



<b>Section:</b>	2. Meetings
<b>Subpart:</b>	2.6. Awards
<b>Policy No.:</b>	2.6.2.
<b>Title:</b>	Special Awards Subcommittee
<b>Effective:</b>	July 2013
<b>Revised:</b>	N/A

## Special Awards Subcommittee

**Purpose:** To establish a Subcommittee reporting to the Board of Directors that recommends candidates to receive the NCWM Special Awards.

**Background:** When the NCWM Board of Directors established special awards to recognize various levels of contributions and service to NCWM and the weights and measures community, it was necessary to develop a structure for how recipients would be nominated and chosen. The Board agreed that a selection committee should be formed to receive those nominations and that the Board of Directors should have final approval.

### Policy:

1. **Subcommittee Scope:** The Scope of the Awards Subcommittee shall be to nominate deserving individuals for special award recognition. Any member of the NCWM, regardless of membership category, and including Awards Subcommittee members, may recommend nominees for Subcommittee consideration. The Subcommittee shall meet either (1) during the Interim Meeting or (2) via web meeting or conference call. If meeting using the web or conference call, the Subcommittee shall meet no later than February 1 of each year. The Awards Subcommittee shall document that each nominee meets the qualifications outlined for each award. Nominations for awards will be presented to the NCWM Board of Directors by March 1 of each year.
2. **Membership:** The Chairman of the Awards Subcommittee shall be the Past Chair of the NTEP Committee. The NCWM Chair shall appoint committee members to include one (1) NCWM Active Member from each of the four (4) Regional Associations, and two (2) NCWM Associate Members. The NCWM Chair shall confer with the Executive Committee of each Regional Association and the Chair of the Associate Membership on recommendations for Subcommittee members. All members, other than the Committee Chair, will serve initially for three years. The NCWM Chair shall review membership and may make appointments as deemed appropriate. No committee member will serve for more than five (5) consecutive years.
3. **Nomination Deadline:** Nominations that are submitted from General Membership shall be proposed to the Awards Subcommittee by December 31 of each calendar year. Nominations from Subcommittee Members may be submitted to the Subcommittee prior to or at the time of their annual meeting. All nominations will be presented on the appropriate standardized nomination form.