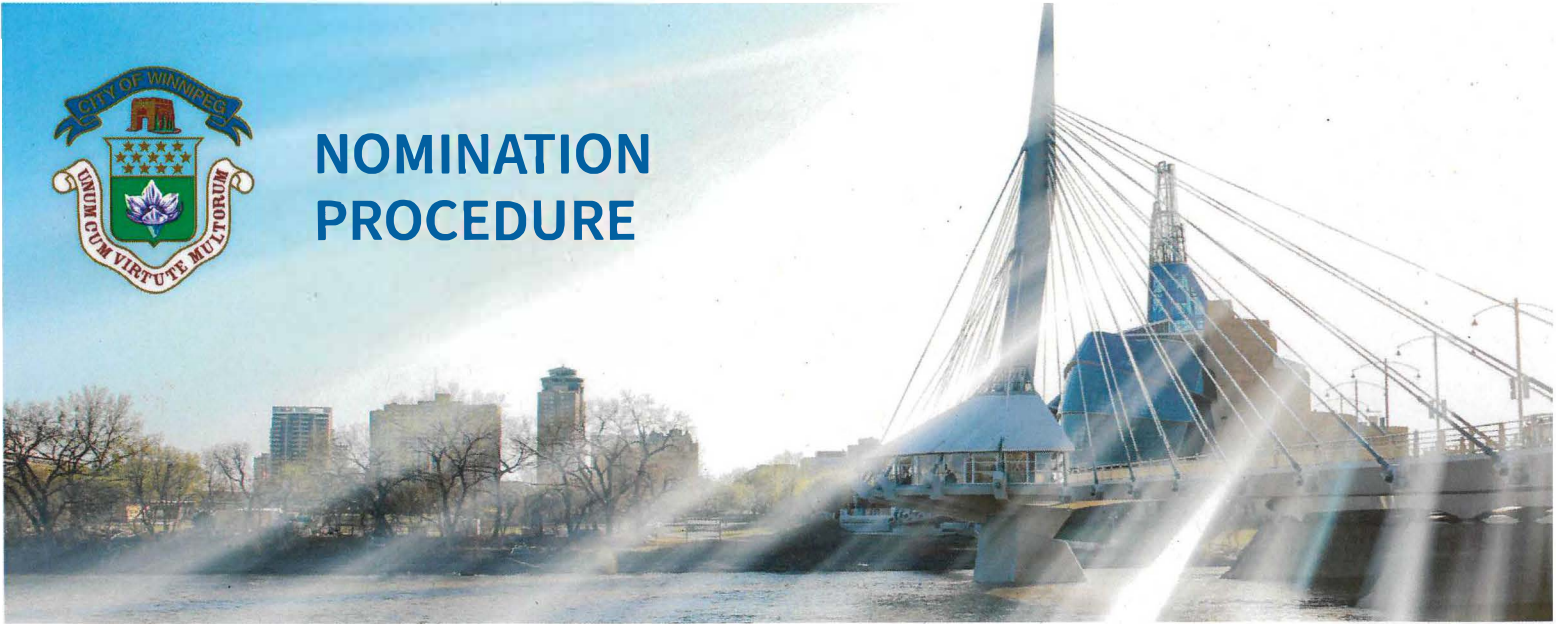




# NOMINATION PROCEDURE



# 2024 Mayor's BIZ Awards Nominations

1. Each Executive Director will present the nomination information package and form to the BIZ Board as soon as possible. (For timeline purposes) The Executive Director will formally record an e-motion to commence the open call for nominations. (and record the e-motion into the next Boards minutes)

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 in a manner suitable to each zone's operations.

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 the deadline of May 10, 2024.**

6. At a said Board meeting, the BIZ Board shall consider and recommend a nominee as award recipient for their BIZ Zone by motion. **The results of this recommendation shall be recorded by MOTION in each BIZ Board meeting minutes.**

7. Each Executive Director shall recommend a **single nominee as their proposed BIZ award recipient to the City on or before the deadline of Friday, May 10, 2024.**

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 from the BIZ ZONE in the nomination package, the City will draft a biography for each award recipient.** (No more than 100 words.)

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 hosted by the Mayor.

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.