



## UNICO AWARDS GUIDELINES

### THE CIANCI AWARD

Joseph P. Cianci, Esquire Humanitarian Award, is bestowed **upon any individual** for exceptional dedication and service to mankind.

#### 1. ELIGIBILITY / QUALIFICATIONS

- i) The Award Nominee may be **any** person who has demonstrated a commitment to humanitarian deeds and philanthropic endeavors in serving his fellowman and perform such service without monetary reimbursement.
- ii) A person whose unselfish dedication has touched all people regardless of race, color, creed or national origin.
- iii) The recipient of this award must have upheld, believed in and practiced the philosophical goals and objectives of UNICO National.
- iv) The acts and deeds of an individual must be above and beyond the course of their business/profession.
- v) 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

The procedure of submission of a candidate shall be:

- i. Any Chapter can submit a resume accompanied by a letter signed by the Chapter President and Secretary;
- ii. The Cianci Committee is allowed to submit a qualified candidate in a manner which conforms to all the Cianci Awards Guidelines as currently stated.
- iii. The required candidate information must be received by the National Office for the Cianci Award by February 1st of each calendar year. In the event February 1st falls on a weekend, the deadline will be the following Monday.
- iv. In the event no candidate has been submitted to the National Office for the Cianci Award by the February 1<sup>st</sup> deadline the committee may submit to the National Office a candidate with all the information as required by the Cianci guidelines, by the extended deadline date of February 14<sup>th</sup>. The nomination will be judged in accordance with the Cianci Award guidelines.
- v. 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.
- vi. All award nominations will consist of one digital nomination form, a digital nomination letter, any letters of recommendation along with one (1) high resolution .jpg digital photo for use in

the ad journal 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 through the National Office. It will be the Chairperson's responsibility to distribute the required documents and information to the members of the judging committee via email.

- vii. 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.
- viii. Any submitted letters of endorsement will not be a factor in the judging process.

### **3. SPECIFIC DIRECTIONS & FORMAT**

The resume shall not exceed eight (8) pages and shall contain the following:

#### **PAGE 1**

- Should be a letter of nomination by the submitting Chapter, signed by the President and Secretary on official Chapter letterhead.

#### **PAGE 2**

- Should be a short biographical sketch of nominee, and his / her activities outside UNICO National; not exceeding eight (8) pages.

#### **PAGES 3-8**

- Should be a recitation of the candidate's accomplishments that qualifies the individual for the Cianci Award.

Attach any endorsements from other Chapters or Districts, not to exceed three (3). (it does not disqualify candidate if there are none).

### **4. COMMITTEE DESCRIPTION**

The Cianci 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 attendance at conventions and board meetings;

Each member of the Cianci Award Committee shall be appointed by the National President;

If possible, at least 2 representatives from each region should be appointed when two (2) - representatives are available and qualified. In no case can there be more than 2 committee members from one District/Chapter;

Acceptance of appointment to the 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 to be appointed by the National President.

### **5. PROCEDURE – ELECTION OF A CANDIDATE**

The Award Committee shall elect an awardee at the annual Mid-Year Board of **Director's**

Meeting at the award committee meeting in the following manner:

- i. The ballot for the election shall include the entire slate of qualified nominees
- ii. Each Committee member must cast a secret ballot by clearly designating three separate choices, naming one 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.)
- iii. If there is only one nominee, each committee member will give a first place designation (3) points or abstain.
- iv. If there are only two nominees each member will give each candidate a first choice (3) point designation and the second choice (2) point designation or abstain.
- v. For more than two nominees there shall be awarded three points for each first choice designation on each ballot, two points for each second choice designation, and one point for each third choice designation.
- vi. The committee shall make the award to only that candidate who has received a total of twenty-three (23) points.
- vii. The results shall be announced to the members of the committee after each ballot has been tabulated.
- viii. 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 the three candidates with the highest vote totals and another ballot taken in the same manner as set forth above.
- ix. Two additional ballots may be cast with the slate restricted to the three highest candidates on both ballots.
- x. In the event of a tie, where two candidates receive equal amount of 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.
- xi. If the tie is not broken after the third ballot no additional ballots may be taken.
- xii. It is not mandatory that a recipient is named every year, even if there are candidates.
- xiii. Immediately upon selection of a winning candidate, the Chair of the Committee shall report a decision to the National President and the Board of Directors.

The Award will be presented to the awardee in accordance with the guidelines set forth by the Convention Advisory Committee.

The Award will consist of the Award plaque/certificate, an award ribbon held medal and an accompanying lapel pin

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