# GUIDELINES FOR THE DISTINGUISHED SERVICE AWARD

(As Adopted by the CCRA Board of Directors August 1996.)

1. The Colorado Court Reporters Association award for distinguished service to the profession may be, but need not be, awarded annually by the Distinguished Award Service Committee to a member in good standing of the association.
2. The purpose of the CCRA award for distinguished service to the profession is to recognize exemplary service given for the benefit of the reporting profession.
3. A recipient of the award for distinguished service shall meet the following qualifications:
4. CCRA member in good standing.
5. Not be a current officer or director of CCRA.
6. Involved in the reporting profession on an extensive level, during which involvement the candidates shall have rendered distinguished service to the profession which has contributed to its good reputation, general welfare or worthy accomplishments. The committee may consider, among other things, services rendered to state and other reporting associations, public affairs and public relations, writing for association publications, and the advancement of the concept of the superior merits of verbatim court reporting as opposed to other methods. Specifically the committee may also consider service as an officer, director, committee chair and/or committee member or other distinguished service to the association and the profession.
7. Adheres to the Code of ethics and serves as a role model in the reporting profession.
8. The current DSA recipient will serve as chair of the committee. The members of the DSA committee shall consist of the DSA recipients from the past three years. If one of these three is not available to serve on this committee, the president of CCRA will choose a past DSA recipient to take that person’s place.

The committee is not bound to select a candidate annually. If a candidate is not selected, the same committee will be in place the following year.

No member of the DSA committee may submit a nomination.

1. Nominations of candidates shall be submitted only by voting members of this association to the committee on the Distinguished Service Award. The nomination must be submitted on a CCRA nomination form together with supporting information. Supporting endorsements may be made by other persons to support the nomination. The committee will not be limited to the names submitted in any one year, but may consider candidates whose names were submitted during the previous three years. Nominations for consideration in the current year must be made no later than February 1st..\*\*  The chairman of this committee shall forward all material received in the previous three years to the new chair of the DSA committee.

The chairman of the DSA committee shall be responsible for publishing in the CCRA publication, in a timely manner, the guidelines and nomination form for this award.

1. Names of candidates shall not be published. The award in any year will be determined by a majority vote of the members of the DSA committee.
2. The DSA award shall be presented at the CCRA spring banquet where a plaque will be presented to the DSA recipient.
3. Following the presentation of the award in any year, an article, along with biographical information regarding the DSA recipient, shall be published in the CCRA publication and a list of all DSA recipients will be placed in the CCRA directory.