

**KANSAS EMERGENCY MANAGEMENT ASSOCIATION
(KEMA)**



**Awards
Guidelines
2015**

General:

Over the years, the Kansas Emergency Management Association (KEMA) has instituted a number of awards for presentation to both its members as well as to those outside the Association who have served the goals of the Association. Procedures for two of these, “Life Membership and “Honorary Membership,” are spelled out, in part, in the Association policies and procedures. The other awards are not addressed in the policies and procedures; therefore, it is the purpose of these guidelines to set forth standard procedures to be followed by members of the Association for nominating or recommending persons for awards.

Background:

The first award made by KEMA “Life Membership” was presented to Robert R. (Bob) Jones, former director of the Topeka-Shawnee County Civil Defense, on 19 September 1977, at the fall conference in Topeka. The first “President’s Plaque” was presented at the spring conference in Great Bend on 4 April 1979, where ten plaques were awarded to past Presidents. Since then, the plaques are presented when the President leaves office.

On 11 September 1979, the first eight “Certificates of Appreciation” were presented to recognize the service of both past and current officers in the Association. On 15 April 1980, twenty-two (22) certificates were presented to current and past holders of the office of area Vice President in one of the six Association areas. Since that date, certificates have been given to all officers upon the completion of their terms of office.

The “Outstanding Service Award” was originally instituted in 1982 to recognize those Association members who had put forth significant effort throughout a specific year in furthering the aims of the Association. In 1990, the criteria for the “Outstanding Service Award” were amended to include recipients from outside the Association.

The “Instructor of the Year Award” was approved by the KEMA Board of Directors in 1995 to be presented to an individual who has performed exemplary service in the provisioning of emergency management related education and training programs. In 2003, the name of this award was changed to the Randy Reinecker Instructor of the Year Award to honor a former Emergency Management Coordinator from McPherson County.

The “Outstanding Emergency Management Support Award” was originally instituted in 2000 to recognize an individual who serves in a support capacity in the field of emergency management. The award is known as the “Leon H. Mannell Award” to honor a former RADEF officer of the Kansas Division of Emergency Preparedness (KDEP).

The “Outstanding New Coordinator ‘Rookie’ Award” was instituted in November 1989, to recognize a newly appointed coordinator who had demonstrated outstanding performance during the **first twenty-four (24) months** on the job. In July 1991, the Association’s Board of Directors approved changing the name of the award to honor Col. Mahlon G. Weed, former deputy director of the KDEP. On 10 February 2000, the Association’s Board of Directors approved changing the title of the award to “Outstanding New Emergency Management Professional.”

The “Coordinator of the Year Award” was first presented on 11 May 1984, when five recipients gathered at the statehouse in Topeka and were presented the award by the Honorable John Carlin, Governor of Kansas. At the spring conference in McPherson on 27 April 1987, the title of the award was changed to the “Owen U. Turrentine Award” to honor a former operation coordinator with KDEP. On 10 February 2000, the Association Board of Directors approved changing the title of the award to “Emergency Management Professional of the Year.”

The “KEMA President’s Choice” was approved by the KEMA Board of Directors in February 2015 to honor a person, group or organization that has made a significant contribution to their agency, the emergency management profession or our Association. The President will have sole discretion as to the recipient of this Award.

Criteria and Procedures:

The nomination, selection and presentation of each award shall be the same with the exception of the President’s Choice Award. The Awards Committee Chair will solicit nominations each year in a timeframe to be completed prior to the August KEMA Board Meeting. All nominations can be made only by a regular or life member of the Association. At the August KEMA Board meeting, voting will take place and the selections will be made by the KEMA Board (minus the President) and the Awards Committee Chair. In the event of a tie, the President will cast the deciding vote.

Only KEMA Board Members and the Awards Committee Chair will be present during the voting process. All other non-voting KEMA members, Committee Chairs, or representatives will not be present during this process. The winner of each category will be announced during the Annual Conference Banquet. The incoming Association President is responsible for coordinating the presentation of the award or recognition to each recipient in front of their governing board or supervisors in the upcoming months.

The following will have only one winner per year:

- Outstanding Emergency Management Support Professional
- Instructor of the Year
- Outstanding New Emergency Management Professional
- Emergency Management Professional of the Year

The following may have more than one recipient per year:

- Outstanding Service Award
- KEMA President’s Choice
- Life Membership
- Honorary Membership

The following are given on a yearly basis for service to Association and do not require a vote:

- Certificate of Appreciation
- President’s Plaque

AWARDS:

“OUTSTANDING EMERGENCY MANAGEMENT SUPPORT PROFESSIONAL AWARD”

This is a special award to recognize an individual who serves in a support capacity in the field of emergency management. The nominee should demonstrate an enthusiasm and commitment to the field of emergency management. Their accomplishments are often behind the scenes, but are critical to the success of an emergency management program.

“INSTRUCTOR OF THE YEAR AWARD”

The Instructor of the Year Award is presented to an individual or team who has performed exemplary service in the provision of emergency management related education and training programs. The recipient of the award shall have participated in the provisioning of education and training activities at the local and/or State level and shall have provided a minimum of 40 clock hours of instruction from October 1 of the previous year up to the time of nomination.

“OUTSTANDING NEW EMERGENCY MANAGEMENT PROFESSIONAL AWARD”

This award is given to encourage and recognize new emergency management professionals, an award will be presented to a local Director, Coordinator, or Assistant, who, at the time of the annual conference, has served **twenty-four (24)** or less months in the position. This person should have displayed enthusiasm and made specific accomplishments and/or improvements to the local program.

“EMERGENCY MANAGEMENT PROFESSIONAL OF THE YEAR AWARD”

This prestigious award is a special plaque presented to a Kansas emergency management professional who has been an outstanding local Director, Coordinator, or Assistant and leader for a number of years, exemplifies the ideals of professional public service, has high principles of community preparedness, meets the professional certification requirements of the Association (KCEM), and has a personal dedication to the safety of the citizens in the community; or, has distinguished him/herself and the Association through some outstanding service to its members or the public: or, by exhibiting an exceptionally high standard of leadership and professionalism during response to a disaster situation in his/her jurisdiction.

“OUTSTANDING SERVICE AWARD”

The “Outstanding Service Award” is intended to recognize those individuals or agencies, either inside or outside the Association, who have put forth significant effort over the past year which furthers the vision of the emergency management profession. The intention of this award is to recognize service, actions or projects that are clearly “above and beyond” the mere performance of regular duties. Examples could be, but not limited to education projects, traditional or social media campaigns, public awareness promotions, volunteer actions and the like. If the nomination is being made for something that was produced, such as a brochure, video or similar item, then examples of (or a link) shall be included to show the nominee’s work.

“KEMA PRESIDENT’S CHOICE”

In 2015 the KEMA Board of Directors approved a new award to be given at the sole discretion of the out-going KEMA President at the yearly conference banquet. The President may give multiple awards to honor a person, a group or an organization that has made a significant contribution to their agency, the emergency management profession, or our Association. Some examples might include an emergency manager who is retiring after a distinguished career but may have already received their Life Member award; someone who has represented or lobbied for emergency management in Topeka, Washington DC, or with other professional organizations; a group that has made a significant donation to KEMA; or a long-serving Board member who has decided not to run for re-election. Any individual or group in the area of emergency response or emergency management can also be given the award for any outstanding or heroic action. The selection will be announced at the annual conference and formal presentation of an appropriately engraved plaque will be made before a regularly scheduled meeting of the recipient’s governing body by the KEMA President.

The KEMA President shall have the lone vote in deciding who will receive this award. The President, though, should listen to input from the Board and even the general membership who may know of a deserving candidate of which the President was unaware. Also, some restraint should be exercised so that the award is not over-used; for example, this honor normally would not be bestowed in the same year the recipient is also being honored with a Life Membership, Service Award, or as Professional of the Year.

Recognitions:

“LIFE MEMBERSHIP”

The Association policies and procedures concerning “Life Membership” provides that any regular member who has contributed significantly to the purposes of the Association over a period of years may be presented a life membership. The key criteria set forth in the policies and procedures are “regular member,” “significant contribution,” and “period of years.” It follows then that a prospective nominee must be a member of the Association, and have been one for a number of years (not specified) and have done more than just attend meetings. The person submitting the nomination should be able to demonstrate how the nominee has served the association in some outstanding manner. Life members do not have to pay annual dues to KEMA.

“HONORARY MEMBERSHIP”

The policies and procedures concerning “Honorary Membership” provide that any person who has made an outstanding contribution to the purposes of the Association may be chosen as an honorary member. The “Honorary Membership Award” is aimed at persons outside the Association who have aided or served the Association in some outstanding manner.

Nomination for “Life Membership” and “Honorary Membership” must be sponsored by at least five regular and/or life members and have a majority vote of the KEMA Board of Directors and the Awards Committee Chair. There may be multiple recipients per recognition.

“CERTIFICATE OF APPRECIATION”

The “Certificate of Appreciation” was instituted by the Association Board of Directors as a means of recognizing those who serve in an Association office other than that of President. The certificate is, however suitable for presentation to any member of the Association who has contributed measurably to furthering the purposes of the Association. The certificate will be presented to the recipients during the annual Awards Banquet.

“PRESIDENT’S PLAQUE”

An appropriate plaque showing year or years served as President of the Association is presented to the outgoing President as he/she leaves office. If an individual again serves in the office of President in later years, another plaque is awarded. The Awards Committee Chair is responsible for the procurement of the plaque and for having it available for presentation at the annual conference.

Approved: Feb 12, 2015