



# Nomination for Award of the MERITORIOUS SERVICE MEDAL

A nomination for 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) refer);

- a. A Section Council may make only one nomination per calendar year.
- b. A Sub-section General Meeting 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 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's 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 Diploma of Merit in \_\_\_\_\_ (year) and Life Membership in \_\_\_\_\_ (year) and remains in possession of both the COM and Life Membership.

Signed

Proposer

Seconder Date / /

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**CITATION** Record of any offices within the NAA held  
By-law 2.4.1 c. (5)

Date

Office Held

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**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.

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**STEP 2 SUB SECTION GENERAL MEETING**

By-law 2.4 d (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.

Signed Sub-Section President \_\_\_\_\_ and  
Secretary \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**If supported**  
**Forward to the Section Secretary Step 4**

**If not supported**  
**Nomination Lapses.**

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**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 Section Secretary \_\_\_\_\_ and dated \_\_\_\_\_

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

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**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

State President \_\_\_\_\_ and State Secretary  
\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Forward to the National Secretary**

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**STEP 3 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

- (a) is a Life member, and
- (b) has been a valued and worthy member, and
- (c) 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 Section Secretary \_\_\_\_\_

dated \_\_\_\_\_

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 National Secretary \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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**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.

Signed

National President \_\_\_\_\_ and

National Secretary \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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

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.