

NCFM Awards Procedures

NCFM issues three awards annually to recognize individual and group achievements in the areas of men's issues. The three awards are:

- The Award for Excellence in the Advancement of Men's Issues (This award recognizes activists and activism in the area of men's issues.)
 - The Award for Excellence In Promoting Gender Fairness In The Media (This award is given to a media source for presenting what, in NCFM's opinion, represents male interests on important issues.)
 - The Award of Honor (For those working hard behind the scenes to benefit NCFM.)
- NCFM issues only these three awards, and does not create ad-hoc or one-time awards.

The process for selecting award nominees and winners is as follows:

Nominees

Any member of NCFM may nominate anyone for any award at any time by sending the nomination to the awards chairman. However, the board will only consider nominations made at least 15 days before the meeting or teleconference where award winners are selected. Any nominations made after this time frame will be held over until the next year, since the board needs a lead time to consider nominees.

To be complete and valid, a nomination must contain the following information:

1. The name of the award nominee (individual or group)
2. The award for which he/she/they is/are being nominated
3. A brief description (one or two paragraphs) describing the achievement or accomplishment that qualifies this nominee for the award in question
4. A postal mailing address for the nominee (additional contact information, such as an email address or phone number is welcome, but the postal address is required.)

The awards chairman will record nominations throughout the year. The awards chairman will also solicit nominations several times each year via the NCFM general email discussion list, via Transitions, and via other methods that produce results in the judgment of the awards chairman.

Selecting Award Winners

Each year, NCFM has a teleconference or face-to-face meeting to conduct business. At that annual event, the awards chairman will conduct an election to determine the winners of each award. Award winners are chosen by the overall board of directors of NCFM. The board also has the option to not issue a particular award for the current year if it so chooses.

For each award, the awards chairman will read the list of nominees and the brief description of the nominee's accomplishments. Once all nominees are announced, the board may discuss its options, after which the awards chairman will call for a vote.

Voting on award winners shall happen in two rounds. In the first round, board members will simply vote YES or NO on each nominee, to indicate whether the nominee is eligible for the NCFM award in question. Nominees must receive a majority of YES votes to be eligible. Any nominee who does not receive a majority YES vote is disqualified from further consideration. Abstentions from voting effectively count as NO votes in this round.

In the second round of voting, the board shall use a preference voting system, where each board member places the candidates in preference order for each award. Preference votes will be assigned a value of 1, 2, 3, etc., based on the votes of each board member. A board member's first choice nominee will receive one vote; second choice nominee will receive 2 votes, etc. The awards chairman will total the votes for all candidates, and the nominee who receives the LOWEST vote total will be selected as the winner; the nominee receiving the next higher vote total will be the first runner-up; and so on.

The awards chairman will share the results of the election with the board at the same meeting, or within two weeks of the meeting via email. The board will then have two weeks to make any corrections to the election result, after which they will become final.

Notification to winners & acceptance

The awards chairman will notify each winner of their award by sending a letter via postal first class mail to the address provided by the nominator. Winners must respond in writing (on paper, not via email) within 30 days of the letter date indicating that they accept the award. Failure to respond means the award is NOT accepted. An affirmative written acceptance is required from the winner to complete their award process.

The awards chairman will make every reasonable effort to contact the winner via his/her postal mail address, and perhaps also via email or phone call. However, the awards chairman cannot guarantee to actually make contact with a winner, since many of them have screening mechanisms which can be difficult or impossible to penetrate. Also, winners have the option to not accept an award even after they have been notified.

In the event a winner does not accept his or her award in writing to the awards chairman within 30 days, the award is forfeited, and the awards chairman will then offer that award to the next runner up, who will also be required to accept the award in writing under the same requirements. If all runners up for the year are exhausted and no one accepts the award, then the award is withheld for that year.

Ordering and delivering plaques

Once the awards chairman has determined the accepting winners of each and all awards, he will order the plaques from NCFM's vendor. This vendor will usually produce the plaques and mail them back to the awards chairman within a month. The awards chairman will re-package and re-mail each plaque to its winner with a letter of congratulations from NCFM.

The vendor will also mail a bill for the trophies to the awards chairman, usually separately. The awards chairman will forward this bill to the treasurer for payment as soon as practicable.

Publication of Results

Once the winners have been determined and the plaques mailed, the awards chair shall publish the award results in two ways:

1. By writing an article for Transitions outlining the current year's winners and submitting it to the editor of Transitions for publication in the next issue; and
2. By notifying the webmaster of the award results so the website can be updated with current award winners.

Publication of the result should ideally happen within 45 days of the plaques having been mailed to their winners.