

## C. V. Riley Award Committee

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1. Send "Call for Nominees" to NCB-ESA Secretary-Treasurer for transmittal to the membership by September 1.
2. Deadline for receipt of nomination packages is December 1 preceding the next NCB annual meeting. This deadline will be stated in the call for nominations.
3. At the close of the nominating period, the Chair transmits a copy of all nomination packages to the other members of the committee.
4. The committee members may evaluate and rank the nominees on the following point system:

Exceptional	5 points
Excellent	4 points
Very good	3 points
Good	2 points
No basis	1 point

The committee may designate the nominees as first, second, etc. to avoid ties. The format to be used will be determined by the Chair.

5. Before December 31 by mail, email or phone, the Chair tallies the scores and determines the winner. In case of a tie, further discussion among the members will determine the winner.
6. In case of only one or no nominees being submitted, the Chair should consult with the NCB-ESA President not later than December 3 for permission to extend the deadline to December 15. Under these circumstances, an appeal for nominees should be sent via email to the Branch membership by the Secretary Treasurer indicating the need for nominees and the new deadline.
7. By January 1 or as soon as possible thereafter, in case a time extension for receipt of nomination was granted, all individuals nominated for the award and the award winner shall be notified by the Chair.
8. Have information relating to the awardee ready for inclusion in the program to the Program Chair and to the Secretary-Treasurer for engraving of the plaque by January 31.
9. The Chair of the committee writes to the nominators whose nominees were not selected, acknowledging their support for the C.V. Riley Achievement Award program and thanking them for their efforts.
10. Nominations are automatically extended for one year. A nominee may resubmit and update supporting information. The Chair will contact the nominator and the nominee for update information.
11. Because considerable time and effort is expended in preparing the documentation for a nomination, the material submitted in support of those not selected should be returned to the nominator after the second year of eligibility.

12. As soon as possible after the NCB-ESA meeting the outgoing Chair should pass the "traveling file" for the C.V. Riley Achievement Award Committee to the incoming chair.
13. To provide a more equitable basis for presentation of the nominees, the following guidelines should be added to the awards announcement.
14. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

"Note to the Nominator. The letter of nomination should not exceed 250 words. The following items are suggested for content or subject matter and not as formal paragraph headings. They may be altered or adjusted to best highlight the qualifications and achievements of the nominee."

The items are:

- Areas of responsibility
- Extent of expertise
- Major accomplishments and achievements
- Contributions to agency or department, NCB, ESA or science
- Recognitions, honors, awards