

# Reverend Dr. Martin Luther King, Jr. Humanitarian Award Commission Manual

“Our mission is to annually recognize City of Madison and/or County of Dane residents who have made outstanding and significant contributions to their community in the spirit of sisterhood, brotherhood, and harmony toward making our city and/or county an ideal place in which to live.”



# TABLE OF CONTENTS

<b>I. Introduction</b> .....	<b>3</b>
Letter from Chair .....	3
General Background .....	4
Past Recipients .....	4
Membership .....	5
<b>II. Role of the Humanitarian Award Commissioner</b> .....	<b>6</b>
City of Madison Ordinance .....	6
Job Description .....	6
<b>III. Nominations</b> .....	<b>7</b>
Rules .....	7
Disclaimers .....	7
Example Nomination Form .....	8
<b>IV. Selection</b> .....	<b>9</b>
Process .....	9
Evaluation: Questions to Consider .....	9
Pre-Selection Evaluation Form .....	10



# INTRODUCTION

## LETTER FROM CHAIR

Welcome,

It is an honor and pleasure to welcome you to the Commission. Annually, we have a charge that to me is of great importance and significance. The process of acquiring and reviewing applications and thereafter selecting annual awardees is daunting. In our search for the person or persons that meet our criteria as stated in this manual we must keep in mind Dr. King's simple yet complex statement on leadership. As follows: "A genuine leader is not a searcher for consensus but a molder of consensus."

With this in mind, please take a moment to read this manual as a way of preparing for your assignment as a Commissioner.

Let us make our selections that are representative of the values of Dr. King and those of our ever changing and growing community. Please keep in mind the importance of candidates' human values, personal strengths, ideals, love, justice, dreams, community service and the ability to stand against injustice while honoring creative altruism for those we choose as awardees.

Thank you and my best wishes as we venture forward,

David Wandel, Chair

## GENERAL BACKGROUND

In 2009, the Dane County Board and the City Council of Madison adopted a joint resolution to create a joint City and County commission to select the best candidates for the annual Reverend Dr. Martin Luther King, Jr. Humanitarian Award.

## PAST RECIPIENTS

Rev. Alfred W. Swan, Dr. Harry Hamilton, Anna Mae Mitchell, Rev. James C. Wright, Dimetra Taliaferro Shivers, Rev. Joseph Dawson, Richard Harris, James Baugh, Odell Taliaferro, Mary Caire, Tina Stovall, James Graham, Mary Lousie Symon, Oscar D. Shade, Christine Huber, Willie Nunnery, John Parrish, Faith Kail, Clarence Kailin, Rev. Charles Garel, Margaret Straub, Charles D. Pfeifer, Core E. White, James E. Jones, Jr., Dr. John Y. Odom, Mechele Williams, Chicikita Mitchell, Cortney Deadman, Betty Franklin-Hammonds, Rev. Alexander Gee, Jr., Freddie Hill, *The Wisconsin State Journal*, *The Capital Times*, Neil Heinen, WISC-TV3, Darlen Hancock, Hope Williams, Gladys Benavides, Rebuta Beasibm, Rosemary Toroia-Baker, Pabitra Benjamin, Tuanquilla Brown, Vicki C. Washington, Kaleem Caire, Sancia Ferguson, Lucy Osakwe, Erroll & Elaine Davis, Candace Knox, Pahoua Thao, Woodie Mogaka, Lee Thomas, Dr. Richard Davis, Sarah Saeed, Mai See Thao, Stephen Braunginn, Jammie Davis, Bert Zipperer, Mary Kay Baum, Sarah Fox, Irwin A. Goodman, Robert D. Goodman, Milton I. Mcpike, Tosha Songoio, John Quinlan, Lauren Rock, Milele Chikasa Anana, Virgil Ward, Annie Mae Walker, Bill Graham, Carline Dean, Leotha Stanley, Juan Jose Lopez, Eugene Johnson, Joann Griffin, Cristine Thomas, Salvadore Carranza, Charles Brown, Nancy Thurow, Jerry Sternberg, Joe McClain, Dan Neuman, Alfonso Zepeda-Capistran, Woodie Onkendi Mogaka, Charlie Daniel, Jonathan Gramling, Dr. Virginia Henderson and Dr. Perry Henderson, Jonathan James Brisco, Barbara Golden, Will Williams, Paul Kusuda, Jessica Doyle, Lea Zeldin, Edith Lawrence Hilliard, Jason Carlos Gonzales, Mike McKinney (posthumously,) Jerome Dillard, Elena I. Aleman, Patricia Tellez-Giron, Jarrel B. Montgomery, Shiva Bidar-Sielaff, James Latimer, Dr. Hazel Symonette, and Jessie Brown.

# MEMBERSHIP

## ROSTER

<b>David Wandel</b> <b>President, Joint City-County Appointee</b> <b>E-mail: <a href="mailto:wancomp@aol.com">wancomp@aol.com</a></b> <b>Appointment Date: 11/7/2006</b> <b>Term Expiration: 12/2/2015</b>	
<b>City of Madison Appointees</b>	<b>County of Dane Appointees</b>
<b>Colin A. Bowden</b> City of Madison CDD Designee <b>E-mail: <a href="mailto:prezalex87@gmail.com">prezalex87@gmail.com</a></b> <b>Appointment Date: 1/9/2014</b> <b>Term Expiration: None</b>	<b>Vacant</b> County of Dane Representative <b>E-mail:</b> <b>Appointment Date:</b> <b>Term Expiration:</b>
<b>Corinda Rainey-Moore</b> City of Madison EOC Representative <b>E-mail: <a href="mailto:corinda.rainey@gmail.com">corinda.rainey@gmail.com</a></b> <b>Appointment Date: 12/2/2014</b> <b>Term Expiration: 4/19/2016</b>	<b>Hanah Jon Taylor</b> County of Dane Representative <b>E-mail: n/a</b> <b>Appointment Date: 7/17/2014</b> <b>Term Expiration: 1/1/2017</b>
<b>Steven L. Rush</b> City of Madison AAC Representative <b>E-mail: <a href="mailto:doctorstevenrush@gmail.com">doctorstevenrush@gmail.com</a></b> <b>Appointment Date: 1/20/2015</b> <b>Term Expiration: 4/19/2016</b>	<b>Selena Pettigrew</b> County of Dane Representative <b>E-mail: <a href="mailto:selenapettigrew@gmail.com">selenapettigrew@gmail.com</a></b> <b>Appointment Date: 7/17/2014</b> <b>Term Expiration: 1/1/2015</b>
<b>Stephanie A. Harrill</b> City of Madison DRC Representative <b>E-mail: <a href="mailto:stephanie.harrill@gmail.com">stephanie.harrill@gmail.com</a></b> <b>Appointment Date: 11/3/2015</b> <b>Term Expiration: 4/30/2018</b>	<b>Daniel Remick</b> County of Dane Representative <b>E-mail: n/a</b> <b>Appointment Date: 7/17/2014</b> <b>Term Expiration: 1/1/2017</b>

# COMMISSIONER ROLE

## CITY OF MADISON ORDINANCE: MGO SEC. 39.06

- (1) There is created the Reverend Doctor Martin Luther King, Jr. Humanitarian Award or Awards to be presented annually to the person or persons who have made outstanding and significant contributions in the spirit of sisterhood, brotherhood, and harmony toward making Madison and Dane County an ideal place in which to live. The award or awards shall be presented at the annual celebration of the birth of Dr. King. (Am. by Ord. 8989, 10-15-86; ORD-05-00169, 11-8-05)
- (2) The Mayor and the County Executive shall appoint a Commission consisting of nine (9) voting members. The Mayor shall appoint the City's voting members, which shall consist of the Community Development Division Director or her/his designee and one delegate from each of the following commissions/committees: the Madison Equal Opportunities Commission, the Affirmative Action Commission, and the Commission on People with Disabilities. The County Executive shall appoint four (4) voting members to represent Dane County. The Mayor and the County Executive shall jointly appoint one (1) member to serve as the ninth (9<sup>th</sup>) committee member. This commission shall annually seek candidates and select the recipient or recipients of this award. (Am. by Ord. 10,498, Adopted 8-18-92; Ord. 13,340, 6-7-03; ORD-06-00078, 6-3006; ORD-09-00052, Pub. 4-2-09, Eff. 8-1-09)
- (3) The Mayor shall convene the Commission on or before March 15 of each year. The Commission shall select a chairperson and may establish rules and procedures. (Am. by Ord. 8397, 7-25-84; ORD-09-00052, Pub. 4-2-09, Eff. 8-1-09; ORD-09-00118, 8-11-09)

## JOB DESCRIPTION

The Humanitarian Award Commissioner has the following powers and duties:

- Conduct outreach to the City of Madison and County of Dane communities in promotion of the Reverend Dr. Martin Luther King, Jr. Humanitarian Award
- Act as role models to the community by upholding the values of Reverend Dr. Martin Luther King, Jr.
- Fairly assess the criteria of nominees based on outstanding and significant contributions in the spirit of sisterhood, brotherhood, and harmony
- Recognize individuals whose efforts make the City of Madison and County of Dane an ideal place in which to live



# NOMINATIONS

## RULES

1. Humanitarian Award Commissioners review all complete nomination applications.
2. Incomplete nomination forms will not be considered.
3. The nominee must live, work or volunteer in the Dane County area.
4. Humanitarian Award Commissioners, City of Madison Department of Civil Rights staff, and Dane County Office of Equal Opportunity staff are not eligible to receive the Martin Luther King, Jr. Humanitarian Award
5. Humanitarian Award Commissioners, City of Madison Department of Civil Rights staff, and Dane County Office of Equal Opportunity staff may not nominate a humanitarian, nor write letters of support

## DISCLAIMERS

1. Submissions are subject to Open Records Law and may be viewed by the public upon request
2. The selection process occurs under closed session pursuant to Sec. 19.85(1)(c) Wisconsin State Statute and is confidential
3. Award recipients will be notified of their selection after the commission's decision
4. The nomination will be kept active for two cycles. Nominators may update the nomination annually by adding current achievements or activities of the nominee
5. We cannot consider a candidate if they are seeking elected office this year.

# EXAMPLE NOMINATION FORM



## 2015 City-County Rev. Dr. Martin Luther King, Jr. Humanitarian Award Nomination Form



<b>Name of Nominee:</b>	
<b>Address (specify home or work):</b>	
<b>Phone (specify home or work):</b>	
<b>Category:</b>	<input type="checkbox"/> Young Leaders (13-19) <input type="checkbox"/> Humanitarian
<b>Nomination Category:</b>	<input type="checkbox"/> Leader <input type="checkbox"/> Unrewarded Efforts <input type="checkbox"/> New Initiatives
<b>Nominee has Shown Visible &amp; Continuing Volunteer Leadership or Effort in the Following Areas:</b>	<input type="checkbox"/> Civil Rights <input type="checkbox"/> Community Services <input type="checkbox"/> Education <input type="checkbox"/> Politics <input type="checkbox"/> Religion <input type="checkbox"/> Social Services
<b>Number of Years Nominee has been Actively Identified with the Dane County Area?</b>	

Please answer the following questions on a separate sheet of paper for each nominee and attach to this form. Include your name address and telephone number (specify home or work). Add your title, company name and association if appropriate. Responses must be limited to three (3) pages. If your nominee is a City or County employee or an elected official, the nomination must describe activities that are above and beyond the normal scope of their work responsibilities.

1. How has your nominee exemplified Dr. King's non-violent philosophy?
2. What impact has your nominee had on the lives of people in Dane County?
3. Has your nominee had any special obstacles to overcome in order to achieve what s/he has accomplished? If so, please explain.

Please also provide a brief biography of your candidate (maximum of 2 additional pages).

Applications can be submitted in one of the following ways:

Email: [humanitarianawardcommission@cityofmadison.com](mailto:humanitarianawardcommission@cityofmadison.com)

Fax: (608) 266-5916

Mail: City of Madison Department of Civil Rights  
 210 Martin Luther King, Jr. Blvd., Room 523  
 Madison, WI 53703

**NOMINATIONS ACCEPTED UNTIL 4:30 P.M. ON DECEMBER 19, 2014**



# SELECTION

## PROCESS

- Step 1: When application deadline is closed, staff will collect nominations and create packets to send to commissioners for pre-selection evaluation.
- Step 2: Commissioners will complete their pre-selection evaluation form and send to staff for tabulation prior to the selection meeting.
- Step 3: At the selection meeting, commission will review totals from pre-selection evaluation form tabulations.
- Step 4: Discuss first choice award winner.
- Step 5: Discuss second choice award winner.
- Step 6: Commissioners vote utilizing secret ballot for their top two (2) nominee choices.
- Step 7: 10-minute recess (while staff compiles secret ballot results).
- Step 8: Commissioners review results and vote to approve.

## EVALUATION: QUESTIONS TO CONSIDER

- **Does the candidate uphold the values of Reverend Dr. Martin Luther King, Jr. through outstanding and significant contributions to their community in the spirit of sisterhood, brotherhood, and harmony?**
- **Does the candidate's community contributions aid in making the City of Madison and County of Dane an ideal place in which to live?**
- **Are there two logical candidates with two alternates?**
- **Do the results of the voting present nominees who represent racial diversity?**
- **Has the candidate advanced social justice resonant with the legacy of Dr. King through extraordinary paid or voluntary work contributions to their community?**
- **Does the voting result present nominees who have exemplified Dr. King's non-violent philosophy?**
- **Do the nominees impact the lives of people in the City of Madison and County of Dane?**

# EXAMPLE PRE-SELECTION EVALUATION FORM

## PRE-SELECTION EVALUATION:

### Humanitarian Award



**Directions:**

Rate each candidate on a scale of 1 to 5 (1 as the lowest possible score, 5 as the highest possible score) based on how she/he/they have contributed to the following categories:

- Evaluation Category 1:** Exemplification of Dr. King’s non-violent policy.
- Evaluation Category 2:** County of Dane/City of Madison Community impact.
- Evaluation Category 3:** Obstacles/barriers overcome to reach success.

**Questions to Consider:**

- Does the candidate uphold the values of Reverend Dr. Martin Luther King, Jr. through outstanding and significant contributions to their community in the spirit of sisterhood, brotherhood, and harmony?
- Does the candidate exemplify Dr. King’s non-violent philosophy?
- Does the candidate’s community contributions aid in making the City of Madison and County of Dane an ideal place in which to live?
- Does the candidate impact the lives of people in the City of Madison and County of Dane?
- Has the candidate overcome obstacles in order to achieve their accomplishments?

Nominee	Category 1	Category 2	Category 3	Total
Candidate 1				
Candidate 2				
Candidate 3				
Candidate 4				
Candidate 5				
Candidate 6				
Candidate 7				
Candidate 8				
Candidate 9				
Candidate 10				

**\*Please e-mail your completed pre-selection evaluation form to Alyssa Riphon at [ARiphon@cityofmadison.com](mailto:ARiphon@cityofmadison.com) for tabulation prior to Humanitarian Award Commission selection meeting.**



210 Martin Luther King, Jr. Blvd., Room 523 | Phone: (608) 266-4910 | Fax: (608) 266-6514  
humanitarianawardcommission@cityofmadison.com | [www.cityofmadison.com/dcr/commMLK.cfm](http://www.cityofmadison.com/dcr/commMLK.cfm)