

Administrative Order



Administrative Order No.: 4-94

Title: Standards for Establishing the Nominating Process, Categories and Criteria for the County's Medal of Merit Award

Ordered: 12/07/1999

Effective: 12/17/1999

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter and Ordinances 95-39 and 99-50.

SUPERSEDES:

This Administrative Order supersedes Administrative Order 4-94 ordered and effective February 23, 1995.

POLICY:

This Administrative Order provides for the establishment of the standards for the Medal of Merit Award, describes the procedural elements required for the establishment of the Medal of Merit Award categories, and establishes the criteria by which the Medal of Merit Award may be awarded by the Board of County Commissioners.

ADMINISTRATION:

The administration of this Administrative Order is designated to the Communications Department, who is charged with the overall responsibility of coordination and implementation.

DEPARTMENT RESPONSIBILITY:

The Communications Department shall be responsible for providing staff support for coordinating the nominating process; conducting preliminary screening of applications for meeting applicable criteria; and coordinating the acquisition of Medal of Merit Awards and presentation.

PROCEDURES:

The procedural elements shall include, but not be limited to, the information contained herein:

1. Medal of Merit Award Categories

The following categories are established.

- Leadership

- Civic Service
- Distinguished Governmental Service
- Heroism
- Achievement.

2. **Medal of Merit Nominations**

Nominations for the Medal of Merit Award shall be made by members of the Board of County Commissioners.

3. **Criteria for Selection**

Criteria for nomination for the Medal of Merit award are outlined below by category of award:

Leadership:

- Demonstrated ability to promote community unity.
- Outstanding contribution(s) that serve to improve quality of life.
- Contribution(s) that have made a profound effect on Miami-Dade County residents and visitors.
- Contribution(s) that have enhanced the image of Miami-Dade County nationally and internationally.

Civic Service:

- Demonstrated involvement in community issues and service.
- Outstanding record in promoting welfare of Miami-Dade County residents.
- Demonstrated record of positive contributions to existing and continuing community challenges.
- Innovative approaches to long-standing community as well as governmental challenges.

Distinguished Governmental Service:

- Long-standing (at least 20 years) governmental service in the public sector either elected or appointed.
- Demonstrated contributions to improve efficiency and effectiveness of governmental programs.
- Demonstrated integrity and professionalism in governmental service.
- Demonstrated efforts to advance the overall well-being of minorities and women.

Heroism:

- Demonstrated selfless, extraordinary action which may have endangered saved the life of one or more persons.

Achievement:

- Individual has demonstrated an ability to overcome adverse conditions and has risen to outstanding levels both personally and professionally.
- Demonstrated level of integrity, professionalism and community service.
- Demonstrated record of service in returning benefits to his/her community.
- Demonstrated willingness to assist those who are less fortunate.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

M. R. Stierheim
County Manager