

PACIFIC NORTHWEST REGION
National Model Railroad Association
President's Award
Rules and Regulations

Presidents Award and Selection Criteria

1. The Presidents' Award shall be presented annually to honor a member of the PNR who has, through signal service to the hobby of model railroading, made the most significant contribution to the benefit and betterment of PNR for at least the twelve (12) months prior to close of nominations.
2. The award shall be a properly engraved trophy/plaque suitable to the level of recognition of the award. The President's Award trophy/plaque will be provided by PNR or may be donated by another sponsoring activity.
3. The President's Award is an individual Award and will be retained by the individual to whom it is awarded.

The President's Award Program (PAP) Chairperson

1. The President's Award Program (PAP) Chairperson is appointed by the PNR President, subject to confirmation by the BOD. The PAP Chairperson shall be directly responsible to the President and shall report to the President for completion of all assigned responsibilities and duties.
2. The PAP Chairperson shall be a non-voting member of the Board of Directors.
3. Although the appointed PAP Chairperson shall serve at the pleasure of the President, in order to maintain the desired continuity of the PAP, it is the intent of these Rules and Regulations that the PAP Chairperson shall continue to serve so long as he or she desires or until removed for cause.
4. The PAP Chairperson shall be responsible for generation of appropriate publicity to acquaint all members of the PNR concerning the President's Award Program. This may be accomplished by supplying articles to the official publication of the PNR and by effecting publicity by other means, as may be appropriate.

President's Award Nominations

1. All nominees and nominators shall be members in good standing of NMRA and resident members of PNR. The PAP Chairperson shall be responsible to confirm the eligibility of the nominees with the PNR Office Manager and to notify the nominator should the nominee be ineligible.
2. Standard nominating forms shall be used. The forms shall be prepared and distributed by the PAP Chairperson to all PNR officers and Division Superintendents annually and made available to members of the PNR upon their request. The format of the forms shall be subject to the approval of the President. Nominations submitted in any other form shall not be

acceptable and shall be returned to the nominator by the PAP Chairperson with an explanation of the reason for rejection.

3. Nominations shall be submitted to the PAP Chairperson at the address advertised by the PAP Chairperson. Applications may be submitted at any time following the termination of one annual PNR convention until sixty (60) full days prior to the advertised commencement date of the subsequent annual PNR convention, to be eligible for consideration for the Award to be presented at that convention. The PAP Chairperson shall publish the nomination close date at least six months in advance of that date.

4. Nominations received throughout the year shall be eligible for consideration. Any nomination received after the submission cutoff date shall be considered in the next selection year.

5. The PAP Chairperson may afford one day of grace providing the normal cutoff date for submission falls on a legal Canadian or United States holiday.

6. All nominations shall be received by the PAP Chairperson only and shall be maintained in strict confidentiality. The disclosure of nominee names in correspondence (especially emails) is considered a serious breach of the confidentiality of nominee identification.

7. Nominations shall be clearly hand-written or typed. Legibility is essential. Each nomination shall be signed and dated by the nominator who shall also be required to provide his/her postal address, street address, current NMRA membership number, and membership expiration date. The PAP Chairperson shall have the responsibility for obtaining the nominee's current NMRA membership number and membership expiration date from the PNR Office Manager.

8. Only one copy of the nomination is required to be submitted to the PAP Chairperson. Should the PAP Chairperson require additional copies, the PAP Chairperson shall make those copies and control their use and distribution. All copies of the nomination forms, including any made by the PAP Chairperson, will be destroyed on completion of the annual selection process.

9 Completed Nomination forms will transmitted either by US/Canadian postal service or by hand. Completed nominations will not be transmitted by email or other electronic means.

10. The PAP Chairperson may not enter nominations for the Award.

11. No individual, having received the honor of the President's Award shall be eligible for nomination for the Award a second or subsequent time until the expiration of three (3) full calendar years from the date of receiving the previous Award.

12. It shall be the responsibility of each Division Superintendent of PNR to ensure that at least one (1) nomination is submitted for a PNR member resident within the Division not later than 1 April of each award year. The PAP Chairperson shall notify the Division Superintendent, as soon as practicable after confirmation of receipt of a valid nomination from the Division. The identity of the nominee shall not be revealed.

Selection

1. The President PNR and Vice President PNR shall jointly make the selection of the individual to receive the President's Award.
2. The President and Vice President may, at their discretion, jointly interview the nominees and/or nominators. However, if interviews are conducted, all individuals in either category must be interviewed and all interviews must cover similar subject matter. A written record of questions asked and answered for each interview will become a part of the selection record. The conduct of interviews is not encouraged and should be undertaken only as a last resort.
3. The PAP Chairperson or President, as appropriate, shall be advised of the identity of the person selected to allow preparation of the Award Trophy and other presentation details as may be necessary. The requirement of confidentiality is to avoid any embarrassment to any of the nominees and to provide the desired element of surprise at the presentation.

President's Award Presentation

1. The President's Award shall be presented at the annual PNR convention immediately following the close of nominations, either during the banquet or during an appropriate function at which maximum attendance can be expected. The award recipient from the previous year shall be afforded the courtesy of making the presentation. In the event that no recipient of the Award is available to make the presentation, then either the President or the PAP Chairperson shall make the presentation.
2. The PAP Chairperson shall make all arrangements concerning the Award Trophy/plaque and to obtain the completed trophy/plaque in sufficient time to have the trophy ready for scheduled Presentation. The Trophy/plaque will include the engraved name of the individual being honored.