

## **ELECTRONIC SUBMISSION OF NOMINATIONS FOR AWARDS**

The Awards Committee will accept one nomination for each Award from each Chapter of WBASNY. Therefore, please discuss these awards with your officers and Board members and obtain a consensus within your Chapter.

Nominations for Non-WBASNY Awards are by letter on Chapter letterhead; there is no prescribed form. Nomination forms for WBASNY Awards are available on line at [wbasny.bluestep.net](http://wbasny.bluestep.net). Go to “Committees” and click on “Awards”. Scroll to the bottom to obtain the forms. Please use a separate nomination form for each person your chapter wishes to nominate for each Award. The website also has a description of the WBASNY and Non-WBASNY Awards and their criteria and a list of the previous WBASNY Award recipients.

**Please be advised that we are no longer accepting paper nominations. All nominations for Awards must be emailed by midnight on the date due to be eligible for consideration. Please read below for 10MB size limit.**

Nominations for **NON-WBASNY Awards** will be due in **mid-September** each year at a date set annually and should consist of a maximum of 10 pages; a resume and Chapter letter are often sufficient.

All nominations for **WBASNY Awards** will be due in **early to mid-December** each year at a date set annually. There currently is no page limitation, but please recognize the 10MB size limit.

Late submissions will not be accepted or considered. Out of courtesy to those who timely submit their nominations, there will be no exceptions to this rule. We recommend sending early to avoid technical or computer issues that could delay and therefore disqualify your nominations. The nomination for each Award should be **SEPARATELY** scanned and converted to a pdf file (do not use a high resolution scanning option on your scanner as each award nomination should be less than 10MB in pdf form). Each Award nomination pdf should be separately emailed to:

[awards@wbasny.org](mailto:awards@wbasny.org)

**The subject line of each nomination sent should indicate both the name of the Award and the Chapter making the submission. You may abbreviate. For example: Menge – Orange Sullivan**

We have set up an automatic response on the email account that will acknowledge the receipt of each nomination. Please save all email used to submit nominations and all responses acknowledging receipt until you have received from the Co-Chairs a complete list and pdf copies of the nominations received.

**Non-WBASNY Awards** submissions will be reviewed at the **September** WBASNY Board Meeting each year by the Executive Committee and, if more than one submission is received for a particular award, voted on by the Board. Chapters with winning nominations are responsible for aggregating and preparing a final submission of the nomination packet to the awarding organization (e.g. NYSBA, Inns of Court, ABA) and for preparing and submitting a draft letter of recommendation/support from WBASNY for signature by the WBASNY President. **Such draft letters must be submitted to the WBASNY President and copied to its Executive Director not later than 5 business days prior to the due date of the final nomination packet.**

**WBASNY Award** submissions will be reviewed by your Chapters and voted on by the Awards Committee at the WBASNY Board Meeting in **January** each year. Please be sure to have “Awards” on your Chapter’s board meeting agenda in December or January with ample time to review the submissions and determine your vote.

**Please advise the Award Committee Co-Chairs of the name of the person and email address to which the full copies of all pdf Award nominations should be sent after they are submitted to WBASNY even if your Chapter does not nominate someone for an Award. Please take into consideration that these may be large files. In the absence of a designated person, these files will be sent to Chapter Presidents.**

At the **September Board** meeting, please be sure your Chapter has a representative for presentation of its **Non-WBASNY Award** candidates to the Board.

At the **January Board** meeting, please be sure that your Chapter has a representative for voting and presentation purposes of your **WBASNY Awards**; there is no proxy voting and a Chapter is required to make a presentation for each of its nominations. Each Chapter has one vote to cast for each **WBASNY Award**. The Awards Committee meeting will be lengthy to allow sufficient time to vote on WBASNY Awards. Nominees are not expected to be present at this meeting and will not be interviewed.

Questions with regard to this memo or Awards should be directed to the co-chairs.