



AMERICAN SOCIETY OF ANIMAL SCIENCE

National Award Procedures

Nomination for Awards

- Any member of the American Society of Animal Science except Officers, members of the Board of Directors and members of the Awards Committees may make nominations or be nominated. Self-nominations are not permitted. Nominees must be living at the time of the nomination.
- Eligibility for awards requires Society membership for three consecutive years including the current year. Fellows are eligible to receive subsequent awards without payment of annual dues. Retired members are eligible if they were eligible at the time of retirement and meet the specific requirements of the award for which they are nominated. All members meeting eligibility requirements are eligible for all awards except that previous winners cannot be renominated for the same award and winners of the Morrison Award are not eligible for any other award except the Fellow Award and the Retiree Service Award.
- Nominations are to be submitted electronically on the website by the published deadline. Nominations made in one year will not be automatically carried over to the next year. Nominations must be resubmitted each year.
- Where lists of publications are requested, they should be listed in chronological order and grouped according to (a) refereed publications, (b) abstracts, (c) technical publications, etc.
- Copies of publications authored by the nominee should not be submitted unless requested on the nomination form.
- Supporting letters should not be solicited or submitted and will not be accepted unless requested on the nomination form.
- Submitted nominations that do not conform to the required format or contain materials beyond those called for will not be considered.
- Solicitation on behalf of any nominee is unacceptable and should be brought to the attention of the President-Elect.
- No individual may win more than one award in one year with the exception of the Fellow Award. The Executive Committee shall resolve any conflict resulting from a nominee being selected for more than one award. The President-Elect will inform the appropriate Committee Chairs of the conflict and of action taken.



AMERICAN SOCIETY OF ANIMAL SCIENCE

Awards Selection Committee

- All Award Committees shall consist of five members (serving for five years) plus a chair selected from the ASAS Board of Directors (serving for one year). Morrison and Casida, Early Career Achievement and Equine Science awards have specific committee criteria. At least one member shall be replaced each year by a member in good standing of the American Society of Animal Science. Previous year award recipients will automatically be added to the next year's committee.
- The ASAS staff shall make all appointments to Award Committees; the Committee Chairs 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. Final Award Committees shall be approved by the President-Elect.

Duties of Members of Awards Committees

- Each member of a committee will be given a web address from the Committee Chair.
- 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.
- An award may be omitted for any given year if the Awards Committee decides that there are no qualified nominees or if the Executive Committee decides that an insufficient number of nominations have been received.
- Balloting must be completed by the published review deadline and following the award review criteria provided.

Duties of Awards Committee Chair

- Receive from the ASAS staff the web address for reviews and balloting.
- Check information and data received and ascertain whether each nominee's dossier is complete and in order.
- Provide each Committee Member the web address and the procedure for voting.
- Inform the President-Elect by email the name of the award recipient. After receiving approval from the President-Elect, inform the following with copy to President-Elect: (NOTE: Ballot results are not to be divulged.)
 - Nominator of award recipient
 - Award recipient
 - Awards Committee Members
 - Nominators of non-recipients (reminding them to resubmit nomination next year)



AMERICAN SOCIETY OF ANIMAL SCIENCE

Duties of the President-Elect

- The President-Elect shall be the primary liaison in all matters relating to the American Society of Animal Science Awards.
- Shall ensure that a call for awards nominations is sent by ASAS Staff by mid-November (including deadline date) to all Society members in good standing.
- At the earliest feasible date, send a congratulatory letter to each awardee, with a copy to the appropriate Committee Chair.
- Coordinate with ASAS Headquarters in planning the program and serve as Master of Ceremonies.

Balloting for Award Winners

- The Chair (non-voting) will instruct each Committee Member via email to go to the website 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 will be declared the winner on the first ballot.
- The Chair is empowered to create additional ballots if necessary, and/or to break ties when necessary.
- 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.

Balloting for Fellow Award Winners:

- **FIRST BALLOT**
The Chair will prepare an alphabetical list of all eligible nominees in each category and email a ballot to each Committee Member with a request to rank all nominees, in each category that the Committee Member believes to be deserving of consideration. The Chair will assign 5 for first, 4 for second 3 for third, 2 for fourth and 1 for fifth. Additional nominees in a category will receive a 0 if the Committee Member believes that the nominee is worthy of further consideration and any nominee that the Committee Member believes is not worthy of further consideration will not receive any numerical score. The Chair will tally the ballots. The nominee with the highest tally, in each category, will be declared the recipient on the first ballot unless a majority of the committee members believed that each of the nominees in a category did not merit consideration. In that event, no Fellow will be awarded in that category. In the event of a tie for first place, the nominee with the largest number of first place ballots will be declared the recipient (move on to 2nd place etc., if that still leaves a tie).



AMERICAN SOCIETY OF ANIMAL SCIENCE

- **SECOND BALLOT**

A maximum of five additional Fellows may be awarded and balloting will be done without regard to category. The Chair will prepare a second ballot based on the tally of the first ballot by listing all the remaining nominees, except those which a majority of the committee excluded as unworthy of further consideration, alphabetically.

Committee Members will rank all of these nominees. The Chair will tally the ballots with 1 for first, 2 for second, etc. The five nominees with the lowest score will be named as Fellows. Ties will be broken by the number of first place votes (second place etc. if that still leaves a tie).

- 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.
- If the tie breaking procedures outlined in steps 2 and 3 do not bring a resolution, the Committee Chair can break ties.
- Fellows will be announced by the category in which each one was nominated regardless of the number presented in each category.

Changes in Awards Regulations

The Board of Directors of the Society may make necessary changes in regulations for awards as needs arise.

Awards Presentation

Awards will be presented during the Annual Meeting of the American Society of Animal Science. A representative of the sponsor will read the citation and make the presentation to the awardees; the Society President will represent the Society and the President-Elect will preside at the Awards Ceremony.

Creation of New Award

New awards can be suggested by ASAS members or sponsors at any given time. Award suggestion must include purpose, award criteria, monetary value, who will provide funding or how it will be endowed and nomination requirements. All new awards must be reviewed and approved/unapproved by the ASAS Board.