

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	DISTINGUISHED SERVICE AWARD
Parent Policy:	Distinguished Service Award Policy
Effective Date:	March 22, 2005
Revised Date:	September 10, 2013
Review Date:	September 10, 2023
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	University Secretary
Delegate:	
Contact:	Governance Specialist, Office of University Secretary
Application:	Board of Governors members Senate Members

Part I Reason for Procedure

- 1.1 To set out procedures secondary to the Policy entitled “Distinguished Service Award” in connection with the nomination, review and selection of candidates for the Distinguished Service Award.

Part II Procedural Content

Nominations

- 2.1 Members of the Board of Governors, Senate and the University Community are solicited at least once a year for nominations. In addition, the Committee may consider nominations received from members of constituencies outside the University.

- 2.2 Nominations shall be submitted in confidence to the University Secretary. Nominations must be received prior to December 31 in any given year in order to be eligible for consideration by the Distinguished Service Award Committee.
- 2.3 All nominations must be accompanied by:
- (a) a nomination form;
 - (b) the nominee's *curriculum vitae*, containing such details as education, field of endeavor, publications, special awards, and distinguished service;
 - (c) a short description of the actions or special accomplishments that constitute distinguished contributions to Manitoba in areas which are of major interest to the University of Manitoba and/or which are directly associated with the University; and
 - (d) a short biographical summary of the nominee of no more than 150 words.
- 2.4 Any nominations received that do not include the items listed in section 2.3 shall not be forwarded to the Committee and shall be returned to the nominator.

Review of Nominations by Committee

- 2.5 The Distinguished Service Award Committee (the "Committee") shall meet annually to review nominations and to recommend candidate(s) for the Distinguished Service Award to the Board of Governors.
- 2.6 The terms of reference and composition of the Committee are set out in the Distinguished Service Award Committee Bylaws.
- 2.7 The consideration of nominations by the Committee shall be completed in a closed and confidential meeting.

Selection of Recipient(s)

- 2.8 Nominations approved by the Committee are recommended to the Board of Governors.
- 2.9 An election for Distinguished Service Awards may be held at a duly called regular or special meeting of the Board of Governors.
- 2.10 Voting for candidates for the Distinguished Service Award shall be by secret ballot.
- 2.11 A candidate must receive a two-thirds majority vote of those members of the Board present and voting to be approved.

- 2.12 The Board establishes and maintains a reserve list of approved candidates for the Distinguished Service Award to be awarded as the occasion demands. The President shall select candidates from the reserve list of approved candidates those who will be invited to receive the Distinguished Service Award.
- 2.13 Governors who wish to know the names of individuals approved may consult the University Secretary on a confidential basis. The names of those approved and those failing to receive approval shall be disclosed to the President. Otherwise, the Board's decision shall remain confidential.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Procedure is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Procedure.
- 3.3 Board of Governors members and Senate members are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 10, 2023.
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the University Secretary or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein;

- (b) all previous Administration Procedures, and resolutions on the subject matter contained herein;
- (c) all previous Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.
- (d) Policy 230 Distinguished Service Awards, as approved January 12, 1982.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Policy: Distinguished Service Award](#)
 - (b) [Bylaws: Distinguished Service Award Committee](#)
 - (c) [Nomination Form: Distinguished Service Award](#)