***SOP: Awards and Elections Committee***

1. **Title:** Awards and Elections Committee
2. **Term of Office:** The Awards and Elections Committee will be appointed by the President-Elect and will serve a term of one year.
3. **Composition of the Committee:**
	1. The President-Elect shall be the Chair of the committee, or designate an alternate Chair.
	2. The award winners from the previous two years shall be invited to be committee members.
	3. At least one committee member shall be a Mile High Branch member in good standing who is not an officer or member of the Board of Directors.
	4. There will be a minimum of three committee members, and a maximum of seven committee members. The number of committee members should be odd, to prevent a tied vote from occurring.
4. **Duties:**

Select winners for branch awards. The Committee operates in secret and does not need board approval for its selections.

* + 1. The President-Elect will accept award nominations for the following awards on an ongoing basis, beginning after the announcement of the previous year's winners, and ending on a pre-determined date which allows enough time to deliberate and select the winners. The deadline will be at least three weeks prior to the Fall Meeting.
			- 1. Jon C. Fulfs Technician of the Year
				2. Mile High Branch Member of the Year
				3. PMI Lab Diet Award
				4. MHB Travel Award- deadline will be due in May to allow for early registration to National AALAS. Winner will be announced at the end of July.
		2. The Committee will convene after the nomination deadline and deliberate and vote to select the award winners. Any member of the committee who has been nominated for an award will recuse themselves from this meeting.
1. 3. The Committee will order award plaques, trophies or other similar items of recognition for each of the awards.For the PMI Lab Diet Award, PMI Lab Diet typically provides the plaque.

5.During the Meeting, the committee will select the winners for Best Poster and General Oral Presentation honorarium.

6. Present the awards during the fall meeting, and announce the winners in the fall newsletter.

7. At the committee’s discretion, the previous year’s winner of the Jon C. Fulfs award may be nominated for a national AALAS award (usually Technician of the Year). The deadline for this submission is May 1st.

* 1. Count election ballots to determine the election outcome.
		1. The President-Elect will accept election nominations on an ongoing basis, beginning after the announcement of the previous year's winners, and ending on a pre-determined date which allows enough time to count ballots to determine the winners. The deadline will be at least three weeks prior to the Fall Meeting.
		2. Work with the Secretary to distribute ballots/online voting.
		3. The Committee will convene after the voting deadline and count ballots to determine the outcome of the election. Any member of the committee who has been nominated for a position will recuse themselves from this meeting.
		4. Announce the results during the fall meeting, and in the fall newsletter.
1. **Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. Board members should seek approval of the board prior to making any purchases with branch funds. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on May 25, 2018**