INTRODUCTION

Purpose: The purpose of the awards program of the American Dairy Science Association is to advance the dairy industry by special recognition of selected ADSA members for their outstanding achievements in and contributions to various branches of the dairy sciences.

History: Since inauguration of the cash-value program in 1937, policies and procedures for ADSA Awards have undergone considerable evolution. Suggestions from members and special studies have led to improvements and increase in the number of Awards for qualified ADSA members. Several landmarks in the progressive advancement of the awards and award procedures have been reported (G. M. Trout, "The Awards of the ADSA", JDS, 44:955, 1961). Though a major improvement in guides for specific awards was completed in 1956, periodic review and revisions continue. Thus, this outline contains those revisions needed to coordinate and further clarify the policies and procedures and to update the guidelines to facilitate administration of the awards.

POLICIES GOVERNING NEW DONATED AWARDS FOR ADSA

The acceptance by ADSA of any donated award is contingent on mutual written agreement by a donor and the American Dairy Science Association on: (A) proposed administrative guidelines for the award; (B) purpose of the award; (C) qualifications proposed for nomination of candidates; (D) numbers of members eligible for the award; (E) proposed award does not duplicate existing awards. It would be desirable for the donor to establish a sustaining fund within ADSA to support the award stipend and other expenses, as determined by ADSA.

POLICIES GOVERNING ADSA AWARDS

The non-donated awards of the ADSA Board (ADSA Award of Honor, ASDA Distinguished Service Award and ADSA Fellow) and the ADSA Foundation awards (Genevieve Christen Undergraduate Student Award, ADSA Foundation’s Scholar Awards — Dairy Foods and the ADSA Foundation’s Scholar Awards — Production Division) are described below.

A. ADMINISTRATIVE GUIDELINES FOR DONATED AWARDS

The American Dairy Science Association, in agreement with donors, has the authority to establish guiding principles and the responsibility to maintain measures to assure:
1. Harmony of the donated award programs with the standards and policies of the Association.

B. PURPOSES OF SPECIFIC DONATED AND ADSA FOUNDATION-SPONSORED AWARDS

The goal is to stimulate progress in delineated areas of the dairy sciences by recognition of superior achievement of ADSA members in various designated fields.

C. GUIDELINES FOR DETERMINING ELIGIBILITY FOR NOMINATION

Guidelines are: (1) general, which apply to all donated awards, and (2) specific, which apply to individual awards.
1. General requirements to qualify for nomination (except for the Richard M. Hoyt Award, see only g below).
   For individuals to qualify for nomination, the following are necessary:
   a. Must have noteworthy achievements for which the award is designated.
   b. Must meet residency requirements as agreed upon by the donor and ADSA.
      (1) Work by an ADSA member while on temporary leave in other nations may be included in contributions considered for an award
      (2) Contributions within the time limits of the award by a member prior to becoming a resident, if residency is a requirement of the award.
c. Must be members of the ADSA for at least five successive years (except for the International Dairy Production Award, and Distinguished Service Award, the Alltech Award, the Genevieve Christen Distinguished Undergraduate Student Award, Richard M. Hoyt Award, and Graduate Student Paper and Poster Awards. (The purpose of membership, except as noted, is to prevent an individual from becoming a member primarily to qualify for an award.)

d. Must not be a past recipient of:
   (1) The award under consideration.
   (2) Any other donated award by the same donor, regardless of field of activity.
   Must comply with employment restrictions, if any, listed in the requirement for each award.

f. May receive two awards in the same year as long as the recognitions are for distinctly different areas of accomplishments, e.g. one for research accomplishments and one for teaching would be permitted. If there is a difference of opinion between what constitutes “distinctively different areas of achievement,” the Chair of the ADSA Awards Committee, in consultation with the ADSA Executive Committee, shall decide.

g. Nomination requirements for Richard M. Hoyt Award.
   (1) Nominee must have accomplished research with direct application to problems of the US dairy industry.
   (2) When nominated, the nominee must be enrolled in or have completed within the preceding one year a program leading to an advanced degree in a department of dairy science, dairy production, dairy processing, food science, or department with similar curriculum in an accredited university in the United States.
   (3) If degree work is completed, the nominee must be employed by a US company or institution.
   (4) Must be a member or student affiliate member of ADSA when nominated.

2. Requirements to qualify for a specific award.
   For an individual to be eligible for nomination for a donated award, the following are necessary:
   a. The foregoing general qualifications must be met.
   b. The requirements peculiar to the specific award must be fulfilled. (These requirements are listed in instructions for the respective donated awards.)

D. REQUISITES FOR SELECTION OF ELIGIBLE NOMINEES
1. Must fulfill all the foregoing list of qualifications by the deadline for nominations.
2. Must be living when nominated.
3. For awards where ADSA membership is required of candidates, member must be in good standing. Good standing is understood as being a current member with no past due invoices.
4. Two or more individuals can be jointly nominated for an ADSA research, teaching, or extension award, if the individuals worked jointly on the papers, course, or extension programs that satisfy the criteria for the award. If the joint nominees win an award, they would not be eligible to win the same award again. If there is monetary portion of the award, it will be split equally between the awardees. The ADSA Awards Coordinator will inform the nominees of this policy.
5. The Vice President, President, and Past President of ADSA are not eligible to be nominated for an ADSA Award while they are serving as an officer.

ADSA-SPONSORED AWARDS

To recognize service and contributions to the American Dairy Science Association and to the dairy industry, ADSA has established three awards: (1) the Award of Honor, (2) the Distinguished Service Award, and (3) ADSA Fellow.

A. PURPOSES OF ADSA-SPONSORED AWARDS
1. Award of Honor
   a. To recognize unusually outstanding contributions to the welfare of ADSA or distinguished service to the Association.

2. Distinguished Service Award
   a. To recognize unusually outstanding and consistent contributions to the welfare of the dairy industry in areas such as industrial leadership, science, public health, dairy foods processing, dairy production, government service, or education. This award is not for ADSA accomplishments.

3. ADSA Fellow
   a. To recognize members of the American Dairy Science Association who have rendered distinguished service to the dairy industry for more than 20 years.
B. GUIDELINES FOR DETERMINING ELIGIBILITY

1. **Award of Honor**
   a. For nomination of the nominee:
      (1) Must have been a member of *ADSA* for twenty-five (25) years.
      (2) May be either active or retired.
      (3) Must be living when nominations are submitted to the selection committee.

2. **Distinguished Service Award**
   a. For nomination of the nominee:
      (1) Must have fulfilled the contributions for which the recognition is being given by the nomination deadline.
      (2) Must be living when nominations are submitted to the committee.
      (3) Need not be a member of ADSA.

3. **ADSA Fellow**
   a. For nomination of the nominee:
      (1) Must be and have been a member of ADSA for a minimum of twenty (20) years.
      (2) Must be living when nominations are submitted to the selection committee.

PROCEDURES FOR ADMINISTRATION OF THE ADSA AWARDS

There will be an Awards Program Coordinator, Individual Award Committees, and an Overall Awards Committee. After the *ADSA* Board of Directors officially accepts responsibility for administration of an award and announces its action, these steps for individual ADSA awards will follow: (A) designation of the award committee, (B) solicitation of nominations, (C) selection of awardee, (D) clearance of selection, and (E) presentation of the award.

A. **ADSA PRESIDENT**
   1. The ADSA President presides at the ADSA Annual Awards Presentation Ceremonies held at the ADSA Annual Meeting.
   2. Appoints the Overall Awards Committee.

B. **AWARDS COORDINATOR**
   1. The Awards Coordinator will be an ADSA or FASS employee and will coordinate with the ADSA President, ADSA Executive Director, the Overall Award Committee Chair, and the Individual Awards Committees. The Awards Coordinator will be selected by the ADSA Executive Director and the ADSA President in consultation with the FASS CEO.
   2. The Awards Coordinator in consultation with the Overall Award Committee Chair, ADSA Executive Director, and ADSA President will establish the time line for the next year ADSA Awards process by the end of the first week in August of the previous year and have the time line posted on the ADSA Web site by the end of September.
   3. In September of the previous year, the Awards Coordinator will make a list of the nominees for each award that did not receive the award at the previous annual meeting and have this list ready to contact the previous year principal nominators for each award to see if they would like to renominate their candidate for the award. The Awards Coordinator will start contacting previous year nominators at the time that the first request is sent to the ADSA membership for nominations.
   4. More detailed duties of the ADSA Awards Coordinator are described in Appendix A. 3.

C. **OVERALL AWARDS COMMITTEE CHAIR**
   1. The Overall Award Committee is a Standing Committee of the ADSA Board. The chair of the Overall Awards Committee is the immediate Past President of ADSA. In the event that the immediate Past President of the ADSA cannot serve as Overall Awards Committee Chair, the ADSA President will appoint another ADSA Board member to serve this function.
   2. The detailed duties of the Overall ADSA Awards Committee chair are described in Appendix A.

D. **OVERALL AWARDS COMMITTEE**
   1. The ADSA Overall Awards Committee will be composed of three ADSA members who have recently chaired an ADSA individual awards committee, one representative from an organization that donates an award, and two members of the ADSA Board of Directors, one each from the Production Division and Dairy Foods Division. The Association President and the Executive Director will serve as ex-officio members.
   2. If there is a tie vote of the ADSA Overall Awards Committee, then the committee chair will vote
E. **INDIVIDUAL AWARD COMMITTEES**

1. **Nominee Canvassing Committees.** Appointment of such committee(s) are not mandatory, but left to the discretion of the Chair of the Overall Awards Committee in consultation with the ADSA President and the ADSA Awards Coordinator. The ADSA Awards Coordinator will inform the chairman of the Overall Awards Committee and the ADSA President of the need for individual award canvassing committees within one week of the closing date for individual award nominations.

   a. **Purpose:** The committee is charged with the responsibility of surveying the field to ensure consideration of all members eligible for a specific award.

   b. **Duties (More detailed duties are given in Appendix A).**

      (1) Nominates meritorious members for a specific award.

      (2) Arranges for principal nominators to prepare supporting information to be transmitted to the selection committee for the award.

   c. **Composition:** The committee for each award consists of not less than two members who are recognized for their knowledge, current activity, and judgment in the area of the award.

2. **Award Selection Committees**

   a. **Purpose:** The task of these committees for respective awards is to select from meritorious nominees the one most worthy of the award.

   b. **Composition:** Each committee consists of six members, a chairperson (nonvoting) and five other members (voting):

      (1) A chairperson, usually one of the senior members of the committee, is the only publicly identified member of a selection committee. The individual committee chairperson can vote to break a tie vote if the committee is short of members. If an award committee is missing more than 1 member, then the overall awards committee chair will recommended a replacement member for the committee that may be appointed by the President.

      (2) Voting members are known only to the ADSA President, Vice President, ADSA Awards Coordinator, the Chair of the Overall ADSA Awards Committee and the individual Awards Committee chairperson.

   c. **Duties:** Select an awardee from worthy nominees by (Detailed duties are given in Appendix A.)

      (1) Reviewing thoroughly the supporting materials prepared by a principal nominator(s).

      (2) Requesting any additional information from principal nominator(s).

      (3) Evaluating critically and objectively the contributions and appraisals in supportive information.

      (4) Comparing and ranking nominees on the appraised merits of contributions and achievements.

   d. **Eligibility for committee membership:**

      (1) Must be a member of ADSA.

      (2) Must be recognized favorably for professional achievements, objective judgment, personal interest, and current activity in the particular field in which the award is offered.

      (3) Must be the only committee member from any one institution or other organization serving on the selection committee for a specific award.

      (4) Must not be affiliated with donors of monetary awards.

      (5) Must be serving on a selection committee for only one donated award in ADSA.

      (6) Must not be a nominee for an award for which he is serving in a selection capacity. (If such a circumstance arises, the ADSA Awards Coordinator notifies the Chair of the Overall Awards Committee, who with the President appoints an interim replacement through established procedures for a full-term appointment.)

   e. **Appointment of members to an award selection committee.** In view of the significance of the committee's decision to individual ADSA members, to this Association, and to the dairy industry, utmost care in the choice of members to serve on award selection committees is imperative to ensure continued success of the respective award programs. Each prospective appointee is apprised of qualifications for the assignment of duties and responsibilities associated with the task to appreciate fully the importance of acceptance.

      (1) Full-term appointments: The prescribed tenure is three years; thus, the Chair of the Overall Awards Committee in consultation with the ADSA President normally appoints two new members to each selection committee annually.

      (2) Interim appointments: Vacancies in unexpired terms are filled by appointments by the Chair of the Overall Awards Committee in consultation with the ADSA President.

      (3) Committee chairperson appointments: The presiding chairperson of each selection
committee is designated by the Chair of the Overall Awards Committee in consultation with the President for one year.

f. General functions of an award selection committee.
   (1) Committee chairperson (for specific duties see Appendix A. 5. a.):
      (a) In collaboration with ADSA Awards Coordinator, certifies eligibility of nominees for the award and designates a principal nominator for each nominee.
      (b) Serves as communicative representative for the committee.
      (c) Directs selection procedures.
      (d) Reports results of committee action to ADSA President and ADSA Awards Coordinator.
      (e) Prepares short (typically 100 words) and long (500 words) citations for the Association Award Ceremony and for publishing in the ADSA Journal, respectively.
   (2) Voting members of committee (for specific duties see Appendix A. 5. b.):
      (a) Appraise information in support of nominees.
      (b) Recommend, on the basis of the quality of contributions of nominees, whether the award should be presented for a given year.
      (c) Votes to indicate the relative ranking of nominees meriting the award recognition.
      (d) Suggest improvements for selection procedures to the Overall Awards Committee.

g. Conflict of Interest.
   (1) When an individual is nominated for an award that is from the same University, Company, or trade association as an individual on that Award Committee, then that committee member needs to recuse himself/herself from the review and selection process for the award in that year. If the committee membership is reduced by more than 1 member, then the Overall ADSA Awards Committee Chair should identify qualified replacement committee members for the current year and recommend these replacement committee members to the President of ADSA. The President may appoint these individuals to that specific award committee.

F. NOMINATIONPROCEDURE
1. Origin of nominations. Lists of nominees for the various awards are developed, (a) from nominations (i) by the membership at large, and (ii) by the canvassing committees, and (b) from nominations of the previous year.
   a. New nominations and renominations.
      (1) Nominations by members at large: Annually, an ADSA member (professional, life or honorary) is entitled to one nomination (of an individual) for each award. (Exception — a member of a selection committee is not permitted to nominate anyone for the award for which the member has responsibility.)
      (2) Nominations by canvassing committee: (See preceding section E. Individual Award Committees 1. Nominee Canvassing Committees.)
   b. Nominations from preceding year: Awardees from the nominee lists of the immediate preceding year are NOT eligible automatically for reconsideration. (If candidates are not renominated, the ADSA Awards Coordinator, in collaboration with the selection committee chairpersons, may contact the principal nominators to encourage them to revise, update and resubmit the supporting materials. This process should be initiated by the ADSA Award Coordinator at the time of the first call to the ADSA membership for nominations.)

2. Procedures for nomination.
   a. Nomination information: Online award nomination procedures are sent to each ADSA member by the ADSA Awards Coordinator in early October of the year preceding the award.
   b. Nomination period: All nominations are to be submitted electronically by the due date posted on the ADSA web site at http://www.adsa.org/newawards/nominator.asp or by mailing the nomination form to ADSA Headquarters with a postmark no later than the deadline for close of the nominations.

3. Acceptance of nominations.
   a. The ADSA Awards Coordinator directs the chairperson of the respective award selection committee to the ADSA Awards website to view:
      (1) Nominees for the particular award.
      (2) List of previous nominees eligible for reconsideration but not renominated.
b. Chairpersons of the respective selection committees, in collaboration with the ADSA Awards Coordinator, review the general qualifications for each nominee to determine eligibility. (See p. 1, C. Guidelines for Determining Eligibility for Nomination.)

(1) The ADSA Awards Coordinator notifies a nominator if the candidate does not qualify for the particular award for which nominated. (Reasons for disqualification should be indicated clearly.)

G. SELECTION PROCEDURES
The two critical phases are (1) acquisition of appropriate information on nominees and (2) evaluation of the relative merits of contributions and achievements to the dairy industry.

1. Information on nominees.
   a. Principal nominators.
      (1) Selection: If a nominee has been nominated by more than one person, the ADSA Award Coordinator needs to contact the individual Award Committee chair and so that one of the nominators may be designated by the chair of the individual awards committee to serve as the principal nominator. The ADSA Awards Coordinator should contact individual award committee chairs to resolve this issue within one week of the closing of nominations. The principal nominator does not have to be a member of ADSA.
      (2) Duties:
         (a) Provision, in accordance with prescribed formats, of information on nominee and evaluations of achievements and contributions. (Though collaboration with others in compilation of data and in evaluations of work of nominee is in order, the principal nominator has sole responsibility for providing supporting material to the selection committee. (Supplemental letters endorsing the nominee and evaluating achievements are not acceptable support for research awards, but three letters are required for other awards.).)
         (b) Principal nominator serves as resource individual for any supplementary information that the chairperson of the selection committee requests.
   b. Compilation of information on nominees. The ADSA Awards Coordinator refers the principal nominators to the Awards section of the ADSA web site to obtain: (1) instructions and (2) forms for assembling information.
      (1) Instructions include:
         (a) Policies and Procedures Governing the Administration of Awards in the American Dairy Science Association.
         (b) Requirements for the specific award.
         (c) Requests to adhere strictly to prescribed formats and procedures.
         (d) Deadline for transmission of information to chairperson of the selection committee.
   c. Receipt, certification, acceptance, and distribution of compiled information supporting nominees.
      (1) Receipt by chairpersons of selection committees: The principal nominator uploads the supporting material online (Part 2) at http://www.adsa.org/newawards/nominator.asp or sends six complete sets (twelve for the ADSA Fellow Award) of supporting material to specified chairperson to arrive no later than the end of the first week of February.
      (2) Final certification: Chairpersons of the respective selection committees review the supporting material thoroughly to determine:
         (a) Completeness of information.
         (b) Eligibility of nominees.
      (3) Acceptance: Chairpersons of the respective award selection committees send letters to principal nominators:
         (a) Acknowledging receipt of supporting materials.
         (b) Indicating whether nominees qualify by data presented for award consideration.
         (c) Requesting supplemental information and suggesting appropriate changes in supporting materials.
      (4) Distribution: Chairpersons of selection committees send to the voting members of their respective award committees:
         (a) Up-to-date supporting materials for each nominee.
         (b) Copies of regulations, general and specific, governing awards.
         (c) Special instructions, including deadlines, for each phase of balloting.
         (d) Form for balloting.

2. Evaluations and judgments by the selection committees. The five voting members of each selection
committee are the sole and final judges in selection of awardees from the approved nominees.

a. Review and evaluation.
   (1) The immediate objective of critical evaluations is to determine whether nominees are worthy of the award:
      (a) If none, omission of the award for a given year may be recommended.
      (b) If one or more nominees are worthy, the most meritorious is selected by independent ranking.
   (2) Need for supplemental information
      (a) If further information is desired by a committeeperson, the committeeperson may request such through the chairperson of the selection committee.

b. Balloting regulations and procedures.
   (1) Regulations for balloting:
      (a) Balloting will be done electronically and it is to be independent and secret.
      (b) Each electronic ballot is returned to the committee chairperson using the ADSA Awards website.
      (c) The relative position of a contending nominee, as determined by votes received, is not divulged at any time either during the voting or after.
   (2) Balloting procedure. The scheme is a progressive one that is continued until a majority is reached.
      (a) First ballot.
         1. Each committee member indicates their first, second, third, fourth, and fifth choices, providing there are five or more nominees.
         2. If a tally by the selection committee chairperson shows no majority (three or more) of first place votes for a nominee, the ballots are tabulated and weighted to determine the slate for subsequent voting: first choice, 5 points; second choice, 4 points; third choice, 3 points; fourth choice, 2 points; and fifth choice, 1 point.
         3. The three receiving the highest ratings, as indicated by total points for each, become the nominees for the second ballot.
      (b) Second ballot.
         1. The chairperson of the selection committee transmits an alphabetical list of the three nominees selected from initial voting and provides additional ballots to the voting membership of the committee.
         2. The voting members indicate first, second, and third choices.
         3. If no one nominee receives a majority (three or more) of first choice votes, the committee chairperson derives numerical values as specified for the first ballot.
         4. The two nominees receiving the highest numerical rating constitute the third and final ballot.
      (c) Third ballot.
         1. The procedure for voting is the same as for the second ballot.
            (This becomes final, inasmuch as five votes for two candidates yield a majority of at least one.)
   (3) The final results are transmitted to the ADSA Awards Coordinator and the ADSA President by mid-March.

H. CLEARANCE OF ELECTIONS
1. Reporting election results. The chairperson of each award committee:
   a. Notifies the President and ADSA Awards Coordinator.
   b. Returns to the ADSA Awards Coordinator signed ballots or printout of the electronic vote of each committee member, a summary of all returns in the voting, and unused ballot forms if any.
1. Notifying the donor and eliminating of multiple awarding.
   a. The ADSA Awards Coordinator notifies the donor (in writing) with a copy of the correspondence to the ADSA President.
   b. Inasmuch as no person is eligible to receive more than one ADSA award of similar recognition in any year, the following procedures apply if a member is selected for two or more awards in similar areas (e.g. research, outreach teaching):
      (1) The ADSA Awards Coordinator notifies the selectee of the awards and requests the selectee's choice of one award in a similar area.
In the process, names of other nominees for the awards are not divulged.

When the award selectee has chosen, the ADSA Awards Coordinator notifies the chairperson of the appropriate selection committee to choose a replacement for the selectee of the award declined.

The chairperson of the involved selection committee immediately requests of the voting members of the committee approval of the first runner-up as award selectee. In the case of committee disapproval, the alternatives are:
(a) To vote on the first and second runner-up.
(b) To omit the award for the year.

2. Notification of award selectee. Before the annual meeting of the ADSA, the ADSA Awards Coordinator:
   a. Notifies by letter the awardees for various awards of their selection. A copy of this letter is mailed to the ADSA President. If awardees accept the honor, the ADSA Awards Coordinator:
      (1) Obtains from each a digital photograph for publication and requests other print pictures and/or slides showing the awardee at work and play. These are used in the creation of the visual program during the Awards Ceremony.
      (2) Instructs awardee to be judicious in dissemination of information of award selection. (All public releases are created by ADSA after the award presentation.)
   b. Notifies the principal nominator of awardee but requests restraint in dissemination of information as per instructions to awardee.

3. Supporting materials. Members of all selection award committees retain the supporting materials until they receive instructions from chairperson.

I. AWARD PRESENTATIONS

1. Preparation of citations.
   a. Chairperson of each award selection committee:
      (1) Prepares suitable citations (short, typically 100 words and long, 500-word citations for the Association Awards Ceremony and for publishing in the ADSA Journal, respectively) for their respective selected awardee.
      (2) Sends the citations to the ADSA Awards Coordinator.

2. Preparations for Awards program (donated awards).
   a. The ADSA Awards Coordinator:
      (1) Obtains from the award donors the names of the respective representatives who are designated to represent their organizations in the presentation at the ADSA annual meeting Awards Program.
      (2) Transmits to the respective donors:
         (a) Names of awardees
         (b) Copies of long and short citations.
         (c) Suggestions to aid representatives in participation in the Awards Program.
      (3) Invites representatives of award donors to a pre-Awards program dinner at which they meet awardees and simulate award presentations for subsequent publicity.

3. Presentation of awards. Awards Program:
   a. The respective donor representatives present awards to selectees.

APPENDIX

A. Check list of duties of various ADSA participants in selection of award winners:

1. Overall Awards Committee Chair in consultation with the ADSA President:
   a. Appoints committee persons for award selection committees to regular terms and to vacancies in unexpired terms.
   b. Appoints canvassing committees for various awards when deemed desirable.
   c. Reads the award citations at the awards ceremony.

2. President:
   a. Presides at the Awards Program.

3. ADSA Awards Coordinator:
   a. Sends nomination information to all members of the ADSA.
   b. Receives all award nominations.
   c. Checks the list of nominees.
   d. Notifies nominators if their nominees are disqualified.
   e. Notifies the Overall Awards Committee Chair of any changes needed in the membership of the
selection committees as a consequence of nominations received.

f. Through the ADSA Awards website, provides the respective chairperson of each selection committee:
   (1) List of nominees, current and carry-over, and corresponding nominators.
   (2) Award rules, general and specific, for each committee member.
   (3) Sample copies of the biographical information.

g. Notifies principal nominators designated by chairpersons of selection committees:
   (1) To prepare supporting material on the nominee in accordance with presented format and instructions.
   (2) To forward completed supporting material for nominees to the chairpersons of selection committees not later than a specified date.

h. Receives from chairperson of each selection committee:
   (1) Preliminary decision on nominee approval.
   (2) Final certification of eligibility of nominee (before voting).
   (3) Copies of correspondence involved in election procedures
   (4) Names of nominees selected for awards.
   (5) Ballots and summary statement of voting.
   (6) A copy of the short citation to be read at the awards presentation.

i. Aids in clearance of awards:
   (1) Obtain written approval of selectee from donor (if required).
   (2) Notifies:
      (a) Nominees selected for the respective awards.
      (b) Principal nominators of award selectees.
   (3) Initiates measures to resolve the problem of one nominee being selected for two or more awards.
      (a) Requests such a member to choose the preferred award.
      (b) Instructs chairperson of selection committee, for an award that was declined, to select a replacement.
   (4) Notifies chairpersons of the various award selection committees when the respective selectees are cleared.
   (5) Requests digital photograph of each selectee.
   (6) Transmits to donors the names of the selectees and a copy of the two citations.
   (7) Obtains the names of donor representatives.
   (8) Initiates measures to resolve the problem of one nominee being selected for two or more awards.
      (a) Requests such a member to choose the preferred award.
      (b) Instructs chairperson of selection committee, for an award that was declined, to select a replacement.
   (9) Notifies chairpersons of the various award selection committees when the respective selectees are cleared.
   (10) Requests digital photograph of each selectee.
   (11) Transmits to donors the names of the selectees and a copy of the two citations.
   (12) Obtains the names of donor representatives.

j. Arranges for publicity:
   (1) Plans for photographs to be taken.
   (2) Prepares statements to be sent with photographs to the Editor of the Journal of Dairy Science
   (3) Transmits citations and photographs to news media choices of recipients.
   (4) Works with FASS IT staff to prepare the Power Point presentation of pictures of the awardees for presentation at the awards ceremony.

k. Prepares the book of citations to be read at the awards ceremony by the Chair of the Overall Awards Committee and provides the book of citations to the Overall Committee Chair two weeks before the annual meeting.

4. Members of the canvassing committees.
   a. Independently survey the award field for those eligible for nomination.
   b. Submit recommendation nominations electronically to the Overall Awards Committee Chair.
   c. Suggest principal nominators for potential award nominees.

5. Members of the selection committee.
   a. Chairperson of a selection committee.
      (1) Receives from the ADSA Awards Coordinator:
(a) Names of nominees (current and carryover) and their corresponding nominators.
(b) Necessary forms. (See items under A.3. ADSA Awards Coordinator in Appendix.)

(2) Checks the lists of candidates in cooperation with the ADSA Awards Coordinator, for eligibility, giving special attention to the specific requirements unique to the award.

(3) Designates, in collaboration with the ADSA Awards Coordinator, principal nominators for nominees, if more than one nominator.

(4) Receives from the principal nominators supporting award materials for each of their respective nominees.

(5) Acknowledges receipt of award materials from principal nominators and indicates any deficiencies of supporting information.

(6) Certifies to the ADSA Awards Coordinator the eligibility of each nominee on the basis of supporting information before transmitting materials to the voting members.

(7) Sends to each voting member of the committee:
   (a) Completed material for each approved nominee.
   (b) Regulations for administering awards.
   (c) Instructions for voting.
   (d) Balloting instructions for completion of voting.

(8) Reviews ballots from voting members and tabulates results.

(9) Continues elimination by balloting until a nominee is selected for the award.

(10) Notifies the President, ADSA Awards Coordinator, and voting members of the selection committee of the final results.

(11) Sends to the ADSA Awards Coordinator the results and summary of the voting.

(12) Instructs the members of the committee to retain award material on current nominees until they receive instructions from the ADSA Awards Coordinator.

(13) Requests voting members of the committee to submit suggestions for improvement of selection procedures.

(14) Transmits a committee report, including suggestions for improvements of selection procedures and award policies, to officers of the ADSA and to the Chair of the Overall Awards Committee.

(15) Prepares, in collaboration with the principal nominator, citation (100 words) to be read at the award presentation program and sends a copy to the ADSA Awards Coordinator.

(16) Prepares a 500-word citation for publication in the Journal of Dairy Science and sends a copy to the ADSA Awards Coordinator.

b. Voting members of a selection committee.
   (1) Follow official guidelines and special instructions from the committee chairperson, who is a nonvoting member.
      (a) Study and evaluate supporting material for each nominee.
      (b) Vote by objective evaluations for the nominee of their choice.
      (c) Present recommendations for procedural improvements.

B. Schedule of Usual Steps in Selection of Awardees: Exact deadline dates will be developed in August by the ADSA Awards Coordinator, the ADSA Overall Awards Committee Chair, and ADSA Executive Director and posted on the ADSA web site by the end of September.

Major Items to be completed by

- September Appointment of selection committees (Awards Committee)
- Mid October Nomination information mailed to all members (ADSA Awards Coordinator)
- Early December ADSA Award Coordinator informs Overall Award Awards Committee Chair of Award of awards that have less than 2 nominees. The Overall Awards Committee Chair, President, and Vice president identify potential nominees and nominators for each of these awards. The ADSA Award Committee Coordinator checks to determine if each suggested nominee meets the membership eligibility requirements and reports the results to the Overall Award Committee Chair. For the potential nominees that meet the ADSA membership requirements, the Overall Awards Committee Chair attempts to find a nominator for each of the recommended candidates. If suitable candidates are not found by this procedure, then the President of ADSA will appoint a canvassing committee for each award where it is needed.
- Mid December Nominations submitted electronically (ADSA members or non members can be a nominator)
- February Nominators notified if nominee fits the membership criteria for the award (ADSA Awards Coordinator)
- February Chairperson of the selection committee will notify committee members that review of the
award nominees is available on the web (ADSA Awards Coordinator)
Revision of membership of selection committees as necessitated by nominations received
(Overall Awards Committee Chair in consultation with the President and ADSA Awards Coordinator)
Selection of principal nominators (Chairpersons of Selection Committees)
Final certification of eligibility of nominees (Chairpersons of Selection Committees)

- March
  Completion of balloting and transmission of the results to the President, ADSA Awards Coordinator, and voting members of the selection committee (Chairpersons of Selection Committees)

- May
  Acquire digital photographs of each awardee (ADSA Awards Coordinator)
  Transmit oral citation (100 words) for Awards Program and a 500-word citation for publication in the Journal of Dairy Science to the ADSA Awards Coordinator (Chairpersons of Selection Committees)

Annual Meeting Citations and presentation