

American Society of Access Professionals, Inc.  
Awards and Incentives Program  
Approved at ASAP Board Meeting, October 25, 2012

**Introduction**

The objectives of the Awards and Incentives program of the American Society of Access Professionals are to reward those who achieve notable accomplishments: to motivate others to excel in contributing to ASAP's goals regarding access privacy and fair information laws, policies and practices: and to publicize the contributions of award recipients so that the public learns of their positive contributions and those of the Society.

Four awards have been authorized by the American Society of Access Professionals:

- I. President's Award for Distinguished Public Service
- II. Directors' Award for Superior Public Service
- III. Meritorious Achievement Award
- IV. Certificate of Appreciation

Awards must be made judiciously and solely on the basis of merit. While the criteria for the different awards vary, the decision to grant an award must be based on the merit of accomplishment or contribution whether special or sustained.

The presentation of any of these four awards every year is not compulsory.

The Board of Directors supports the awards program through the Society's Awards and Incentives Committee. Support for the program also includes funding the awards as appropriate and selecting a Panel of Judges that is appointed by the Board of Directors.

The deliberations of the Panel of Judges, Board of Directors, and Awards and Incentive Committee shall remain confidential.

**I. PRESIDENT'S AWARD FOR DISTINGUISHED PUBLIC SERVICE**

**A. General Description** - The President's Award for Distinguished Public Service is the highest honor that the Society can grant, recognizing distinguished and sustained contributions in furtherance of the public interest within respect to access, privacy and fair information laws, policies and practices.

The award consists of \$1,000 donated to a scholarship fund, or research or educational program, in the recipient's name. The award is accompanied by a certificate, plaque, medal or other appropriate gift presented to the recipient, in recognition of the public service rendered and attesting to the award granted.

The selection of the scholarship fund or research or educational program will be made by the recipient and is subject to confirmation by the ASAP Board of Directors. The choice of a suitable tangible gift will be made by the Awards and Incentives Committee, in consultation as appropriate with the recipient, and subject to confirmation by the Board of Directors.

Only one such award may be granted by the Society in any year and, if granted, will be presented at an ASAP event or special ceremony at which the recipient will be expected to deliver a responsive address.

**B. Eligibility** - Any person or group is eligible when nominated by an ASAP member in accordance with stated procedures.

**C. Nominations** - Nominations for the President's Award for Distinguished Public Service are subject to the following procedures:

- Submit nominations to the Awards and Incentives Committee Chair, with a copy to the ASAP office.
- Identify the nominee and, where appropriate, the nominee's organizational affiliation(s).
- Provide information about the nominee's work and achievements and explain why this record, considered in the context of a career, a lifetime, or an otherwise consistent and recurring devotion of time, energy, and activity – constitutes distinguished and sustained public service in promoting or enhancing knowledge, understanding, or debate on issues involving public access to information, public participation in decision-making process of government, protection of individual privacy or fair information laws, policies, and practices.
- For nominations based on performance of the nominee's paid position (e.g., a Federal FOIA or Privacy Officer nominated for performance in that job or any attorney in private practice nominated for legal work), explain why the nominee's contribution surpasses and may be distinguished from merely satisfactory fulfillment of the requirements of the position.

**D. Selection of Recipients** - Recipients of the President's Award for Distinguished Public Service will be selected as follows:

- A three-judge panel of ASAP members will be appointed by the ASAP Board of Directors no later than February 28 each year. The Board may ask the Awards and Incentives Committee to recommend individuals to serve as judges.
- The Society's President will chair the judging panel, and may designate one judge. The president serves in a non-voting role.

- All nominations will be sent simultaneously to each judge so they may independently analyze the nominees and make their preliminary choice(s).
- After each judge has completed his or her review, the chairperson of the panel of judges shall convene the judges to arrive at a unanimous choice.
- The judges, at their discretion, may consider a nominee for the President's Award for Distinguished Public Service or for the Directors' Award for Superior Public Service instead.
- The judges determine whether to grant an award. The judges may determine that none of the nominees meet the criteria and thus decide that no award will be granted for the year.

## **II. DIRECTORS' AWARD FOR SUPERIOR PUBLIC SERVICE**

**A. General Description** - The Directors' Award for Superior Public Service is the second highest honor that the Society can grant recognizing unusual excellence and special benefit to the public with respect to access, privacy and fair information laws, policies and practices, or superior contribution to the Society itself.

The award consists of \$500 donated to a scholarship fund, or research or educational program, in the recipient's name. The award is accompanied by a certificate, plaque, medal or other appropriate gift presented to the recipient, in recognition of the service rendered and attesting to the award granted.

The selection of the scholarship fund or research or educational program will be made by the recipient and is subject to confirmation by the ASAP Board of Directors. The choice of a suitable tangible gift will be made by the Awards and Incentives Committee, in consultation as appropriate with the recipient, and is subject to confirmation by the Board of Directors.

Only one such award may be granted by the Society in any year and, if granted, will be presented at an ASAP event or special ceremony.

**B. Eligibility** - Any person or group is eligible to receive this award when specifically nominated by an ASAP member and selected in accordance with stated procedures.

**C. Nominations** - Nominations for the Director's Award for Superior Public Service are subject to the following procedures:

- Submit nominations to the Awards and Incentives Committee Chair, with a copy to the ASAP office.
- Identify the nominee and, where appropriate, the nominee's organizational affiliation(s).

- Provide information about the nominee’s work and achievements and explain why this record -- considered in the context of a career, a lifetime, or an otherwise consistent and recurring devotion of time, energy, and activity – constitutes distinguished and sustained public service in promoting or enhancing knowledge, understanding, or debate on issues involving public access to information, public participation in decision-making process of government, protection of individual privacy or fair information laws, policies, and practices.
- For nominations based on performance of the nominee’s paid position (e.g., a Federal FOIA or Privacy Officer nominated for performance in that job or any attorney in private practice nominated for legal work), explain why the nominee’s contribution surpasses and may be distinguished from merely satisfactory fulfillment of the requirements of the position.

**D. Selection of Recipients** - Recipients of the Directors’ Award for Superior Public Service will be selected as follows:

- A three-judge panel of ASAP members will be appointed by the ASAP Board of Directors no later than February 28 each year. The Board may ask the Awards and Incentives Committee to recommend individuals to serve as judges.
- The Society’s President will chair the judging panel, and may designate one judge. The president serves in a non-voting role.
- All nominations will be sent simultaneously to each judge so they may independently analyze the nominees and make their preliminary choice(s).
- After each judge has completed his or her review, the chairperson of the panel of judges shall convene the judges to arrive at a unanimous choice.
- The judges, at their discretion, may consider a nominee for the President’s Award for Distinguished Public Service for the Directors' Award for Superior Public Service instead.
- The judges determine whether to grant an award. The judges may determine that none of the nominees meet the criteria and thus decide that no award will be granted for the year.

### **III. MERITORIOUS ACHIEVEMENT AWARD**

**A. General Description** – The meritorious Achievement Award is granted to a limited number of persons for services or achievement that contribute significantly to the purposes of the Society and recognizes sustained or extraordinary special service or achievement deserving high recognition.

The award consists of a plaque presented to the recipient(s) at an appropriate ceremony.

The award may be presented at any other appropriate time.

**B. Eligibility** - Any person or group is eligible to receive this award when specifically nominated by an ASAP member and selected in accord with stated procedures.

**C. Nominations** - Nominations for Meritorious Achievement Awards are subject to the following procedures:

- Submit nominations to the Awards and Incentives Committee Chair, with a copy to the ASAP office.
- Identify the nominee and, where appropriate, the nominee's organizational affiliation(s).
- Provide information about the nominee's work and achievements and explain why this record constitutes meritorious public service in promoting or enhancing knowledge, understanding, or debate on issues involving public access to information, public participation in decision-making process of government, protection of individual privacy or fair information laws, policies, and practices
- For nominations based on performance of the nominee's paid position (e.g., a Federal FOIA or Privacy Officer nominated for performance in that job or any attorney in private practice nominated for legal work), explain why the nominee's contribution surpasses and may be distinguished from merely satisfactory fulfillment of the requirements of the position.

**D. Selection of Recipients** - Recipients of the Meritorious Achievement Award are selected by the Board of Directors upon recommendation of the Awards and Incentives Committee following the Committee's review of nominations.

#### **IV. CERTIFICATE OF APPRECIATION**

**A. General Description** - The Certificate of Appreciation is granted at the discretion of the President of the American Society of Access Professionals.

The award consists of a professionally printed certificate describing the recipient's contribution.

The award may be presented at any time. It frequently is presented to guest speakers, symposium presenters, and others who contribute significantly to Society activities.

**B. Eligibility** - Any person or group is eligible to receive this award.

**C. Nominations** - Nominations for Certificate of Appreciation are not required. However, members are encouraged to suggest persons or groups for consideration by the President. Such

suggestions may be made by phone, in person or by mail to the President or to the Chair, Committee on Awards and Incentives.

**D. Selection of Recipients** - Recipients of the Certificate of Appreciation are selected by the President