

Voting procedures for ILMSA annual awards Overview

Annually the ILMSA board accepts nominations from membership for three awards to be presented during the ILMSA state meet. These awards are: Coach of the Year, Service Award (volunteer of the year) and the Bill Mulliken Award (lifetime achievement award). The following procedures will be used to solicit nominations and determine the winner of each award.

The Chair of Awards and Recognition (CAR) will send out notification e-mails to all ILMSA members requesting nomination letters for the three awards starting in November. Any individual member, as defined in Section 2.03 "By-Laws Of Illinois Masters Swimming Association", has the opportunity to nominate an ILMSA member in good standing for one of these awards. A member is only eligible to be awarded one award per year with nominations for the Coach of Year and the Service Award accompanied by a list of accomplishments for the Current year. The Bill Mulliken Award shall include current and past accomplishments.

Nomination Process:

In order to provide membership with time to complete a recommendation letter the CAR will send an email out in November opening the nomination period. Members will be directed to access the ILMSA website where additional information regarding each award can be found.

Additional e-mails will be sent in December and January as reminders to submit nominations.

Post Nomination Period:

--The CAR will review each nomination to determine if the nomination satisfies the qualification standards for the specific award. If there are minor deficiencies, as determined by the CAR, the nominator maybe contacted and asked to include any missing information. Examples include but are not limited to, team name, spelling of nominees name etc.

-- If the CAR believes that a candidate's nomination meets the criteria for a different award the CAR will contact the ILMSA President with their recommendation. If the ILMSA Chair concurs, the CAR will contact the nominator.

--The CAR will contact the nominator to discuss the nomination. Contact should be made via telephone call.

-- It will be the sole decision of the nominator as to whether they want the nominee to be considered for a different award or to leave the nomination in the original category. If the nominator agrees to resubmit an updated nomination it must be received before the deadline to be considered.

--To be clear, the CAR's recommendation to consider a different category does not in any way infer that said nominee will receive the award.

--The CAR will provide the Board, via email, a list of nominees received for each award prior to the February Board meeting. A second e-mail will be sent to each board member containing all individual nomination letters of each candidate.

--At the February meeting, the CAR will provide Board Members with the date at which their vote shall be submitted.

--All Board members, including the Chair, will submit one vote for each award category. Each Board member will be asked to submit their vote to the CAR and the Board Chair by a specific date. Any votes received after the requested deadline will not be counted.

--In case of a tie, the CAR will submit a second request to the Board to vote for the nominees that are tied. If there is a tie after a second vote is taken, the Executive Board will determine the winner.

Award

--The CAR will provide a recommendation to the Board of an award and vendor to be used during the February Board of Directors meeting. The CAR will request Board approval to proceed. Upon Board approval, the award will be ordered and delivered to the CAR who will be responsible for bringing the awards to the state meet where the winners will be announced. If a state meet is not held the CAR will make arrangements to present the awards to the winner.

Schedule Alteration

--Due to foreseen circumstances, the Board at its discretion may alter or amend this awards schedule.

