

STATE BAR OF MICHIGAN ADR SECTION
Awards Policy and Procedure

- I. The ADR Section has three awards which it may bestow each year as follows:

The Distinguished Service Award, presented to an individual, program, or entity at the ADR Section's annual meeting, is given in recognition of significant contributions to the field of dispute resolution.

The Nanci S. Klein Award, presented to an individual, program, or entity at the ADR Section's annual meeting, is given in recognition of exemplary programs, initiatives, and leaders in the field of community dispute resolution.

The George N. Bashara Jr. Award (a/k/a the Chair's Award), presented to an individual, program, or entity at the ADR Section's annual meeting, is given in recognition of exemplary service to the Section and its members.

- II. The Nominating Committee shall seek from the ADR Section Council, each year by no later than the deadline date for nomination applications, input regarding characteristics or criteria that the Council believes should be considered or emphasized in award recipient selection.

- III. The Nominating Committee of the ADR Section is responsible for recommending to the ADR Section Council the recipient of the Distinguished Service and Nanci S. Klein awards after completing the following:

- A. By early February of each calendar year, the Nominating Committee shall push through the Section's listserv a Call for Nominations for both the Distinguished Service and Nanci S. Klein Awards which includes an application form for nominations.
- B. At least 2 separate communications, though both may be by electronic means, should be provided to the Section membership with adequate time to respond by the declared deadline to the Call for Nominations.
- C. The Nominating Committee shall review each application, perform appropriate follow-up investigation, and compare each nominee against the Council's characteristics and criteria.
- D. The Nominating Committee shall recommend the most worthy recipient for each award at a Spring meeting of the Council for confirmation by vote of Council. Alternatively, the Nominating Committee may proffer the most worthy recipients of each award for final decision by vote of the Council.

- IV. The Chair of the Nominating Committee shall communicate in writing with the selected recipient of the Distinguished Service and Nanci S. Klein awards including all pertinent information regarding date, time, location, and costs covered by the Section. Additional information should be provided if any recipient is being asked to provide a brief (substantive) presentation upon accepting the award.
 - A. As historical reference, the Council has authorized the cost of dinner, overnight accommodations when the recipient is more than 50 miles from the meeting site, mileage reimbursement, and complimentary attendance at the conference for the recipient.
 - B. As historical reference, the Council has authorized the cost of dinner for the spouse or significant other of the recipient.
 - C. As historical reference, when the award recipient has been an entity, organization, or program, the Council has authorized the cost of dinner for up to two representatives of the organization, entity, or program and their spouses or significant others. That is a maximum of four dinners have been provided by the Section when the recipient is an entity, organization, or program.
- V. The Chair of the Nominating Committee shall coordinate with the Annual Meeting Logistics Committee Chair the count for and type of Section comp'd meals and any Section comp'd room reservation.
- VI. The Chair of the Nominating Committee may correspond with each nominator of a proposed recipient for both the Distinguished Service and Nanci S. Klein awards thanking him/her for the nomination and encouraging nominations in subsequent years.
- VII. The Chair of the Nominating Committee, upon clarifying from each award or gift recipient the preferred spelling of his/her/its name, should arrange for the production of the awards as follows:
 - A. The source of all awards is Competitive Edge, LLC located at 5924 Red Arrow Highway, Stevensville, MI 49127, (269) 429-0404 (phone), (269) 429-0158 (fax). The sales representative is Ron Tomasini. The customer # is 331769.
 - B. The Distinguished Service Award item number and description is 35545, Extraterrestrial Award–Large. Historically this item costs \$84 each.
 - C. The Nanci S. Klein Award item number and description is 35535 Hydra Glass Award with Marble Base. Historically this item costs \$66 each.
 - D. The George N. Bashara Jr. Award item number and description is 35541 Globe Tower–Large. Historically this item costs \$85 each plus approximately \$6 each for copy layout change and \$7.50 each for deep etch engraving. [NOTE: In the

event the Chair of the Nominating Committee is selected to be the recipient of this award, the Section Chair will most likely arrange for the production of at least this and perhaps all awards and gifts.]

- E. The retiring council members gift item number and description is 69590 Wood Double Pen Set with Box. Historically this item costs \$23.50 each, plus \$6 each for engraved Brass Plate and \$0.50 each for engraved letters over 10.
- F. Historically Competitive Edge, LLC has not direct billed the State Bar of Michigan or the ADR Section. It does honor the sales tax-exempt status of the State Bar of Michigan but requires either upfront payment (by the Section) or credit card authorization from the Nominating Committee Chair. If a credit card is used, the Nominating Committee Chair submits an expense report to the Section treasurer for reimbursement.

VIII. The Chair of the Nominating Committee ensures that the awards and gifts are available at the ADR Section's Annual Meeting event for distribution.