

RULES FOR CCHS AWARD NOMINATION

1. The Nominator (primary sponsor: one who fills out and signs the Nomination Form) shall be a member in good standing of the CONFERENCE (Active-member/organization, Associate member, or individual member of a member-organization).
2. The Nominator shall submit:
 - a. A photo of the Nominee – preferably an 8” X 10” glossy print.
 - b. Two Letters of Support from persons familiar with the Nominee’s work.
 - c. A letter of Nomination – approval from the nominee’s RVP. This need not be Letter of Support, but should indicate that the RVP knows of no impediment to the nomination (should the RVP be aware of any problem he/she should alert the Committee chair privately and put such reservation in writing).
3. The Nominator shall submit supporting materials, such as:
 - a. Copies of Nominee’s publication(s), and book reviews of such publications.
 - b. Photos of any pertinent structures (no slides unless requested by Awards Committee).
 - c. Letters of Support in addition to the two required.
 - d. Newspaper and/or magazine articles pertaining to Nominee’s achievements.
 - e. Any other materials which would support the nomination or assist the Awards Committee in making a selection. Upon notification that the Nominee will be an Awardee, the Nominator may wish to send additional materials, which would enhance the Awards display.
4. No person may nominate himself/herself. No individual may nominate an organization of which he/she is a member. Members of the Awards Committee and of the Executive Committee are not eligible for nomination.
5. No letter of support may be accepted from a relative or employee of the Nominee. If the Nomination is for authorship, no letter of support may be accepted from a relative or employee of a principal subject of biographical material in the author’s publication.
6. An unsuccessful Nomination may be resubmitted in a later year.
7. All Deliberations of the Committee shall be confidential, except for necessary inquiries concerning nominees or their work.
 - a. The Committee shall issue no “progress reports” on nominee-consideration to Nominators. There should be no correspondence between nominees and the Committee. It is generally understood that those involved try not to alert a nominee to his/her nomination during the consideration process. Names of rejected nominees shall not be discussed outside Committee.
8. The costs of Awardees’ meals shall be paid by the CONFERENCE. Awardees may purchase additional meal reservations for their invited guests.

For additional information or copies of the form, visit our website at
<http://www.californiahistorian.com/Awards-of-Merit.html>