

AMC SEM DSA Procedure

Updated NDR 11/9/21
date of original document Sept., 2018

1. On or about May 1st, the Chapter Chair contacts the previous year award recipient and informs them of the process for selecting the current year award recipient and solicits their help in fulfilling the role of DSA Coordinator. If that person is unwilling or unable to act as the DSA Coordinator, then the Chapter Chair appoints someone to fulfill that role. The Chapter Chair refers the DSA Coordinator to this document and other documents about the DSA on the chapter website.
2. The DSA Coordinator has a short article placed in the June Breeze (as of September 2018, the Breeze is not published in July or August) containing the following:
 - a. Request for nominees for the award with testimonials (reasons why they should be selected)
 - b. Link to the form on the Chapter website
 - c. Brief history of the award
 - d. Criteria for nominees – provide a link to the web page with the criteria on the chapter website (www.amcsem.org/about.dsa.rules.pdf)
 - e. How to submit nominees via the form
 - f. Deadline for submitting the nominee form. The specific deadline for submitting nominees should be approximately 30 days before the Annual Meeting. Since the Annual Meeting varies year to year, the deadline should be around October 1st.

In September, the coordinator has a notice placed on the chapter website home page soliciting nominations with links to the nomination form, criteria and deadline for submitting forms. See the sample Breeze article in Appendix C. The Nomination form is here: www.amcsem.org/about.dsa.nomination.form.pdf

3. In June the DSA Coordinator checks with the Chapter Chair to verify that there is a Sierra cup available to present to the DSA recipient at the fall Chapter Annual Meeting. If not, the Chapter Chair is responsible for ordering additional cups.
4. In the first week of September the DSA coordinator sends out an email to past recipients who are the DSA Selection Committee indicating:
 - a. Names of the previous recipients (see Appendix A)
 - b. A link to the chapter website about the award that serves as a refresher: www.amcsem.org/about.dsa.rules.pdf
 - c. A request for new nominees with testimonials.
 - d. A request that the past recipients receiving this email reply by Oct. 1 if they wish to be on the DSA selection committee for that year. They should be informed that if no response is received by Oct. 1 that will be interpreted to mean they are not interested in serving on the committee.
5. On or about October 1, i.e. after the advertised nomination form deadline, the DSA coordinator sends to the DSA Selection Committee members an email with all nomination forms received and a request to vote for ONE nominee. The email should

emphasize that this is a secret ballot and that members should NOT contact other committee members and/or campaign for a particular nominee. The DSA coordinator indicates that the vote must be received by October 7 (or 7 days following the date of the email).

In the event of a tie vote, the DSA coordinator emails the committee the names of the nominees who tied, asks for a vote for ONE nominee, and indicates that the vote must be received by October 12, (or 5 days after the tie vote email is sent out).

6. The DSA Coordinator gets the Sierra cup engraved as well as having the electronic plaque updated on the chapter website. The DSA Coordinator has a certificate printed using the template from the chapter website.
7. Prior to the Annual Meeting the DSA Coordinator informs the elected recipient that they will be receiving this years' DSA award and should plan to attend the Annual Meeting to receive it.
8. The DSA Coordinator presents the award to the recipient at the Chapter Annual Meeting and confirms that someone will photograph the event for publication in the Breeze. The Coordinator sends an article about the recipient to the Breeze editor and social media administrator.
9. Rules about Nomination forms:
 - a. Two people may submit a single joint form. Both names should be listed on the form.
 - b. Forms for past nominees do NOT automatically carry over to the next year. They must be re-submitted. When a form is re-submitted basic criteria must still be met, i.e. they are still alive, still a chapter member, and actively contributing now or in the past.
 - c. Prior DSA recipients are not eligible for nomination.
10. Rules for the election:
 - a. The election of a recipient is by secret ballot. DSA Selection Committee members vote for ONE candidate. Members are NOT to contact other committee members and/or campaign for a particular nominee.
 - b. If no nominees are submitted, then no vote is taken. DSA committee members may abstain if they don't feel any of the nominees qualify for the award. It is not required that a DSA award be given out each year.
 - c. If the event of a tie between 2 (or more) candidates, a second election is held with only the candidates who tied.
 - d. In the interests of keeping the recipient name a surprise until the Annual Chapter Meeting, the DSA Coordinator does not inform the DSA Selection Committee of the results of the election.

11. The DSA coordinator should call a meeting of the DSA Committee to discuss any situation not covered in this document.

Appendix Contents and Templates

Appendix A - Names and email addresses of prior DSA recipients.

Appendix B - Sample email to send out to the DSA Selection committee

Appendix C - Sample article for the Breeze soliciting nominees.

Appendix D - Sample email for final vote emphasizing that the vote is a secret ballot

Appendix A - Names and email addresses of prior DSA recipients.

Year	Name	Email
2021	Leslie Carson	lesliecarson929@yahoo.com
2020	Jeannine Audet	milmod@aol.com
2019	Paul Miller	paulallenmiller@verizon.net
2018	Maureen Kelly	mokel773@aol.com
2017	Joe Keogh	jpkeo24@gmail.com
2016	Farley Lewis	farlewis@comcast.net
2015	Barbara Hathaway	barb224@tmlp.net
2014	Mike Woessner	stridermw@hotmail.com
2013	Erika Bloom	ebloom1@comcast.net
2012	Carolyn Crowell	
2011	Cheryl Lathrop	cheryl4698@gmail.com
2010	Walter Morin	(deceased 2018)
2009	Stephen Tulip	
2008	Bob Vogel	vogel.r@comcast.net
2007	Lou Sikorsky	
2006	Dexter Robinson	dexpcdoc@gmail.com
2005	Pamela Carter	(deceased)
2004	Robert Bentley	bentleyr@h2otest.net
2003	John Smart	(deceased)
2002	Elsie Laverty	
2001	Bruce Dunham	Bruce.dunham@verizon.net

Appendix B - Sample email to send out to the DSA Selection committee

Hello past DSA recipients,

As last year's recipient of the AMC SEM Distinguished Service Award, this year I will be acting as the DSA Coordinator and I'm asking for your support in selecting a DSA recipient who will be announced at this year's Annual Meeting on November 7, 2022. As past recipients of the award, you are part of the DSA selection committee and will be asked to vote on the nominees. Please reply to me if you wish to be on this year's DSA Selection Committee. If I don't hear from you by Oct. 15 (nomination form deadline) I will assume that you are NOT interested in serving on the committee.

Nominations are now being accepted for the annual AMC SEM Distinguished Service Award, our Chapters highest service award.

Nominees should fulfill the following criteria:

- Is a current AMC SEM member and has belonged to the SEM chapter for at least five years (to be verified by AMC Membership)
- Has contributed to the SEM Chapter "above and beyond" the high level of volunteer service typically provided by our activity leaders and other members
- Contributions can be at the Board level, committee level, across multiple committees, or in some other chapter-wide capacity
- Nominee should be actively contributing to the chapter or have contributed significantly in the past
- Prior DSA recipients are not eligible for nomination

Nomination Forms are due by October 15 and can be submitted via email. Any forms received after that date will not be considered.

Shortly after October 15, you will receive all nomination forms. Instructions for the secret voting process will be included with the forms. You will have about 7 days to make your selection.

As a refresher and to learn more about the award, you can visit our website at www.amcsem.org/about.html

Thanks.

(DSA coordinator)

(email address)

Appendix C - Sample article for the Breeze soliciting nominees.

AMC SEM

Distinguished Service Award

Nominations are now being accepted for the annual AMC SEM Distinguished Service award, our Chapters highest service award. Any active SEM Chapter member may nominate someone.

Nominees should fulfill the following criteria -

- Is a current AMC SEM member and has belonged to the SEM chapter for at least five years (to be verified by AMC Membership)
- Has contributed to the SEM Chapter “above and beyond” the high level of volunteer service typically provided by our activity leaders and other members
- Contributions can be at the Board level, committee level, across multiple committees, or in some other chapter-wide capacity
- Nominee should be actively contributing to the chapter or have contributed significantly in the past
- Prior DSA recipients are not eligible for nomination

The selection process is conducted by a secret vote of the DSA Selection Committee which consists of previous award recipients coordinated by the previous year’s recipient. The recipient of the award will be announced at our Annual Meeting on November ?? and until then, the recipient is a surprise! Recipients receive a Gold Plated Sierra Cup, a certificate, and have their name added to the SEM DSA plaque.

If you wish to nominate someone, start gathering your facts to support your nominee and fill out the DSA Nomination Form, which you can receive by contacting the Chapter Chair (chair@amcsem.org), or look for it under the “About” heading on our website.

To learn more about the award, you can visit our website at www.amcsem.org/about.html

Past DSA Recipient

Email address

Phone:

Appendix D - Sample email for final vote emphasizing that the vote is a secret ballot

Hello DSA selection committee,

Attached are the nominees for the 20?? Distinguished Service Award. Please review all of them carefully per the criteria. Do not discuss or contact other Selection Committee members concerning the nominee since THIS IS TO BE A SECRET BALLOT. After reviewing the forms please select ONE person as your vote for the recipient and email your choice ONLY to me. Please do NOT do a REPLY/ALL since this is a secret ballot.

You have the option to abstain from voting if you feel that none of the nominees have qualified for the award. If that is the case, please indicate that in your response.

Since we have a tight schedule to get the cup engraved before the Annual Meeting I must have your vote NO LATER THAN OCTOBER ? (7 days after the nominee forms were emailed out).

Thanks.

(DSA coordinator)