

**Policy & Procedure Manual of the  
Florida Association of Professional Process Servers**

This Policy & Procedure Manual, amended from time to time by the Board of Directors shall be used in conjunction with the Bylaws of the Association. The master document is published at [www.fapps.org](http://www.fapps.org). This is the subsection for the following committee:

**Sec. 11      Distinguished Service Award**

- Sec. 11.1      The selection committee shall be selected from individual past recipients of the award, past presidents and the current president of FAPPS. The committee will not exceed seven members and all individuals on this committee must be a current member of FAPPS.
- Sec. 11.2      The committee shall meet each year at the date and location of one or more of the regularly scheduled FAPPS Board meetings.
- Sec. 11.3      Members of the committee may participate in the meeting by remote access by consent of the majority of the committee.
- Sec. 11.4      Any person that has made a significant contribution to the process serving profession is eligible to receive the award. A person may receive the Award more than once. Current or past membership in FAPPS is not a requirement to be eligible to receive the award.
- Sec. 11.5      The committee may create new rules or procedures and amend the current rules and procedures of the committee at any meeting of the committee by a majority vote. The first order of business for the committee will be to consider any additions or changes to the rules. However all rule changes must be approved by the Board of Directors.
- Sec. 11.6      All members of the committee, past recipients and all past presidents of FAPPS, who are current members of FAPPS will be invited to submit up to four names of candidates for consideration by the committee to the chairperson of the committee.
- Sec. 11.7      The Chairperson shall send a request for names of candidates for the award at least thirty days prior to the scheduled date of the meeting.
- Sec. 11.8      The chairperson shall present a list of all candidates for the award to the members of the committee prior to the meeting.
- Sec. 11.9      All discussions and votes of the committee shall be confidential. Candidates will be discussed in random order. Committee members will speak about each candidate, in random order, except that if a committee member is also a candidate, they will speak last. (Amended August 19, 2017).
- Sec. 11.10     The committee will not announce or publish the names of candidates for the award.

- Sec. 11.11 All votes for the semi-finalists, finalists, and the recipient shall be by closed ballots. Any member attending the meeting by remote access will vote by text message or a telephone call to the Chairperson.
- Sec. 11.12 The committee shall discuss and consider all candidates for the award. Each member of the committee will then vote for up to four candidates. The four candidates receiving the most votes will be the semi-finalists for the award. In the event of a tie vote for the fourth semi-finalist all persons tied for fourth place will be considered to be semi-finalists.
- Sec. 11.13 The committee shall discuss and consider all of the semi-finalists. Each member of the committee will then vote for up to two of the semi-finalists. The two semi-finalists receiving the most votes will be the finalists. In the event of a tie vote for the second finalist all persons tied for second place will be considered to be finalist.
- Sec. 11.14 The committee shall discuss and consider the finalists. Each member of the committee will then vote for one of the finalists. The winner of the FAPPS Distinguished Service Award will be determined by a 2/3 vote.
- Sec. 11.15 In the event the vote is not 2/3 the committee will further discuss the finalists and then vote again. In the event that no finalist receives a 2/3 vote after multiple ballots there will be no award given for that year.
- Sec. 11.16 The chairperson shall make every effort to ensure that the Recipient and their guest are available for the presentation of the award.
- Sec. 11.17 The chairperson shall make sure that an award is prepared to show the name of the recipient.
- Sec. 11.18 The chairperson shall prepare the remarks about the recipient with the help of the committee.
- Sec. 11.19 The chairperson shall announce the recipient of the award (if there is one) at the annual conference awards banquet.
- Sec. 11.20 The chairperson shall present the award to the recipient. If the chairperson thinks it is appropriate this duty may be delegated to a person designated by the chairperson.
- Sec. 11.21 The final order of business for the committee at each meeting will be to select the next person to be the chairperson of the committee for the following year. The committee members will remain the same with additions made by the chair.