

OpMan 31 – Awards Program

Effective: Sept 13, 2017
Effective: Oct 31, 2019
Effective: Mar 11, 2021

1. **PURPOSE:** To recognize individuals and units that have, through their outstanding performance, furthered the goals of the Association of Old Crows (AOC).
2. **SCOPE:** This OpMan details the AOC awards program, it's structure, process and composition. .
3. **MANAGEMENT OF THE AWARDS PROGRAM:** The AOC Awards Program shall be managed by the Board of Directors, through an Awards Committee, according to the provisions and guidelines contained in this OpMan and the Committee Chair.
4. **STRUCTURE OF AOC AWARDS PROGRAM:** AOC Awards shall be organized into:
 - a. Prestige Awards as detailed in **Appendix A**.
 - b. Community Awards as detailed in **Appendix B**.
5. **PROCEDURES OF THE AWARDS COMMITTEE:** Each year the Awards Committee shall review the AOC Operations Manual 31 (OpMan) and make recommendations to the AOC Board of Directors for revisions deemed necessary or beneficial to the Awards Program. Revisions to the OpMan shall be approved by the AOC Board of Directors.
 - a. Each year, the Awards Committee Chairperson will publish the names of the members of the Awards Committee and its schedule/milestones prior to the first meeting of the Awards Committee, see **Appendix C**.
 - b. The Awards Committee shall be responsible for validating award criteria for each award. In evaluating recipients, the Committee shall ensure that the recipient(s) meet the state criteria for the award and if not, shall ensure that the nomination is returned without further action to the nominator for clarification.
 - c. The Awards Committee shall meet after reviewing their nominations, as a body for the purpose of making their final determinations on the slate of recipients for the AOC awards. Each award will be discussed and recommendations for the awards will be confirmed. If the slate is changed, the committee representatives will confirm recommended award winners based on a majority vote of the members. The committee chairman shall not vote except to break any tie votes. Those selected shall be the committees' slate to be forwarded to the Board of Directors.
 - d. The Awards Committee's recommendations for recipients of the AOC Awards shall be presented to the AOC Board of Directors for review and approval.
 - e. Award recipients will be acknowledged at the Annual Symposium by name, award and picture (if available) on an Awards display board and slides shown during breaks and in between symposium sessions.
6. **NOMINATION PROCEDURE:** The Awards Committee Chairperson shall publish the annual nomination period in the Awards Committee Milestones. With that publication, the Director, Membership Operations will announce to the AOC membership, via the most effective media, the dates for accepting award nominations and all attachments/references/links to the Award Program OpMan. The frequency of follow-on announcement soliciting nominations will be determined by the Director, Membership Operations, and the Awards Committee Chairperson.
 - a. Nominations for all AOC Awards must be submitted on the official AOC Awards Program Nomination Form for the respective award. All Award Nomination Forms are found in **Appendix D** of the OpMan and available online on the AOC official website.
 - b. Deceased persons are not eligible to be nominated for AOC awards.

7. SELECTION/APPROVAL OF AWARDS

a. **Prestige Awards – Gold and Silver Medals Only**

- i. The Awards Committee Chair shall submit prioritized eligible nominee to the AOC Board of Directors
- ii. The Board of Directors shall, by secret ballot, select the recipient by a simple majority (51% of those present and eligible to vote).
- iii. In the event a candidate does not receive the required simple majority, the two candidates receiving the most votes will proceed to a run-off vote by secret ballot.
- iv. The AOC President (or the presiding officer) shall not vote for the recipient unless required to break a tie vote.

b. **Prestige Awards**

- i. The Awards Committee Chairman shall present the award committee's recommendations of the Prestige Awards (excluding Gold and Silver Medals) to the AOC Board of Directors as a full slate for their approval by a super-majority vote of 60%. Any board member may address a specified award and request it be separated for an individual vote.

c. **Community Awards**

- i. The Awards committee chairman shall present the award committee's recommendations of the Community Awards to the AOC Board of Directors as a full slate for their approval by a super-majority vote of 60%. Any board member may address a specified award and request it be separated for an individual vote.