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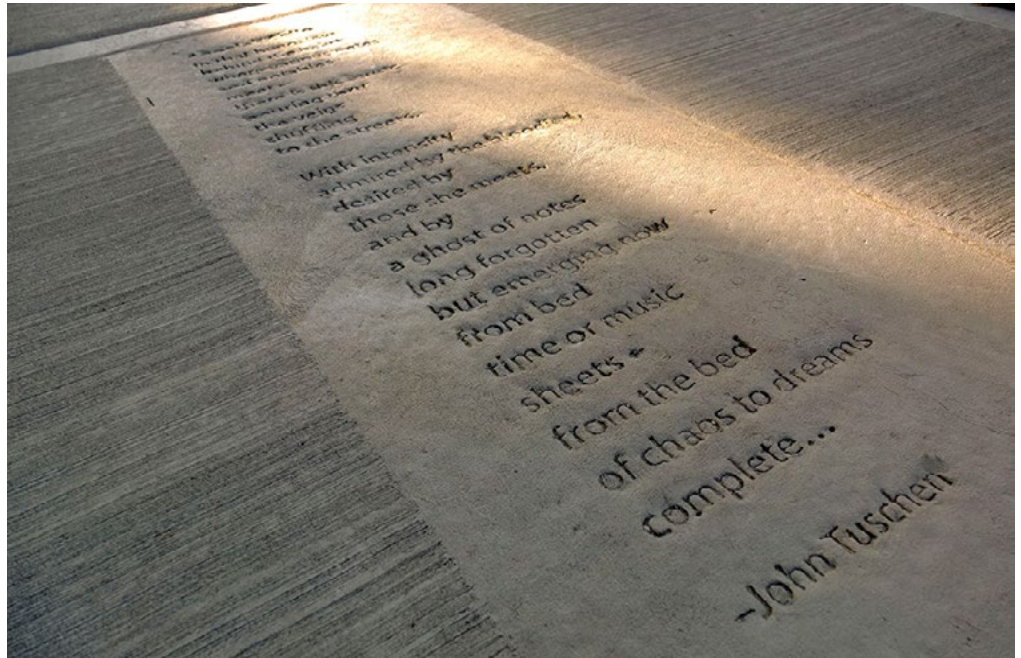
*Pursuant to Resolution  
Recognizing the honorary position  
of Madison Poet Laureate.*

*Legislative File ID 08212,  
Adopted 1/8/2008*

**Madison Poet Laureate  
Nomination deadline:  
Friday, September 27, 2019  
by 11:59 PM**

*Nominations will be accepted  
via Dropbox. Please refer to  
the instructions on page 3.*

## Poet Laureate Nomination Policy & Process



*To celebrate and recognize the role of poetry and the arts in City culture, and what poetry contributes to the vitality of the City's culture.*

*To appoint a Poet Laureate who is formally honored for her/his civic contribution to Madison through public participation in Madison's literary community.*

*To affirm that the Poet Laureate shall serve as a representative and advocate for diverse populations that exist within our City, and thereby give voice and a public face to the importance of poetry.*

### Poet Laureate Selection

Subsequent to new appointments, a period will be open to any organization or member of the community that wishes to nominate a poet for this position (self-nominations are welcome). The nominations may involve consultation with members of the literary arts community and other constituencies that the Poet Laureate may help to serve or represent. The current Poet Laureate, along with members of the Madison Arts Commission, will review all nominations at a noticed public meeting of the Madison Arts Commission and make a recommendation. The recommendation, rationale for the recommendation, and supporting documents will be delivered to the Mayor's office two months prior to the current Poet Laureate's retirement.

Based on the recommendation of the Poet Laureate, the Mayor shall appoint a new Poet Laureate for a term of two years. The appointment may be extended for an additional two years upon agreement between the Poet Laureate and the City.

If the Poet Laureate is not able to complete a full term, the Mayor's office shall accept nominations for a replacement. The replacement Poet Laureate will serve a full two-year term with an opportunity to extend.

# Poet Laureate Nomination Policy & Process

## Selection Criteria

The specific criteria for the appointment of the Poet Laureate are based on her/his involvement and commitment to the Madison poetry community, literary excellence, and continued pursuit of the craft.

The nomination shall demonstrate the merits of the candidate and include the following:

1. The candidate's established presence as a productive public poet in Madison with a history of advocacy for poetry.
2. Evidence that the candidate possesses a large body of work, whether published, self-published or unpublished.
3. Selections from the candidate's works.
4. Personal and professional references for the candidate.
5. Proof of the candidate's current residency in Madison.
6. A signed statement from the candidate that includes intent to accept the nomination and affirms that they plan to reside in Madison for the two-year term.
7. Documentation of established relationships that will enable the Poet Laureate to further develop the community partnerships necessary for effective service.

## Community Involvement and Commitment

The successful nominee will advance the role of poetry and the arts by:

1. Giving a reading at a special event at the beginning of the two-year term.
2. Attending city, library and school functions as needed.
3. Sharing a poem that will be published on the MAC website.
4. Attending a MAC meeting every January to update the commissioners on progress and programs.
5. Participating in City of Madison initiatives related to promoting poetry, including:
  - i. Serving as an advisor to the Metro Transit Bus Lines program.
  - ii. Scheduling quarterly poetry readings before the Common Council meetings.
  - iii. Organizing the annual poetry reading at the Madison Public Library in conjunction with other partnering organizations.
6. Summarizing her/his impressions and experiences during their term as Poet Laureate (including workshops, readings, judging of competitions, publication, etc.) to help MAC improve, adjust or adapt the parameters of the post and/or the appointment process.
7. Creating an "occasional poem" (i.e., a poem written in honor of a special occasion) or performing a reading, upon request, from the City or other Madison organizations.



*Dr. Daniel Kunene, former Poet Laureate Andrea Musher, Fabu, and Ali Muldrow at Fabu's 2008 Poet Laureate inauguration*



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# Poet Laureate Nomination Policy & Process

## Community Involvement and Commitment (continued)

8. Working to ensure that a qualified poet is appointed as her/his successor.
9. Mentoring an Emerging Poet Laureate (in a new pilot program) and assisting them in running the Bus Lines program.

This position is voluntary. The person serving as Poet Laureate is not considered a City employee or a City official.

## Nomination Process

All nomination materials must be received via Dropbox (see below) by 11:59 pm on Friday, September 27, 2019. Applicants with technical limitations, please contact the Arts Program Administrator (madisonarts@cityofmadison.com).

### Dropbox

1. Submit nomination materials by uploading files to a folder in Dropbox and then sharing that folder with the Madison Arts Commission.
2. To do so, complete the following steps:
3. Go to [www.dropbox.com](http://www.dropbox.com)
4. If you don't have a Dropbox account, create a free account at [www.dropbox.com](http://www.dropbox.com)
5. Click on the icon of the folder, "New folder," at the top of the screen (under "Upload Files").
6. Title your new folder with the first initial and last name of the poet you are nominating.
7. Once this folder has been created, click on it to open it.
8. Click the icon of the paper with a blue arrow, "Upload," at the top of the screen.
9. Click "Choose a file."
10. Select your folder from your computer. Your submission should be 10 MB or smaller. Compress (zip) your folder if needed to meet this requirement.

### Sharing your Dropbox folder with MAC

1. Once you have created your new folder and have uploaded all desired files, return to your Dropbox home page (at the top of the page, click the name Dropbox or the blue box icon next to it).
2. Click on the side navigation tab, "Sharing."
3. Click "New shared folder."
4. Click "Existing folder."
5. Select your folder from the list that appears.
6. Type in madisonarts@cityofmadison.com in the invitee field of the next window that appears.
7. Enter your name in the Message field.
8. Uncheck the "Allow members to invite other people" check box.
9. Click "Share folder."
10. If you do not receive acknowledgement from MAC that your nomination materials have been received within 48 hours of submitting via Dropbox, please email madisonarts@cityofmadison.com