On behalf of the MAEO Award and Recognition Committee I’m asking for information on staff that retired in 2015 or 2016 that were **not** recognized by MAEO; and those that will retire in 2017 before the June 2017 MAEO Annual Meeting/Conference.  See Policy below – approved by MAEO Board on Tuesday, March 28, 2017.

Please include the following:

* their name
* years of service at your LBE
* years of MAEO membership
* years of service on a MAEO Committee
* date of their retirement

Deadline to submit retiree names is Friday, April 28, 2017 by 4:30 PM.

Please submit to [Katie.brown@maryland.gov](mailto:Katie.brown@maryland.gov)

**Retirement of MAEO Members**

When a **MAEO member** retires from active government service, he or she shall receive an appropriate and monetary gift not to exceed $100.00 dependent on longevity in membership, activity in the organization, and upon the Board’s approval.  When possible, the presentation shall take place at the Annual Meeting of the Membership.