

# General Rules and Regulations for Midwest Branch American Dairy Science Association® and Midwest Section American Society of Animal Science Awards

(August 2004, Revised: August 2009)

## **I. The awards presented by the Midwest Branch American Dairy Science Association and Midwest Section American Society of Animal Science (MW ADSA®/ASAS) at the Annual Meeting are as follows:**

Outstanding Young Animal/Dairy Scientist Award in Research  
Outstanding Young Animal/Dairy Scientist Award in Extension  
Outstanding Young Animal/Dairy Scientist Award in Teaching  
Outstanding Young Animal/Dairy Scientist Award in Agribusiness

Award for Innovation in Dairy Research  
National Pork Board Swine Innovation Awards

## **II. Nomination for Awards:**

1. Any member of the MW ADSA/ASAS may make nominations. Self-nominations are permitted with supporting letter of recommendation by Departmental Awards Committee, Department Head or Supervisor. Nominees must be living at the time of the nomination.
2. Eligibility for awards (except undergraduate awards) requires MW ADSA/ASAS membership.
3. Nominations are to be submitted electronically on the web site:  
<http://www.asas.org/newawards/lognom.asp> by the published deadline. Nominations made in one year will **not** be automatically carried over to the next year.
4. Please refer to specific award descriptions on the web site for further details.

## **III. Awards Selection Committee:**

1. All awards committees shall consist of three-five members plus a chair selected from the MW ADSA/ASAS Board of Directors. A member in good standing of the MW ADSA/ASAS shall replace at least two members each year.
2. The Board of Directors shall make all appointments to all award committees; the President shall make appointments to fill any vacancies that occur including interim appointments when a committee member is nominated for the award or nominates someone for the award for which he/she is involved.

## **IV. Duties of Members of Awards Committees:**

1. The first duty of each Awards Committee is to vote to recommend to the MW ADSA® Secretary whether or not to present the award. If the vote is positive the committee shall proceed to select the award recipient. An award may be omitted for any given year if the Awards Committee decides that there are no qualified nominees or if the Committee decides that an insufficient number of nominations have been received.
2. Each member of a committee will be given the web address from the Committee Chair.

3. Any member of a Committee may ask the Committee Chair to request additional information about a nominee from the principal nominator. Such information must be forwarded to the Committee Chair, who will transmit it to all members of the Committee.

4. Balloting must be completed in a timely manner.

#### **V. Duties of Awards Committee Chair:**

1. Receive from the MW ADSA Secretary the web address for the nominations and certification that nominees are eligible.

2. Check information and data received and ascertain whether each nominee's dossier is complete and in order. If discrepancies are found, the Chair will inform the MW ADSA Secretary.

3. Will provide each committee member the web address and the procedure for voting.

4. Request the Committee vote on whether or not to present the award that year.

5. Prepare electronic ballots as appropriate for polling of the Committee and notify the committee by email (See VII-Balloting for Award Winners).

6. Inform the MW ADSA Secretary and Savoy Office by email the name of the award winner. After receiving approval from the MW ADSA Secretary, inform the following with copy to MW ADSA Secretary (NOTE: Ballot results are **not** to be divulged.)

- Nominator of winner
- Awardee
- Awards Committee members
- Nominators of non winners (reminding them to resubmit nomination next year)

#### **VI. Duties of the MW ADSA Secretary:**

1. The MW ADSA Secretary shall be the primary liaison in all matters relating to the MW ADSA/ASAS Awards.

2. Send a call for awards nominations by mid-September (including deadline date) to all MW ADSA/ASAS Society members in good standing.

3. Check to see that a nominator has not nominated a candidate for more than one award.

4. Check with the business office to verify the eligibility of nominators and nominees.

5. Determine whether any member of an Awards Committee has been nominated or is a nominator for the award and if so notify the MW ADSA Vice-President, who will appoint an interim member to the committee.

6. After verification of eligibility of nominators and nominees by the business office, promptly send web address and instructions to committee chairs.

7. At the earliest feasible date, send a congratulatory letter to each awardee with a copy to the appropriate Committee Chair.

8. Coordinate with the Savoy Office to accomplish the following:
  - Work with the Savoy Office to order the awards
  - Work with the Savoy Office to provide the names of awardees to the donors and request the name of person representing the donor at the Business Meeting/Awards

## **VII. Balloting for Award Winners (Outstanding Young Animal/Dairy Scientist awards):**

### **FIRST BALLOT**

1. The Chair will prepare an electronic ballot of all eligible nominees and email each Committee member to go to the web site and rank all nominees with 1 for first, 2 for second, 3 for third etc. The Chair will tally the ballots. The nominee with the lowest tally **and** majority of first place votes will be declared the winner on the first ballot.

### **SECOND BALLOT (if necessary)**

2. If no nominee received a majority of first-choice selections on the first ballot, the Chair will prepare a second ballot based on the tally of the first ballot by listing the top five candidates (or fewer if less than five in the pool). Again the committee will rank the top five nominees 1 for first, 2 for second, etc. The Chair will tally the ballots. On the second ballot, a nominee who receives a majority of first place votes **or** five points less than the next lowest nominee will be declared the winner.

### **THIRD BALLOT (if necessary)**

3. If no nominee is declared a winner on the second ballot, the two nominees with the highest point total (lowest rank) will be dropped. The Chair will prepare a third ballot listing the remaining three nominees, however on the third ballot points will be 1 for first, 3 for second, and 5 for third. The Chair will tally the points. The nominee receiving a majority of first place votes **or** the nominee with five points less than the next lowest nominee will be declared the winner.

### **FOURTH BALLOT (if necessary)**

4. If the third ballot fails to produce a winner, the Chair will drop the nominee with the highest point total (lowest rank) and conduct a final ranking (1 for first and 2 for second) with the nominee having the lowest number of points declared the winner.

*5. The Chair is empowered to break ties when necessary in preparing the second, third or fourth ballots.*

*6. At no time during the course of balloting shall the Committee Chair divulge to the members of the Committee the point totals received by the nominees during the balloting process.*

## **VIII. Changes in Awards Regulations**

The MW ADSA/ASAS Board of Directors may make necessary changes in regulations for awards as needs arise.

## **IX. Awards Presentation**

Awards will be presented at the Breakfast/Business Meeting/Awards Ceremony during the Annual Meeting MW ADSA/ASAS. A representative of the donor will read the citation and make the presentation to the awardees; the MW ADSA/ASAS Presidents will preside at the Awards Ceremony.