

James C. Richards Memorial Award

The James C. Richards Memorial Award was created by the LOC Board of Directors in 1980 in memory of Jim Richards, a former city councilor in Bay City and administrative officer for Tillamook County. The award recognizes exceptional contributions by **elected** city officials to the League of Oregon Cities and at the local, state and federal levels.

About James C. Richards

In addition to his local responsibilities, Jim Richards served on the LOC Board of Directors and Legislative Committee, chaired the Local Officials Advisory Committee to LCDC, and served on the Local Government Advisory Committee to the Building Codes Division.

Richards contributed his time selflessly to the cause of cities around the state. He often traveled to Salem to represent cities and the League before legislative committees. Richards would even camp out in the League office for two or three days to personally call other city officials and urge them to attend legislative hearings.

Eligibility

For Elected City Officials – City and Regional Impact

Any **elected** city official from any size city is eligible to be nominated for the James C. Richards Award.

Purpose

The James C. Richards Memorial Award, which is one of three LOC Exceptional Service Awards, honors elected city officials who have made exceptional contributions to their communities, to the League of Oregon Cities, and at the local, state, and regional levels. The award recognizes officials who demonstrate outstanding leadership, ethical conduct, and a sustained commitment to public service, officials who are widely regarded by their peers as role models and whose work has produced meaningful, lasting results for their cities and the broader municipal community.

The Selection Process

Each year, a slate of judges is put forth by the Conference Coordinator and Member Services Director, who select candidates meeting the approved criteria. The slate is submitted first to the Executive Committee for approval and then to the full Board of Directors for final approval. The recommended slate consists of five judges and up to three alternates.

The committee consists of five judges, including past LOC presidents (who must have served at least three years and currently hold elected office), past or current LOC board members (past board members must have served three years and both past and current board members must currently hold elected or appointed office). Two mayors (who must currently serve on the LOC or Oregon Mayors Association Board) and one chief administrative officer (CAO) (who must be a current or former LOC board member).

If a judge is nominated for any of the three Exceptional Service Awards, the judge will be replaced by an approved alternate. If a judge has submitted a nomination for an Exceptional Service Award, the judge must disclose the conflict and refrain from participating in the discussion or evaluation of that award. The judge may also choose to recuse themselves entirely, and an approved alternate will participate in their place.

The Exceptional Service Award nominations, including the James C. Richards Award, will be pre-screened by the LOC Executive Director, the Legislative Director, and one additional manager selected by the Executive Director. The purpose of this pre-screening is to eliminate any nominations that do not meet the minimum eligibility criteria for each award, as outlined in the Eligibility and Criteria sections of this form. This process does not preclude the judges from determining that there are no eligible recipients in any award category. The selection committee is only permitted to grant the award to one nominee.

Criteria

- The nominee has actively participated in the League of Oregon Cities and other municipal, regional or professional organizations;
- The nominee has demonstrated a record of significant service, as compared to others, to the nominee's city, regional government, and the League of Oregon Cities;
- The nominee has demonstrated commitment to high ethical principles and conduct in public service;
- There is clear evidence of widespread respect and support for the nominee from peers, colleagues and community members;
- The nominee is widely recognized by peers and colleagues as a role model/example of exceptional public service through their leadership, integrity and commitment to their community; and
- The nominee has a sustained record of meaningful contributions to their city and/or regional government that produced measurable or lasting outcomes.

This award recognizes excellence in municipal governance and regional collaboration, with consideration given to the size and capacity of the nominee's city.