

**Successfully Nominated Fellows Procedure  
and the  
Award Ceremony**

1. If the nominee is elected, the Section Chairperson or a designee is responsible for the following:
  - a. Submit a descriptive narrative as an electronic document of no more than 1,000 words for publication in the Conference Program. This narrative should be focused on the nominee's professional accomplishments.
  - b. Submit a digital photograph for the Conference Program and the STANYS Bulletin.
  - c. Email the above documents by **JULY 15** to the following individuals:
    - 1) Chairperson of the Fellows Committee
    - 2) Chairperson of the Conference Publications
    - 3) Editor of the STANYS Bulletin

Email addresses may be found at [www.stanys.org/committees.htm](http://www.stanys.org/committees.htm)
2. The Section Chairperson in consultation with the newly elected Fellow must arrange for a section Fellow of STANYS to escort and present the new Fellow at the Awards Ceremony. If a Fellow from the section is not available, a Fellow from another section may be the presenter. The verbal presentation is limited to **two minutes** and should highlight qualities and activities beyond what is printed in the article.
3. In regard to this honor, the Section is encouraged to arrange for publicity in the local newspaper, as well as other appropriate media to coincide with the presentation of the Fellows Award at the Conference.