

## Duties of the Awards & Nominating Committee:

### Description:

- The Awards and Nominating Committee is a standing committee of CCML, consisting of a chair and at least 3 members. This committee performs the nomination and election duties outlined in Article VIII of the bylaws. This committee also supports the mission of CCML through two awards that alternate annually. The Library Champion Award (given in April of even years) honors individuals outside CCML who support our profession, seeing our role as an essential component of quality medical information resources and practices. The Marla Graber Award (given in April of odd years) celebrates exemplary achievements of CCML members. Historically, the former past-president serves as chair and the immediate past-president serves as a member. Per the bylaws (Article V, Section 3, Item 1), the current president may not serve as an ex-officio member.

### Duties:

- Attend meetings of the membership and the executive committee.
- Awards
  - Library Champion Award (given in April of even years)
    - Send out call for nominations no later than January 15 via the listserv and announcement at the February membership meeting. Nominations must be received by February 28.
    - Present recommendations at the March executive committee meeting.
    - Contact the awardee and then announce the award via the listserv.
    - Work with the treasurer to order the paperweight and check for the awardee.
    - Present the award at the April membership meeting.
  - Marla Graber Award (given in April of odd years)
    - Send out call for nominations no later than January 15 via the listserv and announcement at the February membership meeting. Nominations must be received by February 28.
    - Up to two awardees can be selected.
    - Present recommendations at the March executive committee meeting. The nomination(s) are voted on by the officers and committee chairs .
    - Contact the awardee and then announce the award via the listserv.
    - Work with the treasurer to order the paperweight, certificate, and check for each awardee.
    - The award is given in April at the recipient's workplace with the Awards and Nominating Committee, the nominator and the current president.
- Nominating
  - Perform the duties of Article VIII (Nominations and Elections) of the bylaws.
  - Inform the executive committee of the slate of officers and present a motion to have the executive committee approve the slate.
  - Note the timetable for announcing the slate to the membership, indicated in Article IX, Item 1.
  - Conduct the election as indicated in Article IX (Voting).
- Write an annual report in March and submit to the president.
- Review the description and duties annually and update as needed, and submit to the president and incoming chair.

