



# The Region 6 Nominations and Awards Program

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## Introduction

Each IEEE Region has its own Awards and Recognition program. Each Region has its own Awards Chair who administers their nominations and awards from the top down. Each Region's awards program is unique and independent.

Region 6 is divided into 5 Areas. There are 35 Sections within these 5 Areas. The function of the Region 6 Awards Chair is as the program manager of the entire nominations and awards process. He or she is non-voting except in the very unlikely case of needing to break a tie vote for the Region 6 awards.

## Awards Program Flow starts at the Section and goes upwards

The Region 6 Nominations, Awards, and Recognition program begins at the lowest level: the Section. Each Spring, the members of every Section in Region 6 are asked to submit nominations for awards within their Section. **The due date for nominations submissions in 2016 is May 13, 2016.**

Note: Per IEEE rules, no nominations for individual awards will be accepted that are self-nominated.

Regardless of whether there is an Awards Chair in your Section, or only a Section Chair acting as the Awards Chair, that person should enlist the help of two other Section members to form an awards nomination review committee and choose the winners as a group. The Section awards nomination review committee will review all of the nominations that were submitted to them, evaluating the nominations with the published criteria for each award category. After discussion they will vote on the awards recipients for their Section. If either no nominations were submitted for a particular award category or the nominations for a particular category were all less than the qualifying caliber, then that particular award will not be given this year. Note that individuals being nominated (Nominees) usually work with the Nominator to provide detailed and accurate information for



the nomination form. However, occasionally it is desired to nominate someone without their knowledge so that it will be a complete surprise if they win an award. This is allowed.

The Awards Chair (or acting awards chair) in each Section of Region 6 should write individually to each of the award recipients in their Section to congratulate them. He or she should then publish the list of Section awards winners by email to their Section Excom and OU list. As quickly as practical after that, the Section webmasters should put the list of Section awards recipients on their Section websites.

The next step is for choosing the Area awards winners in Region 6. All of the winners of Section awards automatically become nominations for the Area awards. The Section Awards Chairs send their lists of awards recipients along with their nomination documents to the Awards Chair of the Area in which they reside. The Area Awards Chair will create a ballot from all of the received nomination forms. The Awards Chair will send this ballot plus all of the nomination forms to each of the Section Awards Chairs in their Area. The Section Awards Chairs are the voting members of the Area awards committee. The Area Awards Chair does not vote for the selection of the Area Awards winners except in the very unlikely case of needing to break a tie vote. The Area Awards Chair will conduct the Area awards vote by email sending their ballots back to the Area Awards Chair. He or she will tally the votes and send all of the Section Awards Chairs in their Area the results of the winners of the Area awards. The Area Awards Chair will write to each of the award recipients in his or her Area and congratulate them. Every Section Awards Chair shall inform their Section Excom and OUs about the Area award winners. As quickly as practical after that, the Area webmasters should put the list of awards recipients on their Area websites.

The final step is the process of selecting the Region 6 awards recipients. All of the winners of awards in the five Areas automatically become nominations for the Region 6 awards. The five Area Awards Chairs are the voting members of the Region 6 awards committee. Each of the Area Awards Chairs shall send the Region 6 Awards Chair their lists of Area winners with the nomination forms for each of the winners. The Region 6 Awards Chair will create a ballot from these and send the ballot along with all of the nomination forms to each of the five Area Awards Chairs. They will carefully examine the nominations and then send their votes on the



ballot form to The Region 6 Awards Chair. The Region 6 Awards Chair does not vote for the winners except in the unlikely case of a tie. The votes will be tallied and the results put on a spreadsheet by the Region 6 Awards Chair. This spreadsheet will be sent to the five Area Awards Chairs. In the event of a tie or unclear decision, the Region 6 Awards Chair will set a conference call by Skype or a WebEx conference for all to discuss this. If the voting results were clear and without a tie, then the conference call is not necessary. When this voting process is completed, the Area Awards Chairs will be provided with the final tally and the list of awards recipients. The winners will be notified by the Region 6 Awards Chair.

### **The 2016 Region 6 Awards Schedule**

5/13/2016 Nominations are due to be submitted to the Sections

5/31/2016 Section Awards Chair and committee pick and announce their winners and send the nomination files to their Area Awards Chair

6/2/2016 Area ballots sent to Section Award Chairs for Area voting

6/16/2016 Area voting concludes – due date for ballots returned to each Area Awards Chair

6/19/2016 Area winners notified and publicly announced by each Area Awards Chair

Break for volunteer vacations

9/10/2016 all Area Awards Chairs send the Area winners' nomination forms to the R6 Awards Chair.

9/16/2016 R6 Awards Chair creates and sends the R6 awards ballots to the 5 Area Awards Chairs for R6 voting.

9/24/2016 5 Area Award Chairs ballots are due back to the R6 Awards Chair

9/30/2016 R6 Award winners announced and notified by the R6 Awards Chair.



## Details about Section Awards Chairs in Region 6

It would be highly beneficial if all 35 Sections in Region 6 had a Section Awards Chair. The position of Section Chair is a great deal of work with many responsibilities. If the Section Chair has the possibility of off-loading the tasks of the Awards Chair to a separate person, it will benefit the Section Chair and the awards program. However, some Sections do not have enough active volunteers to do this. If there is no Awards Chair in your Section, then the Section Chair must perform the duties of the Awards Chair and members of that Section should submit their nominations for potential awards recipients to their Section Chair.

According to MGA rules, neither an Awards Chair at the Section or the Area level, nor a Section Chair acting as an awards chair may be nominated for an award in the standard Region 6 Awards program. However, an Awards Chair or Section Chair acting as the Awards Chair may be given an honorary award such as a Directors Award. If one of the two other Section members who are part of the awards committee is nominated for an award, then that person may not vote for the winner of that same award category. Every Awards Chair and awards committee member at all levels of Region 6 is expected to solemnly strive to be completely impartial in their voting decisions. The detailed IEEE rule is as follows: [Per IEEE Policy 4.4.H \(eligibility and process limitations\): no person shall receive an award who, at any stage of the recipient-selection process for that award, is eligible to vote on who shall receive that award, nor may they be the nominator or reference for a nomination of a candidate for such award. This conflict of interest limitation shall apply to all awards given by IEEE or any of its organizational units. More information on the IEEE Conflict of Interest policy can be found in the IEEE Policies.](#)

## MGA awards nominations

The MGA nominations for small, medium, and large Sections are due on May 15. See

[http://www.ieee.org/societies\\_communities/geo\\_activities/awards/awards\\_outstanding\\_section.html](http://www.ieee.org/societies_communities/geo_activities/awards/awards_outstanding_section.html)



The MGA awards nominations for individuals are due on Oct. 15. See [http://www.ieee.org/societies\\_communities/geo\\_activities/awards/nomform\\_award.html](http://www.ieee.org/societies_communities/geo_activities/awards/nomform_award.html)

The MGA awards nominations for companies are called Friends of IEEE, and the nominations may be submitted at any time of the year. See [http://www.ieee.org/societies\\_communities/geo\\_activities/awards/recipient\\_friend.html](http://www.ieee.org/societies_communities/geo_activities/awards/recipient_friend.html)

The schedule of the Region 6 awards process has been designed to allow plenty of time to revise the nomination forms to submit directly to the MGA in parallel with the Region 6 awards. The requirements for nominations to the MGA awards program are different from our Region. MGA nomination applications are done online by the original Nominator plus several supporting endorsements by others for individuals are required to be uploaded.