MEMORANDUM FOR CHAPTER PRESIDENTS AND REGIONAL COUNCIL PRESIDENTS

FROM: Honorable Darlene H. Young, Chair
National Board of Directors

SUBJECT: 2020 Distinguished Service Hall of Fame (DSHOF) Award

The National Board of Directors of Blacks In Government, Inc. solicits nominations for the 2020 Distinguished Service Hall of Fame (DSHOF) Award. This award is the highest honor of recognition within BIG and is a great opportunity to recognize exceptional BIG members in your chapter and region.

For your use, attached are the DSHOF:
1. Award Description
2. Award Criteria
3. Nomination Procedures
4. 2020 Nomination Form

No more than one nomination can be submitted by each region and must contain the required Chapter and Regional officer’s signature and date. Your completed nomination’s packages must be emailed no later than May 18, 2020. Please note the committee is only accepting electronic submissions. Facsimile and/or postal submissions will not be accepted. Nominations are to be submitted via email to: Awards20.NBOD@bignet.org

For any questions, please contact Director: Johnita Pitts, 2020 Awards Committee Chair, at 443-655-0202 or via email at Awards20.NBOD@bignet.org

Attachments
As listed above

CC:
National Board of Directors
National Executive Committee

March 9, 2020
DISTINGUISHED SERVICE HALL OF FAME AWARD

The Distinguished Service Hall of Fame (DSHOF) award shall be the highest honor which can be bestowed upon any single member of Blacks In Government (BIG) and shall be reserved for active and financial members who have been active in BIG for a minimum of fifteen (15) consecutive years. These individuals shall have distinguished themselves as making exceptional contributions at the National, Regional and/or Chapter levels of BIG and their respective communities. Members receiving this high honor must be recommended by their Chapter, their Regional Council and verified for eligibility by the National Board of Directors respectively.

The National Board of Directors (NBOD) will not make recommendations but serve only as a screening entity for membership eligibility criteria. No more than five (5) persons during any given year and no more than one (1) person from the same region may be submitted for approval, as voted by the delegates, during any given year. Each Region is entitled to annually nominate no more than one (1) candidate for enshrinement into the DSHOF.

The National Delegates Assembly is the sole forum during which elections to the DSHOF are conducted. Each nominating Chapter must submit recommendations to their respective Regional Council and Regional recommendations must be received by the National Board of Directors no less than sixty (60) days prior to the National Delegates Assembly.

There shall hereby be established a DSHOF lapel pin which shall be reserved only for persons inducted into the DSHOF of Blacks In Government. The NBOD, through Board Action may determine any additional benefits it may deem appropriate in recognition of persons holding this highest honor within BIG. The lapel pin shall be designed of high-quality materials and shall be provided to members inducted into the DSHOF at an official induction/recognition ceremony held during the National Training Institute.

Members of the DSHOF shall be referred to at public events as “The Honorable” preceding their names in recognition of this highest of BIG honors. Names of all persons inducted shall be listed in the BIG archives by name, designated number and year of induction. The BIG National archives will be maintained by both the National Office and the National Historian/Librarian. In the event that more than one (1) person is inducted into the DSHOF during any given year, the numbers assigned to the inductees shall be determined alphabetically by their last names.
DISTINGUISHED SERVICE HALL OF FAME AWARD

QUALIFICATIONS:

- Active regular or life member of Blacks In Government, consistently financial within the National organization for a minimum of fifteen (15) consecutive years.
- Have distinguished themselves in BIG at the National, Regional and/or local Chapter level, making substantial contributions to BIG and/or their community far beyond normal expectations. Must have demonstrated that their work is unique and exceptional beyond normal qualifications of the general membership. Examples might include leading a segment of the national organization for a variety of years; rising to the highest level of the organization (i.e. National President or National Board Chair), being noted for successful leadership, contribution to the success of a program or project within BIG over an extended period of time, successful contribution or heading of a youth program, revamping a BIG or community service program for effectiveness and efficiency, or being recognized by an elected official (i.e. Governor, Mayor, Congressman, etc).
- Must have served as an elected officer of BIG for at least four (4) years at the National, regional or local levels, and/or as a National Presidential appointee or Committee Chair by at least one (1) National President for a combined total of six (6) years or more.
- Candidate’s membership status must be verified by the National Office of BIG.
- Candidate’s application upon submission to the National Board Chair must be signed by the Chapter President and/or Secretary and the Regional Council President and/or Secretary.

REQUIREMENTS:

- Candidates are recommended by their local Chapter.
- Final recommendations from each Region require approval by the respective Regional Council.
- No more than one (1) name will be eligible for submission by any Regional Council during any single year.
- Finalists from each Region are sent to the National Board of Directors for final review to ensure that all candidates meet nomination criteria before being presented to the National Delegates Assembly for election.
- Candidate shall submit an application form, recent write-up (not to exceed two (2) pages, single-spaced, typed in Times New Roman, 12 font) and a recent photograph to be included in a published document presented to the delegates at the National Delegates Assembly. Failure to comply with all requirements shall render the application null and void.
Persons selected will become a part of the permanent history of BIG and be recognized as part of a special body of individuals within the organization. The minimum requirements are:

1. Persons must be nominated by their local Chapter.
2. Final recommendations from each region must be approved by the Regional Council.
3. No more than one (1) name is eligible for submission by any region during a single year.
4. Final nominations from each region are to be sent to the National Board of Directors for final review to ensure nominees meet criteria for election at the National Delegates Assembly.
5. Delegates may vote for any of the candidates, however no more than five (5) candidates can be approved annually. Each candidate selected must receive a minimum quota (50% of the total votes, divided by the number of candidates).
6. Run-off elections are only required when more than five (5) candidates receive the minimum quota and there is an exact tie for 5th place.
7. If less than five (5) candidates receive the minimum quota, less than five (5) candidates will be inducted.
8. If more than five (5) candidates receive the minimum quota, then the top five (5) vote recipients will be selected.
9. The DSHOF shall serve as the highest honor of recognition within BIG.
2020 Blacks In Government
Distinguished Service Hall of Fame (DSHOF) Award
Nomination Form
Due: May 18, 2020

Is nominee a current member of BIG?
☐ Yes  ☐ No

Number of Consecutive Years

Membership Status:
(Regular/Life/Gold Plus)

Name of Nominee (Last, First, Middle Initial)

Street Address

City/State/Zip

Telephone Number

E-mail Address

NOMINATED BY:

Name of Chapter

Chapter President or Secretary Signature/Date

Chapter President or Secretary E-mail Address

Chapter President or Secretary Telephone Number

Regional Council Number (i.e., I, II, III, IV, etc.)

Regional Council President or Secretary Signature/Date

Regional Council President or Secretary E-mail Address

Regional Council President or Secretary Telephone No.

National Board Chair Signature/Date

Your completed nomination package must be emailed no later than, May 18, 2020 to:

Awards20.NBOD@bignet.org

REQUIREMENTS
The nomination package must include:

1. A completed Nomination Form.

2. A copy of the Nominee Write-up (not to exceed two pages, single-spaced, typed in Times New Roman, 12 font).

3. A Recent Photograph (JPG/JPEG, BMP, or GIF format only).

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NATIONAL VERIFICATION
Date Nomination Package was received:

☐ Active member for a minimum of 15 consecutive years' verification

Supporting Documents:

☐ Write-Up

☐ Photograph

☐ Chapter Recommendation Signature

☐ Regional Council Recommendation Signature

Regional Council President will be notified within 7 days of receipt of nomination package.

• The nomination form must be typed or printed.

Attachment 4