

## **ICCCA Achievement Awards Procedure**

1. Every spring the ICCCA president will arrange a meeting of an awards committee to discuss nominations for the awards to be given at the ICCCA Fall Conference in November. The awards committee will be made up of the president, president-elect, and past presidents who elect to volunteer, and the chair who is appointed by the president.
2. The award committee will seek nominations from the members of the executive committee and the award committee members may also propose nominations.
3. Two nominees will be selected by the awards committee to receive awards.
4. The president elect is responsible for having the awards made and presenting the awards at conference.

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