



## IES DISTINGUISHED SERVICE (DSA) AWARD

### Policies and Procedures

#### *(service)*

**Description:** The Distinguished Service Award shall be presented in recognition of service to the Society, principally of a nontechnical nature, having significantly furthered the purpose for which the Society was founded, and continued over a number of years in various programs and activities at, typically, regional and international levels.

**Qualifications for Nomination:** A candidate shall have performed at least fifteen (15) years of dedicated service to the Society as a member or, in unusual and rare occasions, as a non-member or a member of less than fifteen (15) years of service.

A main qualification for the DSA is that the candidate should have performed at least fifteen (15) years of dedicated service to the Society. Membership in the Society for 15 years is not sufficient – the emphasis is on continuous dedicated service. It is also expected that this service is voluntary and not part of a financial contract with the Society for a member to complete certain projects.

No restrictions as to classification of membership.

Prior recognition by the Society in either Honors or Offices shall neither qualify nor disqualify any nominee.

**Awards Committee:** IES awards committees shall be composed of a Chairman and seven other members appointed by the President and approved by the IES Board of Directors. Two persons shall be appointed each year and two rotated off. The term of service on an award committee shall be four years; a member or chairman shall be ineligible for immediate reappointment. No persons may serve more than eight years on a given award committee.

Before appointment by the President, prospective members and chairmen of awards committees shall indicate their willingness to serve and their agreement to attend the meeting called to review nominations for that award.

No current member of the IES Board of Directors may serve on award committees governed by this policy.

All award committees are strongly encouraged to meet for discussion of award candidates, but must at least confer on candidates via conference call if a face to face meeting is not held. It is not sufficient to simply conduct a letter ballot on award candidates.

All awards committees are to develop and utilize a rating form based on award criteria.

**Nominations and Procedures:** All nominations must be submitted completely filled out on the Distinguished Service Award nomination form and must be accompanied by three letters from members supporting the nomination.

The letters should include details of the candidate's accomplishments relative to the criteria of the award. The Distinguished Service Award Committee evaluates the candidate on the information submitted.

No member of an IES award committee may nominate, sponsor, provide reference for, or be considered for an award for which that particular committee makes recommendations to the Board of Directors.

No member of the IES Board of Directors may nominate, sponsor, provide reference for, or be considered for an IES award that must be approved by the Board of Directors while a member of that Board of Directors.

The form must be filled out using the computer – handwritten forms will not be accepted.

The deadline for the receipt of all materials to the IES office is March 1. Nominations received after that date will be held for consideration the following year. Nominators will be advised on or about June 1 regarding the results of their nomination.

**Society Employment and Posthumous Award:** Awards governed by this policy will not be granted to IES employees nor will work performed by an individual while employed by the Society be considered as a basis for an award should that individual no longer be employed by the Society.

Awards governed by this policy, with the exception of the Medal and Marks Awards, will not be granted posthumously except in the year following an individual's death.

**Approval:** Candidates elected by the awards committees shall be confirmed for the awards by a two-thirds (2/3) vote of the IES Board of Directors.

**The Award:** The award is a 14kt. gold lapel pin and a certificate presented at the IES Annual Conference.