

**March 20, 2018**  
**Floral Park Neighborhood Association**  
**LEGACY AWARD**  
**Guidelines for Nominating and Selecting Honorees**

The Floral Park Legacy Award Committee (“Committee”) submits the following proposed revised procedures for nominating and selecting Legacy Award honorees. These revisions are intended to supersede all prior approved procedures.

**1. Number of Honorees Per Year Who May be Honored:**

- a. **Post-1990 (Post Formation of FPNA):** Up to two (2) individual honorees who have made a significant post-1990 contribution to Floral Park may be honored yearly.

The two person limit on post-1990 honorees was instituted to recognize recipients who have significantly contributed to Floral Park after the formation of the Floral Park Neighborhood Association (“FPNA”) in the early 1990’s while ensuring the prestige of the award.

**Caveat:** If a neighborhood group or club was formed that made a significant contribution to Floral Park, the members of the group or club may be honored in the same year, even if the number of honorees exceeds two. Note: Mere membership in the group or club by itself would not be sufficient to qualify a member to be a Legacy Award honoree. The member, individually, would have had to have made a significant contribution to Floral Park through his/her involvement with the group or club.

**Current Board Member Disqualification:** To avoid any appearance of impropriety or favoritism in the selection process, no current FPNA Board members may qualify as a post-1990 award nominee while currently serving on the FPNA Board.

- b. **Pre-1990 (Pre Formation of FPNA):** An unlimited number of individual honorees who made a significant contribution to Floral Park prior to 1990 may be honored yearly.

No limit has been placed on the pre-1990 recipients because of concern that persons who have made significant contributions to Floral Park may be forgotten due to fading memories.

**No Current Board Member Disqualification:** Since pre-1990 nominees are recognized for significant contributions made prior to the formation of the FPNA formation and there is no limit to the number of pre-1990 nominees who may be honored, current FPNA Board members may be an award recipient even if currently serving on the FPNA Board.

**2. Nomination Procedures:**

- a. The Committee shall provide a nomination form to be used by those interested in nominating one or more persons for a Legacy Award.
- i. The nomination form shall request the following information:
1. The name and contact information of the person nominating the Legacy Award honoree(s);

2. The name(s) and contact information (if known) of the person(s) being nominated, or the next of kin if the nominee is deceased;
    3. The reason(s) for the nomination (i.e., what significant contribution[s] has the proposed honoree[s] made to Floral Park);
    4. The year(s) of the proposed honoree(s)' contribution(s), if known.
  - ii. Nominations will be accepted on non-FPNA supplied nomination forms, so long as the nominations are in writing and contain the information listed above.
- b. Dissemination of nomination forms: Nomination instructions and forms should be widely circulated to provide ample notice of the Legacy Award nomination process.
  - i. The nomination form shall be available for download from the FPNA website.
  - ii. The Committee shall ensure that hard copies of the nomination form are available at all FPNA general meetings, mixers, and to the extent possible, at other FPNA hosted/sponsored events throughout the year.
  - iii. E-blasts, the FPNA website, newsletter, and other FPNA approved forms of communication shall be used to announce and disseminate the instructions and nomination forms, or link to the forms.
- c. Return of nomination forms:
  - i. Nomination forms may be turned in at the FPNA general meetings, mixers, and other FPNA sponsored events. An enclosed box will be provided for collection of nomination forms to provide for confidentiality of any nomination forms submitted.
  - ii. Nominations forms also may be sent to the FPNA Secretary at FPNA's mailing address.
- d. It is the goal of the Committee to issue the Legacy Awards at the general meeting/scholarship award presentation each June. Although nomination forms may be submitted throughout the year, the cut-off for nominations for consideration at the June meeting will be the preceding December 31<sup>st</sup> of each year. Any nomination forms received after that date will be held and considered for the following year. (While it is the Committee's goal to present the Legacy Awards at the June general meeting, if there is insufficient time to do so, the Committee may select a later date in the year to hold a Legacy Award presentation for the recipients.)
- e. If a nominee is not selected in a given year (do to limitations on the number of honorees) but meets the selection criteria, the nomination form will be retained and the nominee automatically will be considered for selection in the following years.

### **3. Legacy Award Committee:**

- a. Committee members should be chosen yearly.
- b. A majority of the FPNA Board shall select the Committee Chairperson. Any FPNA Board member may recommend a Committee Chairperson.

- d. Ideally, the Committee should consist of an odd number of members, comprised of: one (1) to two (2) present FPNA Board members, one (1) to two (2) past FPNA Board members, and one (1) member at large who otherwise would not qualify as a Committee member due to no current or prior FPNA Board service.
- e. Committee members are not required to be current Floral Park residents.
- f. In order to maintain continuity, it is recommended that at least one Committee member be a Committee member from the prior year.
- g. The FPNA Board should choose the Committee Chairperson no later than the first week of October, and Committee Chairperson will submit the list of Committee members to the FPNA Board for approval at the October FPNA Board meeting.
- h. If a Committee member's family member or significant other is nominated for a Legacy Award, the Committee member is recused from voting for the nominee.
- i. Committee members will be asked to keep their deliberations and votes confidential.

#### **4. Selection Criteria to be Used by the Committee**

- a. The Floral Park Legacy Award may be awarded annually to one or more individuals who have made lasting and/or significant contributions to the quality of Floral Park. The contribution may come in the form of leading or actively participating in an initiative, work, project, or committee that has added to the historic, social, or aesthetic quality of the neighborhood or mission of the Floral Park Neighborhood Association. A single very significant contribution or a series of contributions is sufficient to warrant consideration for an award. So long as the recipient meets the above criteria and is in some way affiliated with Floral Park, the recipient need not be a current or former resident of Floral Park.
- b. In addition to obtaining nominations as noted above, the Committee may actively seek help, suggestions, and research from the neighborhood, the Historic Society, and other suitable sources to identify and select individuals who meet the selection criteria.
- c. Honorees will be selected by a majority vote of the Committee, with final approval by the FPNA Board. If more than two post-1990 recipients (who do not fall in the caveat above) are selected by majority vote, and the Committee cannot come to an agreement regarding the top two recipients after further discussion, the Committee Chairperson will be the deciding vote as to the post-1990 recipient(s) to whom the Committee cannot agree.

#### **5. Post Selection Duties:**

- a. After the Committee selects the Legacy Award recipients, the Committee will notify the FPNA Board of the Committees' chosen recipients, and the FPNA Board will vote to confirm the recipients.
- b. Those individuals selected as Legacy Award recipients (or their survivors in the event of a deceased recipient) will be notified in writing by the Committee Chairperson at least 30 days prior to the awards' ceremony.
- c. The goal is to announce the Legacy Award recipients in June of each year at the FPNA general meeting, along with the FPNA Scholarship Award recipients. At a minimum, each recipient shall be presented with a certificate suitable for framing.

- d. In addition, it is the goal of the Committee to place in Sara Mae Downie Park, a commemorative brick or stone for each recipient engraved with the recipient's name.
- e. The Committee chairperson, or his/her designee, will prepare an article for the FPNA Newsletter.
- f. The Committee shall prepare written profiles/biographies on each recipient. The profiles shall appear in the newsletter and be posted on the FPNA website.

## FPNA Legacy Award Timeline\*

MONTH	TIMELINE
July	
August	The FPNA Board commences search for potential Floral Park Legacy Award Selection Committee (“Committee”) members.
September	
October	<p><b>No later than 1<sup>st</sup> week:</b> Committee Chairperson selects Committee members and submits to FPNA Board for approval.</p> <p><b>FPNA Board Meeting:</b> FPNA Board approves Committee members.</p> <p>Committee Chairperson schedules November meeting.</p>
November	<p><b>1<sup>st</sup> or 2<sup>nd</sup> Week:</b> Committee holds first brief meeting to discuss procedures for selecting nominees, duties, and timeline.</p> <p>January meeting scheduled.</p>
December	<b>Dec 31<sup>st</sup>:</b> Cut-off for nominees for consideration for June award. (Nominations are accepted year round, but the cut-off is 12/31 to be considered for the following June awards presentation.)
January	<b>1<sup>st</sup> or 2<sup>nd</sup> Week:</b> The Committee meets to discuss the nominee forms received and to discuss whether any committee members have information concerning any other potential recipients. Committee members are each assigned one or more nominees whom the Committee member will research (e.g., conduct interviews, check historical archives, prior newsletters, etc.) to determine whether the nominee(s) meet the selection criteria. The Committee member will prepare a brief report on each assigned nominee to provide to fellow Committee members at the selection meeting.
February	
March	<p><b>1<sup>st</sup> Week:</b> Committee meets to select recipients and forwards list of honorees to FPNA Board for approval. Each Committee member is assigned one or more honorees for whom to write a biography for presentation at the June awards presentation and for inclusion in newsletter and posting on FPNA website.</p> <p>Schedule May meeting to coordinate awards presentation.</p> <p>Assign Committee member to prepare certificates for recipients (and order brick/stone for placement at Sara Mae Downie Park).</p> <p><b>2<sup>nd</sup> Week:</b> FPNA Board meeting: Legacy Award honorees presented to FPNA Board for approval</p>

April	<p><b>By mid-April:</b> Committee Chairperson (or other designated Committee member) drafts letter for FPNA President/Committee Chairperson’s signature congratulating recipients and inviting the recipients and their friends/families to the June awards presentation.</p> <p><b>No later than the end of April:</b> FPNA Secretary mails letter to recipients, or if recipient is deceased, any known family members.</p>
May	<p><b>No later than last week in May:</b> Committee meets to coordinate award presentation.</p>
June	<p><b>1<sup>st</sup> or 2<sup>nd</sup> Weekend:</b> Legacy Awards presented at FPNA General Meeting/Scholarship Award Presentation</p> <p>Committee members draft article(s) for newsletter and Committee Chairperson ensures biographies are submitted to Communication Director for inclusion in newsletter for publication and the FPNA website for posting.</p>

\*The above time-line is based on the *goal* that the Legacy Award should be awarded annually at the June general meeting and scholarship awards. This is not a hard and fast time-line, and the Committee may decide, with FPNA Board approval, to recognize the Legacy Award recipients at some other point during the year.