

**Kalamazoo Bicycling Club's
Friend of Bicycling Award Guidelines
September 7, 2016**

The Kalamazoo Bicycle Club's annual Friend of Bicycling Award guidelines were originally approved by the KBC on October 11, 2011 and updated by members of the Awards Committee: Terry O'Connor, Paul Sotherland and Paul Selden, the acting Awards Committee Chair. Future revisions can be made in an appropriate manner by the Awards Committee as the Club gains further experience with the entire process, and are subject to Executive Committee approval.

Timing	Nominations for the Friend of Bicycling (FOB) Award shall be closed at 8pm on the second Tuesday in November of each year, to give the Awards Committee time to review nominations before the FOB Selection Meeting in December. Nominations received after that time will be considered in the following year. Voting for the recipient of the KBC FOB Award takes place at the December KBC Board Meeting (FOB Selection Meeting).
Frequency	Annually. The FOB Award is dated the year <i>following</i> the FOB Selection Meeting (e.g., the 2017 FOB Award recipient will be selected at the December 2016 Selection Meeting) to enhance the Award's currency.
Criterion	Recipient "significantly advanced the interests of bicycling"
Selection	Private paper ballot; voted by any KBC member attending Selection Meeting; counting by treasurer and verified by another KBC officer; top vote-getter is selected; immediate private ballot run-off between ties for first place.
Eligibility	Any individual or entity; KBC members are not individually eligible, but may happen to be a member of a nominated entity.
Award Name	"Friend of Bicycling Award" The name of our club shall be included in media releases and descriptions of the Award to show that our club conferred the Award (e.g., KBC's Friend of Bicycling Award).
Award Form	Plaque or other Award / Executive Committee approved format. Our 2011 FOB Award serves as a template; (see next page). KBC's PR Committee works in consultation with the Awards Committee on appropriate PR, photography and media releases. News releases typically draw on language used in the nomination and may serve as templates.
Announcement	The FOB Award recipient(s) shall be announced immediately after the Selection Meeting vote. The KBC President will notify the recipient(s) in a timely manner and present the FOB Award in person if possible, with PR coverage arranged by PR Chair.
Nomination	Any KBC member can nominate an individual or entity for the FOB Award; nominees will be vetted by the Awards Committee to ensure eligibility.

KBC wants nominations to be well considered. Publishing a Kudos item in the KBC Pedal Press during the year recognizes prospective nominees and is highly encouraged. The FOB Award Nomination Form is available on the KBC website and should be used for submitting nominations. The form asks for a paragraph or two and, if possible, documentation (e.g., newspaper clippings, link to a Kudos item in Pedal Press, web links, other evidence) supporting why the proposed nominee should receive the Award. Nomination reminders should be published in Pedal Press periodically throughout the year to encourage broad participation in the nomination process.

Names/descriptions of nominees that will appear on the FOB Award ballot shall be announced in the December Pedal Press. This offers approved nominees a form of recognition even if they do not win the FOB Award. Until that announcement, and to allow the Awards Committee to vet nominees without undue pressure, the Awards Committee is permitted to withhold comment on the status of nominees submitted. On the other hand, KBC members are free to discuss candidates they have nominated.

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| Number of Categories | One (as contrasted with multiple categories for each potential type of recipient, such as: governmental unit, journalist, bike shop, etc.) |
| Number of Awards Presented | One (as contrasted with multiple awards, for example, for 1st, 2nd, and 3rd place finishers, etc., subject to joint discretion of the AC and EC prior to nominee list publication in December). If there are three consecutive first place ties in runoffs, more than one FOB Awardee can be selected. |
| Presentation | Presented to recipient(s) at a time and place chosen by the recipient(s) (if agreeable to KBC's President). |
| Example | This photo shows the first Friend of Bicycling Award, the model to date. |

