



UNICO AWARD GUIDELINES

JOSEPH COCCIA, JR. HERITAGE, LANGUAGE AND CULTURE AWARD

The Joseph Coccia Jr. Heritage, Language and Culture Award is bestowed upon any individual who has demonstrated exceptional efforts by word and deed in promoting and preserving our Italian Heritage, Language or Culture.

1. ELIGIBILITY/QUALIFICATION

- The Award Nominee may be any person who has demonstrated exceptional efforts in preserving and keeping alive our Italian Heritage, Language and Culture.
- An individual who has fostered the development and implementation of programs that encourage the teaching of Italian language.
- An individual who promotes programs in the fields of Performing Arts, Fine Arts, History and other Humanities related to our Italian Culture.
- The candidate shall confirm his/her availability to be present at the UNICO Meeting/Convention where the Award Presentation customarily takes place, as stated in the Convention Advisory Committee guidelines

2. PROCEDURE – SUBMISSION OF A CANDIDATE

- Any Chapter may submit a resume accompanied by a letter of endorsement signed by the that Chapter's President and Secretary.
- The Coccia Award Committee is allowed to submit a candidate in a manner which conforms to all the Coccia Award guidelines as currently stated.
- The deadline for submission of candidates for the Coccia Award is July 1st of each calendar year. In the event July 1st falls on a weekend, the deadline will be the following Monday.
- In the event no candidate has been submitted to the National Office for the Coccia Award by the July 1st deadline the committee may submit, to the National Office, a candidate with all the information as required by the Coccia guidelines, with the extended date of July 14th. The application will be judged in accordance with the Coccia Award guidelines.
- ~~The resume original, plus nine (9) copies, shall be submitted to the committee chairman, through the National Office, along with one (1) digital photo (8" x 10") for use in the ad journal should the candidate be selected.~~
- All award applications will consist of one digital application, a digital nomination letter, any letters of recommendation and a digital photo of the nominee from the sponsoring Chapter and signed by that Chapter's President and Secretary. Those items will be emailed to the National Office and to the Chair of the judging committee. It will be that Chairperson's responsibility to distribute all the required documents and information to all the members of the judging committee via email.

The sponsoring Chapter of the nominee will be responsible to verify the receipt of their application with the National Office and the Chairperson of the Award committee.

- **COMMITTEE CHAIRPERSON'S RESPONSIBILITIES** – It will be the responsibility of the Chairperson of any committee which requires an Ad Journal write up or brochure for an award ceremony to complete and submit the item(s). The Chairperson will supply a suitable write up and a digital photo of the awardee to the Ad Journal Committee Chair for publication in the upcoming Journal.
- The office of UNICO National shall retain all submitted resumes for a period of two (2) years in the event a chapter would like to re-submit a candidate.
- Chapters desiring to re-submit a candidate for this award may do so by forwarding a letter of intent accompanied by any updated information to the Committee Chairman by July 1st of the following year. Should the 1st of July fall on a weekend, the deadline for submission of a candidate's resume will be on the following Monday.
- Any submitted letters of endorsement will not be a factor in the judging process.

3. SPECIFIC DIRECTIONS AND FORMAT

The resume not to exceed eight (8) pages, must include the following:

PAGE 1

- A letter of nomination by the submitting Chapter President and Secretary on official Chapter Letterhead and signed by the both individuals.

PAGE 2

- A short biographical sketch of the nominee, and his/her activities outside of UNICO National; never exceeding the eight (8) page limit.

PAGES 3 thru 8

- A description of the candidate's accomplishments that qualify the individual for this award.
- Attach any endorsements from other Chapters, Districts or individuals. (It does not disqualify the candidate if there are no endorsements).
- Limit the endorsement letters to a maximum of three (3).
- Those letters of endorsement will not be included in the count of the eight (8) page limit of the resume.

4. COMMITTEE DESCRIPTION

- The Coccia Award Committee shall consist of nine (9) members of UNICO National (including the chairperson) who have been active members for at least five (5) years and have participated at the national level by their attendance at Conventions and Board of Directors' meetings.
- The award committee shall be appointed by the National President.
- If possible, at least two (2) representatives from each region should be appointed to the committee when two (2) representatives are available and qualified
- In no case shall there be more than two (2) committee members from one (1) District/Chapter.
- Acceptance of appointment to the award committee carries an obligation to attend the committee meetings. Committee member's attendance shall be verified by the Committee Chairperson in advance of the judging meeting, thus allowing time for a qualified replacement be appointment by the National President.

5. PROCEDURE FOR THE ELECTION OF A CANDIDATE

The Award Committee shall select an awardee in the following manner at UNICO's Annual National Convention at the Coccia Committee's judging meeting.

- A. The ballot for the election of an awardee shall include the entire slate of qualified nominees, even if there are less than three candidates.
- B. Each committee member must cast a secret ballot by clearly designating three (3) separate choices, naming his/her first choice, another his/her second choice, and another his/her third choice. However, a committee member may abstain from voting altogether. (In other words a committee member cannot vote for just one candidate, they have to vote for all or none).
- C. If there is only one nominee, each committee member will either give a first choice designation or abstain.
- D. If there are only two nominees each member will give each candidate a first choice (3) three point designation and a second choice (2) two point designation or abstain.
- E. For more than 2 nominees shall be awarded three (3) points for a first choice designation on each ballot, two (2) points for each second choice designation, and one (1) point for each third choice designation.
- F. The committee shall confer the award to only that candidate who has received a total of twenty-three (23) points or more.
- G. The results shall be announced to the members of the committee after each ballot has been tabulated.
- H. If no candidate shall have received a sufficient number of election points to receive the award on the first ballot, the slate shall be reduced to three candidates that have received the highest vote totals and another ballot will be

taken in the same manner as set forth above.

- I. A total of two additional ballots may be cast with the slate restricted to the three highest candidates on both ballots.
- J. In the event of a tie, where two (2) candidates receive equal amount of the required points, the committee shall have the power to break said tie by giving the award to the candidate receiving the greatest number of first place votes.
- K. If the tie is not broken or no candidate receives twenty-three (23) points after the third ballot, no additional ballots shall be taken.
- L. It is not mandatory that a recipient be named every year.
- M. Immediately upon selection of a winning candidate, the Chair of the Committee shall report the committee's decision to the National President and the Board of Directors.

6. JUDGING OF CANDIDATES AND THE AWARD PRESENTATION

- As stated above, all applications must be received by the Chairperson by July 1st of each calendar year in order to leave sufficient preparation time prior to the Convention.
- The judging for the Coccia Award will take place each year at a committee meeting at the annual UNICO National Convention.
- The winning candidate's name will be announced during that Convention's Board of Directors' Meeting by the Committee Chairperson.
- The Coccia Heritage, Language and Culture Award will be presented to the recipient at the next Eastern Regional Meeting which immediately follows the Convention where the judging had taken place.
- The Award will be presented to the awardee in accordance with the guidelines set forth by the Convention Advisory Committee.
- The award shall consist of the award plaque/certificate, an award ribbon held medal and the accompanying lapel pin.