**Distinguished Service Medal Nomination Procedures**

Petitions for Distinguished Service Medal nominations may be submitted at any time but must be received by October 1 of the fiscal year to be considered for award decisions in the current fiscal year in accordance with Policy/Procedure A 33.00

Petitions will include the following documentation:

* A letter from the petitioner(s) requesting Board consideration.
* A brief citation highlighting the accomplishments of the nominee, approximately 100 words.
* A resume, vita, or biography outlining the lifetime achievements of the nominee, including, for example:
* Publications (e.g., books, journal/magazine articles, academic papers).
* Awards and honors.
* Speeches and presentations.
* Other professional organization achievements.
* Attachments to the nomination, as appropriate, signed petitions and letters of recommendation from various supporting endorsers (e.g., members of a section or division, current Honorary members or Distinguished Service medalists, past presidents of the Society, prominent quality leaders, chief executive officers, etc.).
* One copy of each petition for a Distinguished Service Medal nominee will be submitted to the executive director, ASQ headquarters, who will note receipt of each nomination and forward the petitions to the chair of the Distinguished Service Medal Committee

Nominations are reviewed by the Distinguished Service Medal Committee. This committee will present their recommendations to the Board of Directors for their vote at their scheduled meeting. The chair of the Board will provide written notification to the successful nominees within 30 days of the Board of Directors meeting with a request that the nominee respond regarding acceptance of the medal. Upon receipt of notification of acceptance, the Distinguished Service medalist will be announced, and recognition scheduled for presentation.