

## **RULES AND PROCEDURES**

### **GOVERNING THE DISABILITY SERVICE AWARDS**

**(Revised June 2024)**

1. Each year during Disabilities Awareness Month, currently October of every year, the Disabilities Advisory Board (the “Board”) may bestow a Disability Service Award (the “Award”) in each of the following four categories: individual(s), a non-profit organization, a for-profit business, and media.
2. The Board shall choose the recipients, if any, of an Award during the course of a regularly scheduled or special meeting held in the months prior to Disabilities Awareness Month.
3. The Board shall only bestow an Award if it finds that the recipients’ work with, or on behalf of, people with disabilities, including but not limited to work on accessibility issues, compliance with the Americans with Disabilities Act and advocating on behalf of people with disabilities, is worthy of special recognition.
4. The Board may only select as a recipient of an Award, individual(s), a non-profit organization, a for-profit business, or media for whom or for which it has received a written nomination.
5. Prior to soliciting nominations, the Board must set a deadline date and time for submission of nominations to the Board. Nomination forms shall be available no later than July 1<sup>st</sup> of each year.
6. A nomination received after the deadline date and time may not be considered by the Board.

7. A nomination of an individual employed by the City of West Hollywood or serving on a Board or Commission shall not be considered by the Board.
8. If the Board decides that a nominee has been nominated in an incorrect category, the Board may decide to switch that nominee to another more appropriate category.
9. A nomination for an individual award may include one or more persons, such as a couple or family. Posthumous nominations can be considered for an individual award within two years of the person's death.
10. Voting for the recipient, if any, of an Award shall be done separately for each of the four categories.
11. Voting of the Board shall be by either a show of hands or a roll call vote, at the discretion of the Board.
12. In casting a vote, each member of the Board may vote for any of the nominees or may vote that no Award in the category be awarded. A member shall only vote that no Award be given if in that member's opinion none of those nominated are worthy of special recognition.
13. The winner of an Award in each category shall be the nominee receiving the most votes cast. In the event of a tie, there shall be an immediate re-vote conducted that includes only the nominees that tied for the most votes.
14. At such time as the winners are notified of their awards, a letter shall be sent on behalf of the Board notifying all nominees of their nomination and expressing gratitude for and acknowledgement of their service.
15. All nominees in all categories will be invited to attend the awards ceremony.

16. At a regularly scheduled meeting of the Board, the Board shall review these rules and may make any amendments it deems necessary. Any amendment to these rules may be made at that time by majority vote of the Board.
17. No rule may be amended, nor exception to a rule made, once public solicitation of nominees has commenced except by vote of two-thirds of the entire membership of the Board.
18. Nomination forms incorporate all changes passed by the DAB in June 2024.
19. It is the responsibility of staff to notify the Board of the number of nominees in each category one week before the deadline for nominations.
20. No Board member or Commissioner is eligible for nomination until at least 12-months or more have passed since their term of service ended.