



Naval Association of Australia *Once Navy, Always Navy*

Nomination for Award of MERITORIOUS SERVICE MEDAL

A nomination for award of the Meritorious Service Medal may be originated by a Section Council or Sub-Section General Meeting, as follows [By-law 2.4 d (2), (3) and (4) refers];

- a. A Section Council may make only one nomination per calendar year.
- b. A Sub-Section Committee may nominate a number of members for award of a Meritorious Service Medal as determined by the scale at NAA By-laws Annex J in any calendar year.

STEP 1 PROPOSAL

This step is to be completed before nomination is tabled at a Sub-section General meeting for consideration

The proposer must give one month's notice; of the motion being tabled

In accordance with By-law 2.4 d. it is proposed that

The Naval Association of Australia Meritorious Service Medal

be awarded to of Sub-Section

Proposed by of Sub-Section/Council/Conference

Second by of Sub-Section/Council/Conference

The nominee was awarded the Certificate of Merit in year and Life Membership in year
and remains in possession of the COM and Life Membership.

Signed and
(Section President) (Section Secretary)

On this day of 20.....

CITATION Record of any offices within the NAA held

By-law 2.4.1 c. (5)

Date Office Held



Nomination for Award of MS MEDAL (*contd*)

Citation Narrative

At least twenty years service of an exceptional and meritorious service resulting in benefit to the Association must be detailed. It must be demonstrated that the nominee has carried out individual acts and/or performance of duties above and beyond that which would normally be expected from a member of the Association and that the nominee's "performance of duties deserves praise".

(If the space below is insufficient, please attach additional pages.)

(If the nominee has exceptional service over a number of years, list that service at each year along with other services they may have performed in those particular years.)



Nomination for Award of MS MEDAL (contd)

STEP 2 SUB-SECTION GENERAL MEETING

By-law 2.4d (4), (5) and (6) *If nomination is by Section Council go to Step 3*

After one month's notice of the nomination, acceptance of the nomination must be by Special Resolution from a secret ballot at a General Meeting of that Sub-Section;

The nomination is **supported / not supported** by the Sub-Section General Meeting (circle applicable)

Signed and
(Sub-Section President) (Sub-Section Secretary)

On this day of 20.....

If supported - Forward to Section Secretary (Step 4)

If not supported - Nomination lapses

STEP 3 NOMINATION ORIGINATED BY SECTION COUNCIL

When the nomination originates from a Section Council, the proposer must give not less than 21 day's notice to the Section Secretary and forward the nomination and citation to the Section Secretary for consideration at the next Section Council meeting or Conference. **By-law 2.4 d (7) and (8) refer.** By-law 2.4 d (1) to (3) and, (7) and (8) have been complied with.

Signed on this day of 20.....
(Section Secretary)

Nomination placed on the agenda of the Section Council / Annual General Meeting / Conference

STEP 4 SECTION COUNCIL / CONFERENCE

IAW By-law 2.4.1 d (8)

The Section Council/Conference of the Section
voted in favour of the motion by a majority of not less than 75% of those present and eligible to vote.

Signed and
(Section President) (Section Secretary)

On this day of 20.....

Forward to the National Secretary



Nomination for Award of MS MEDAL (contd)

STEP 5 NOMINATION CONSIDERED BY NATIONAL EXECUTIVE

IAW By-law 2.4.d (9)

- ☐ The National Executive **is satisfied** that the nomination complies with the criteria at By-law 2.4 d (1) to (8) and
- is a Life member, and
 - has been a valued and worthy member, and
 - has rendered exceptional and meritorious service ("exceptional service" is defined as " individual acts and/or performance of duties above and beyond that which would normally be expected from a member of the Association" and "meritorious service" is defined as "performance of duties that deserve praise") resulting in benefit to the Association, for periods totalling not less than 20 years.

☐ The nomination **does NOT satisfy the above criteria**

Signed on this day of 20.....
(Section Secretary)

If the National Executive **is satisfied** that the nomination complies with the above criteria, the nomination is to be **placed on the agenda for the next National Council meeting of the National Council**.

If the National Executive **is not satisfied** that the nomination complies with the above criteria, the nomination is returned to the relevant Section Council which may revise the citation and resubmit to the national Executive.

Signed on this day of 20.....
(National Secretary)

STEP 6 NATIONAL COUNCIL MEETING

By-law 2.4 d (10) and (11)

The National Council/Conference of voted **in favour / against** the motion by a special resolution of those present and eligible to vote and hereby **approves / does not** approve the award the Meritorious Service Medal. (circle applicable)

Signed and
(National President) (National Secretary)

On this day of 20.....

If awarded, the National Secretary will issue the Meritorious Service Medal with a Ceriuficate.



Nomination for Award of MS MEDAL (*contd*)

EXTRACT FROM BY-LAW 2.4

d. **Meritorious Service Medal:** (See Annex E)

- (1) A Meritorious Service Medal may be awarded to a Life Member who has served not less than 20 years of exceptional and meritorious service to the Association. (For the purposes of this By-law, "meritorious service" is defined as "performance of duties that deserve praise".)
- (2) A nomination for a Meritorious Service Medal may be made by a Section Council or Sub-section General Meeting,
- (3) A Section Council may make only one nomination per calendar year.
- (4) A Sub-section General Meeting or a Section without sub-sections may nominate a number of members for award of a Meritorious Service Medal as determined by the scale at Annex I in any calendar year.
- (5) Such nomination must be accompanied by a citation which:
 - (a) includes a record of offices held by the nominee, and
 - (b) details results which flowed from the nominee's exceptional and meritorious service
- (6) When the nomination originates from a Sub-section:
 - (a) the nomination must be decided by Special Resolution at a General Meeting of the Sub-section; and
 - (b) if the nomination is accepted, the Sub-section Secretary must forward the nomination to the Section Secretary immediately
- (7) When the nomination originates from a Section Council, the proposer must forward the nomination and citation to the Section Secretary for consideration by the Section Council.
- (8) On receipt of a nomination from a Sub-section or Section Council:
 - (a) the nomination is decided by special resolution from a secret ballot by the Section Council; or in the case where a Section does not have any Sub-section, at the next Section General Meeting.
 - (b) If the nomination is accepted the Section Secretary must forward that nomination to the National Secretary.
- (9) On receipt of a nomination from a Section Council/Conference or Annual General Meeting:
 - (a) the National Secretary must promulgate the nomination to National Executive members for consideration without delay;
 - (b) if the National Executive is not satisfied with the compliance of the nomination and citation, the National Secretary must return the nomination to the Section Council, which may revise and resubmit the citation to the National Executive.
 - (c) If the National Executive is satisfied that the nomination and citation meet the criteria in By-law 2.4 c (1) to (8) the nomination will be an agenda item at the next National Council meeting;
 - (d) When the nomination reaches a National Council meeting, it will be decided by Special Resolution from a secret ballot.
- (10) In the event of the National Council not awarding the Meritorious Service Medal, the nomination lapses.
- (11) When a Meritorious Service Medal has been awarded, the National Membership Registrar must issue to the Section Secretary the medal, with miniature, ribbon and a Meritorious Service Medal Certificate of Award, and enter the recipient's name in the Meritorious Service Medal Register.
- (12) If a nominee for the Meritorious Service Medal dies after the nomination has been submitted to a Section Council, the above procedure may continue and the National Council may award the medal posthumously to the nominee's next of kin.