

Society of Georgia Archivists Fellows Award Procedures

First adopted January 2010

Criteria

In selecting those who will receive the award, special weight will be given to archival activities that have had a broad long-term effect and may include, but are not restricted to the following criteria:

- Involvement in and contributions to the work of SGA (i.e. Officer, Committee Chair, etc.);
- Education, leadership, advocacy and/or scholarly activities; or
- Impact of the nominee's work on the Georgia archival community.

The candidate's contributions will be measured by their broad distribution across all categories and/or an exceptional contribution in one particular area.

Eligibility

- Current membership in SGA is encouraged but not required. A recipient must have been a member of SGA for 5 years (not necessarily consecutively).
- Current voting members of the SGA Board are not eligible.

Call for Nominations

- It is the responsibility of the SGA Past President / Nominating Committee Chair to call for nominations and work with other board members to publicize the call.
- Any SGA member may nominate a candidate, and the SGA Board, Fellows, and Nominating Committee may nominate or solicit nominations on behalf of candidates they feel are deserving of the award.
- Nominees may be living or deceased.
- Each nominator may nominate only one person per year.

Submitting Nominations

- Nominations must be submitted to the Nominating Committee by the deadline in order to be considered for the award for that year. Every possible effort should be made to keep the names of nominees confidential until the time of notification of successful nominees and announcement of the new class of Fellows.
- Candidates may be nominated by more than one person.
- Nominations may be resubmitted if not voted upon favorably.

Reviewing Nominations and Selecting Recipients

- The Nominating Committee will verify that the nominees for Fellow meet the eligibility requirements, and will forward eligible nominations to the existing Fellows for their recommendation.
- Existing Fellows will have the opportunity to review the nominations and provide recommendations to the Nominating Committee Chair and the voting members of the SGA Board. The recommendations should be considered by the voting members of the

SGA Board as one piece of information in their evaluation of the nominations. Ultimate decision-making authority regarding the new Fellow(s) belongs to the voting members of the SGA Board.

- The SGA Past President / Nominating Committee Chair will call for the voting members of the SGA Board to vote to select the new Fellow(s).
- All nominees receive consideration independent of other nominations also under consideration.
- A simple majority vote (conducted in private) of the voting members of the SGA Board will decide whether a nomination is approved.

Award Presentation

- It is the duty of the SGA Past President / Nominating Committee Chair to inform the recipient(s), the recipient(s)' employer(s), and the recipient's nominator(s), of SGA's intention to present the Fellows Award.
- Award(s) shall be presented at the SGA Annual Meeting.
- Since this is the association's most prestigious award, the preference will be to present not more than three awards per year; however the Board may present additional awards as the circumstances require.
- In the absence of approved candidate(s), the award(s) will not be made.
- The SGA Past President / Nominating Committee Chair is responsible for producing a certificate with the appropriate inscription.
- The nominator may, at the request of the SGA President and Past President, participate in presentation of the award.
- The SGA Past President / Nominating Committee Chair will work with the webmaster to post a profile of the new Fellow(s) on the SGA website.