

By-Laws

An award committee, consisting of a chairperson and at least 2 members, shall solicit and evaluate nominees for an annual Marla Graber award. If no suitable nominees are received in a single year, then no award will be made that year.

Duties/Guidance

1. Attends meetings of the membership and of the Executive Committee.
2. Chair convenes committee in the fall to review award criteria and application forms and revises these if needed.
3. Chair sends out call for nominations to the membership no later than November 15.
4. Committee meets in January or early February to review applications and select award winners.
5. Chair sends selected names to President for March CCML Executive Committee meeting. Nomination(s) are voted on by the Officers and Chair of the Committee.
6. Chair or committee member orders paperweight, certificate and check for each award winner.
7. Prepare annual report to the membership for inclusion in the April Council Quotes.
8. Update list of duties annually and submit to President and incoming Chair.

Written April 2006