

# **Rules for the Ambassador for Epilepsy Awards**

## **Background**

The Ambassador for Epilepsy Award is a unique award introduced by the International League Against Epilepsy and the International Bureau for Epilepsy in 1961. Ambassadors for Epilepsy are individuals who have been bestowed with an Ambassador for Epilepsy Award by ILAE and the IBE to proclaim their extraordinary actions in the field of epilepsy. The award is given jointly by IBE and ILAE. Ambassador Awards shall be made not more than once every two years and a maximum of 12 [twelve] Awards shall be given at any one time. The Award is given to individuals to recognise outstanding personal contributions to activities that advance the cause of epilepsy. These contributions and activities should either be performed at an international level or they should have an international impact or significance. The Award carries no monetary value but it does reflect international peer recognition and it is given for the lifetime of the recipient. The Award consists of an Ambassador pin and a scroll. The name of each recipient is added to the Ambassadors' Hall of Fame maintained by IBE and ILAE.

## **1. Nominating Procedure**

- 1.1. All IBE and ILAE Chapters and all members of the Joint Executive Committees (JEC) of IBE and ILAE are eligible to nominate a maximum of four [4] people in any two-year period
- 1.2. An invitation for nominations shall be distributed to all IBE and ILAE Chapters and all members of the JEC at least three [3] months prior to adjudication
- 1.3. The invitation shall also be made available for download on both organisations' websites
- 1.4. The invitation shall include information on the process, the official nomination form and a list of existing Ambassadors
- 1.5. Existing Ambassadors cannot be re-nominated
- 1.6. Previously unsuccessful nominees are eligible for re-nomination. However, nomination papers are not carried over and must be resubmitted at the time of the following call for nominations
- 1.7. A person who is currently serving on the executive committee of IBE or ILAE, or a family member, whether elected or ex-officio, is not eligible to be considered for the Ambassador Award during their term of office, with the following two exceptions:
  - i. Should the President-elect of the IBE and/or of the ILAE not have been bestowed with an Ambassador for Epilepsy Award, they shall automatically receive the award, without the requirement for nomination, at the first presentation of the

awards following his or her election.

- ii. Where the recipient of the Lifetime Achievement Award has not previously received an Ambassador for Epilepsy Award, they shall automatically be presented with an Ambassador for Epilepsy Award at the same Awards Ceremony.
- 1.8. To be eligible, nominees must be nominated using the official online nomination form. Supporting information can also be supplied but this must be limited to no more than three [3] additional pages in total.
- 1.9. Nominations must be submitted by an authorised representative of an IBE member or ILAE chapter and must bear the name of the authorised representative.

## **2. Assessment Criteria**

- 2.1. Only eligible nominations shall be considered for an Award.
- 2.2. The candidate must have made a personal contribution (either voluntarily or professionally) in any scientific, clinical, educational or psycho-social field of epilepsy that contributes towards the development of epilepsy care and/or the well-being of people with epilepsy in an international context.
- 2.3. The activity to which the person has contributed must be at an international level or be of international impact or significance.
- 2.4. The candidate's personal contribution to the success of the activity must be demonstrated.
- 2.5. That contribution must be of a scale, impact, longevity, dedication, uniqueness and / or innovative nature that places the candidate above the thousands of other people all over the world who make valuable and important contributions towards improving the lives of people with epilepsy.

## **3. Method of Assessment and Decision**

- 3.1. Nominees shall be assessed by the members of the JEC of IBE and ILAE
- 3.2. When making this assessment and deciding a slate of awardees, members of the JEC are requested to be mindful of the value of reflecting diversity in the type of contribution people make and the regional diversity
- 3.3. The nomination form and any supporting information supplied for each eligible nominee must be distributed to each member of the JEC
- 3.4. Each member of the JEC shall have the opportunity to speak on behalf of any nominee before nominees have been assessed. Contributions must be made before the first ballot and JEC members shall be called on in turn and shall have up to three [3] minutes to speak on behalf of whichever nominees they choose. The chairs shall have

the power to further limit the time for contributions if scheduling issues arise.

- 3.5. There shall be parity of voting strengths between representatives of IBE and ILAE
- 3.6. In the case where a member of the JEC cannot be present in person, a proxy may act on their behalf
- 3.7. The JEC members shall vote by secret ballot to determine who to select as the slate of Award winners
- 3.8. Where voting is to be done by way of proxy, the IBE Secretary General, assisted by the Executive Director, shall act as the voting proxy for IBE committee members and the ILAE Secretary General, assisted by the Administrative Director shall act as the voting proxy for ILAE committee members. The JEC member shall provide IBE or ILAE delegated proxy with a list of all those nominated for the award, ranked in order of preference. Proxies shall follow the order of preference when casting ballots on behalf of the JEC member
- 3.9. A maximum of 12 [twelve] Awards can be given to selected nominees every two [2] years. Presentation of Ambassador for Epilepsy Awards to Presidents-elect and/or Lifetime Achievement Award winners shall not be counted as one of the maximum of 12 [twelve] Ambassador Awards given to selected nominees in that year
- 3.10. Each member of the JEC may vote for no more than 12 [twelve] of the nominees in the first ballot
- 3.11. To be added to the slate, in any subsequent ballot, a nominee must have received an absolute majority of the members of the JEC present in the previous ballot
- 3.12. Block voting by members of the IBE International Executive Committee or of the ILAE Executive Committee is not permitted
- 3.13. The 12 [twelve] nominees with the most votes and who receive a majority of the votes of the members of the JEC shall be the slate of Award winners
- 3.14. If fewer than 12 [twelve] nominees receive a majority vote in the first ballot then a second ballot (and if necessary a third ballot) shall be held excluding the already successful nominees
- 3.15. Further ballots after the third one may be held if a majority of the members of the JEC so decide
- 3.16. If more than 12 [twelve] nominees receive a majority vote in the first ballot then the 12 [twelve] nominees with the most votes shall be the slate of Award winners
- 3.17. In the event of a tied vote for the twelfth Award, there shall be a subsequent ballot of just the tied nominees. The maximum number of votes each member of the JEC may have shall be equal to the number of slate places that remain to be decided

- 3.18. For each ballot the maximum number of votes each member of the JEC may have shall be equal to the number of slate places that are left to be decided
- 3.19. In any ballot, the chair or co-chairs of the JEC shall not have a second or casting vote in the event of a tie, nor a veto
- 3.20. When a slate of Award winners has been decided, the slate shall be put to a vote of JEC for ratification. Ratification requires a majority of ILAE JEC members in favour and a majority of IBE JEC members in favour
- 3.21. The decision of the JEC is final

## **4. Conflict of Interest**

- 4.1. Any member of the JEC who has a conflict of interest should declare as such and should excuse themselves from the decision-making procedure

## **5. Announcing and Presenting the Awards**

- 5.1. The Award winners and their nominators shall be informed shortly following the decision
- 5.2. The Awards shall be announced and presented individually by the Presidents of IBE and ILAE at the International Epilepsy Congress (IEC). Award winners shall be invited to attend the IEC to receive their Award and shall be offered free registration to the Congress. The offer of free registration is not transferable to anyone else
- 5.3. Information concerning the Ambassador for Epilepsy Award winners shall be published by IBE and ILAE in their respective journals, newsletters, magazines and on their websites

## **Note**

The Executive Committee of the International League Against Epilepsy meets jointly with the International Executive Committee of the International Bureau for Epilepsy, to consider matters of mutual interest and/or responsibility to both Executive Committees. Such meetings are known in full as a Joint Meeting of the Executive Committees of the IBE and ILAE, and in brief as a JEC.