



## **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.

#### **2. PROCEDURE – SUBMISSION OF A CANDIDATE**

- Any Chapter can submit a resume accompanied by a letter signed by the Chapter President and Secretary
- The Coccia Award Committee is allowed to submit a candidate.
- The digital resume shall be submitted to the committee chairman and the National Office through the National Office, along with one (1) high resolution .jpg digital photo for use in the ad journal should the candidate be selected.
- The required candidate information must be received by the National Office for the Coccia Award is July 1<sup>st</sup> of each calendar year. In the event July 1<sup>st</sup> falls on a weekend, the deadline will be that following Monday.
- The sponsoring Chapter of the nominee will be responsible for verifying the receipt of their application with the National Office and the Chairperson of the Award committee.

#### **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 on official Chapter Letterhead and signed by the Chapter President and Secretary.

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.
- In no case shall there be more than two (2) committee members from one (1) District or Chapter.
- Acceptance of appointment to the award committee carries an obligation to attend the committee meetings, locally or at the Convention.

#### **5. PROCEDURE FOR THE ELECTION OF A CANDIDATE**

The Award Committee shall select an awardee in the following manner:

- 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, his/her second choice, and 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 must 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 designation and a second-choice designation or abstain.
- E. For more than 2 nominees, there 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 has received a sufficient number of election points (23) 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 nominations 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. If it becomes favorable for the committee, the judging may be done via Zoom or email.
- 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 that year's Convention where the judging had taken place.
- The award shall consist of the award plaque/certificate, an award ribbon held medal and the accompanying lapel pin.