

Process for decision making for the KOY

A KOY Officer-in-Charge *must be appointed* by the first KAV Committee meeting in each calendar year.

Duties of the KOY Officer-in-Charge:

- Assist Nominators who may have difficulty fulfilling the application requirements.
- Ascertain if nominations fulfill the application requirements.
- Acknowledge applications as they are received. If time permits, ineligible applications may be returned for resubmission if they do not fulfill the application requirements.
- Disseminate applications to the Selection Panel within 48 hours of the closing date.
- Call for a dedicated meeting of the Selection Panel within 4 weeks of the closing date.
- Notify unsuccessful nominators and nominees.
- Remind them that will be considered again and given an opportunity to supplement their application and ensure their availability for the Awards Dinner.

Guidelines for the KOY Selection Panel

- The composition of the Selection Panel is to be decided by the KAV Committee at the time.
- The Selection Panel must convene a dedicated meeting within 4 weeks of the closing date of nominations.
- Extra meetings may need to be called.
- Consensus and discussion is encouraged before a final decision is made.
- Selection Panel members must be present to cast a vote. Absentee votes will not be considered.
- The KAV President must notify the successful Nominee within 24 hours of the Selection Panel's decision.