



Northeast Division
Marine Corps League
Division Marine of the Year Protocol

Purpose.

In conformance with the National Bylaws, the Northeast Division has implemented the Division Marine of the Year program to designate those who have performed above his/her peers for the given year whose conduct had directly affected and benefited the Northeast Division and its respective members of the Departments of New Jersey, New York, and Pennsylvania.

Criteria.

1. The ideal candidate or nominee shall be one who is a member of the Marine Corps League who is in good standing. Said nominees shall be a member, or dual member, from the Departments of New Jersey, New York and/or Pennsylvania.

2. In addition, the ideal candidate or nominee shall be one who:
 - a. Is known and respected by his or her colleagues;
 - b. Is experienced with the manners, procedures and methods of the Marine Corps League;
 - c. Has learned from those experiences and bettered him or herself from those experiences which in turn have benefited the Marine Corps League;
 - d. Strives for improvement, both for him or herself and the League; and
 - e. One who sets the example for others to follow.

3. This list is not all inclusive, but rather, was designed to serve as a basis for judging the qualified candidate or nominee.

Definitions.

- Committee-at-Large – A panel consisting of all living, previous recipients of the Northeast Division Marine of the Year.
- Committee Chairman – Shall be the most recent recipient of the Northeast Division Marine of the Year award who is present at the Conference.
- Northeast Division Marine of the Year – An award of distinction and honor bestowed upon qualified candidates nominated by each Department of the Northeast Division and decided upon by the Selection Committee.
- Nominee – A regular member from the Departments of New Jersey, New York or Pennsylvania who is in good standing and who has been deemed eligible as set forth within this written protocol.
- Selection Committee – A panel consisting of previous recipients of the Northeast Division Marine of the Year who are present at the Conference, and who shall be responsible for selecting the newest recipient of the Northeast Division Marine of the Year.

Procedure.

1. Selection of Nominee.
 - a. Each nominee shall be selected and submitted by the Commandant of the Detachment from which the nominee is a primary member; or in cases whereas the Detachment Commandant is chosen as a nominee, such nomination will be submitted by the Detachment's Sr. Vice-Commandant.
 - b. Nominee consideration should be based upon factors that demonstrate the nominee's accomplishments and abilities that occurred within the given year for which the Marine of the Year Award is being awarded.

- c. Past accomplishments of the nominee may be documented but only in summary form in order to establish the nominee's improvements. Excessive documenting of a nominee's historical accomplishments rather than current accomplishments may render the nomination inconsiderable by the Committee.

2. Submission of Nominations.

- a. All nominations must be submitted in writing that is legible to the reader and it is preferred that such nominations be typed rather than handwritten.
- b. It is up to the respective Department to determine how many nominations it receives from its member Detachments, however, only one nomination per Department will be accepted by the Committee.
- c. All nominations must be forwarded to the Division Vice-Commandant by the Commandant of the nominee's Department, or in cases where the Department Commandant is chosen as the Department's nominee, such nomination will be submitted to the Division Vice-Commandant by the Department Sr. Vice-Commandant.
- d. The Department Commandant must affix a cover letter to the nomination upon which he or she indicates the nominee has been approved by the Department as its official nominee. The Committee reserves the right to refuse any nomination that does not have a cover letter affixed.
- e. All nominations must be submitted within a sealed envelope. That envelope must then be placed within a separate envelope and mailed to the Division Vice-Commandant's residential address.
- f. All nominations must be received by the Division Vice-Commandant no later than March 1st of the given year of the Conference.
- g. The Division Vice-Commandant will deliver all received nominations to the Committee Chairman at the Conference.

3. Committee.

- a. The selection Committee shall be comprised of all previous recipients of the Northeast Division Marine of the Year award who are present at the Conference.

- b. The Committee Chairman will be the most junior DMOY recipient present at the Conference or whomever is otherwise designated by the Committee members present.
- c. The Committee shall convene during the conference at a time and location designated by the Committee Chairman.

4. Selection Process.

- a. The most nominations that can be reviewed by the Committee are three, one from each Department.
- b. The Chairman shall open all sealed nominations only when the Committee has convened to review the nominations.
- c. Each Committee member shall review each application thoroughly, keeping in mind the selection criteria established by this SOP.
- d. Once a Committee member has reviewed the nomination, he or she will initial the cover page affixed to that nomination.
- e. Once all Committee members have reviewed all nominations, each member present will conference with other Committee members present from his or her respective Departments. Those members will debate amongst themselves to determine the ranking of each submitted nomination.
- f. The ranking will comprise of #1 as being best; #2 as being second best; and #3 as being 3rd best.
- g. Each department will advise the Committee Chairman of their ranking of each nomination. The Chairman will then tally the scores. The winning nomination will be that with the lowest, combined score. That nominee will therefore be the recipient as decided by the Committee.
- h. Should a tie occur with scoring, the Committee will hold another round of scoring for only those nominees who are tied. If a tie remains after the second round of scoring by the Committee, the Chairman will write the name of each tied-nominee upon a piece of paper (one name per paper), and place those papers into a container. A single piece of paper will be drawn at random by a person chosen by the Chairman. The

name written upon the drawn piece of paper will be the selected recipient as decided by the Committee.

5. Announcement.

- a. The results of the Committee's selection will remain secret until such time the recipient is announced at the Division banquet dinner.
- b. The recipient will be announced by the Committee Chairman at the banquet and if present at the banquet, will be awarded the MOY medallion.

6. Responsibilities of the Chairman.

- a. The Committee Chairman will be responsible for the following:
 - i. Safeguarding all nominations once received from the Division Vice-Commandant.
 - ii. Will ensure the Committee has ample time to review each nomination and come to an educated decision.
 - iii. Will ensure the selection process is managed in a professional manner.
 - iv. Obtain the MOY medallion that will be awarded to the pending recipient at the banquet or other venue should the recipient not be present at the banquet.

7. Amendment to Procedure.

- a. The Committee acknowledges that amendments to this protocol may be necessary as appropriate.
- b. In such cases, the Committee reserves the right to amend this protocol as needed provided that such amendments are agreed upon by the majority of the Committee.
- c. Any amendments voted into effect shall be reflected within this written protocol.

This written protocol was reviewed and deemed acceptable by the Committee on this 1st day of November, 2019, and shall supersede any previous protocols for Division Marine of the Year.