

## **GUIDELINES FOR THE ICGS EDWARD E. PARKER AWARD**

### **1. FREQUENCY OF THE AWARD**

- A. There shall not be a regular schedule for the issuance of this award.
- B. The award may be issued by the ICGS Board when it determines it is warranted.

### **2. CRITERIA FOR SELECTION**

- A. The nominee must have made distinguished contributions and demonstrated ongoing commitment over a significant period of time in the field of genealogy in Ingham County, Michigan.
- B. Such evident contributions may be any combination of preservation of historical genealogical material or data, publishing, teaching, speaking or leadership.

### **3. NOMINATION FOR AWARD**

- A. Nomination for the award shall be in writing, signed by three (3) ICGS individual members and submitted to the ICGS President.
- B. Such submission of nomination shall be no longer than one (1) page in length and shall demonstrate how the nominee meets the afore listed criteria
- C. Each member submitting the nomination shall provide contact information (address, phone number and/or email address.)

### **4. Review and Approval**

- A. Upon receipt of a nomination the President shall include it on the agenda of the next meeting of the ICGS Board.
- B. The Board shall review the nomination and shall have the authority to ask the submitters of the nomination for additional information prior to making a final decision.
- C. Board action shall be recorded in the minutes of the Board meeting.
- D. Final action on the nomination by the Board shall be communicated to the submitters in writing by the ICGS President.
- E. The Board shall have the right to approve or disapprove the nomination, without appeal.

### **5. ISSUANCE OF THE AWARD**

- A. Upon approval of a nomination by the Board the President shall make necessary arrangements for the presentation of the award.
- B. Such arrangements may be delegated by the President.

### **6. NATURE OF THE AWARD**

- A. A plaque shall be presented to the recipient.
- B. A plaque or signage shall be displayed in the ICGS Library recognizing all recipients of such award.