

## CRDMCL Bylaws: ENCLOSURE 1 SELECTION PROCESS DETACHMENT MARINE OF THE YEAR

### Purpose:

In accordance with Columbia River Detachment # 826 Bylaws, Section 111 these guidelines have been established to provide a process for the selection of the Detachment's Marine of the Year. Composition:

- A. The Detachment Marine of the Year Committee shall be composed of all past recipients of the award.
- B. The Marine of the Year Committee shall elect a chairperson at the March meeting of the Marine of the Year Committee.
- C. The committee shall have the committee Chair and no less than three (3) members in attendance when judging and selection takes place.
- D. Each committee member must be in good standing with the Marine Corps League.

### Letters of Nomination:

- A. All letters of nomination shall originate from the membership.
- B. Each member may submit more than one letter of nomination.
- C. Each letter shall contain the nominee's full name and must delineate the nominee's accomplishments and the reason for their recommendation. Form CRD-MOY01 should be used for this purpose. Forms may be obtained from the Detachment Adjutant.
- D. Each letter shall be placed in a sealed envelope, addressed and mailed to "Chairman, Marine of the Year Society".
- E. All letters shall remain sealed until the committee meets for the selection process.
- F. All letters of nomination shall be received no later than the start of the Detachment's March business meeting at which the committee shall meet and conduct the selection process.

### Duties of the Marine of the Year Committee:

- A. Receive all letters of nomination and place date of receipt on envelope.
- B. Each member of the committee present at the judging shall judge each nominee and attest to their judgment by signing at the bottom of the letter of nomination.
- C. The selection shall take place at the March Detachment meeting.
- D. In accordance with the Washington Department's Marine of the Year Society, any nominations for the Department's Marine of the Year from the Detachment must be submitted at the "Department's Spring Board of Trustee Staff Meeting". This meeting is normally held in March or April.
- E. The Chair of the Detachment's Marine of the Year Committee shall follow the guidelines of the Department's Marine of the Year Society as noted in Enclosure Two (2) of the Department of Washington Marine Corps League Bylaws in submitting the Detachment's Marine of the Year to the Department's President of the Marine of the Year Society.
- F. As each detachment may submit more than one nominee per year to the Department in accordance with the Department's Bylaws, Enclosure Two, the Detachment's Marine of the Year Committee is authorized to submit our nominee(s) to the Department so that it is accomplished in a timely manner and in accordance with Department guidelines.
- G. The Marine of the Year Committee, after the selection process, shall present all other nominees who were not selected for Detachment Marine of the Year for the next highest award that can be presented by the Detachment Commandant to the awards committee.
- H. The Chair shall assure that an appropriate plaque and citation is secured for presentation to the Detachment Marine of the Year at the Detachment's Installation of Officers.

I. The Marine of the Year Committee shall present the recipient an appropriate recognition at the closing banquet of the Detachment installation event.

J. In the event that the recipient is not present at the closing banquet, appropriate arrangements shall be made with the Detachment Commandant for a later presentation.