



## Blacks In Government®

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[www.bignet.org](http://www.bignet.org)

### MEMORANDUM

#### BOARD OF DIRECTORS

##### Region I

Jacquelyn D. Allen, Vice Chair  
Anthony Thomas

##### Region II

Joanne M. Palmer  
Gwendolyn Townsend

##### Region III

Dale E. Scott  
Michael Upshaw

##### Region IV

James C. Clausell, Sr.  
Peggy Wilson

##### Region V

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##### Region VI

Honorable Katherine L. Cage, Chair  
Frank Traylor

##### Region VII

Christine Wilder  
Robin McDaniel-Beck

##### Region VIII

Nichelle Rogers  
Julie B. Hicks

##### Region IX

Honorable Toni Pearson  
Derrick Felton

##### Region X

Erin Small  
Marie Bell-Allen

##### Region XI

Marion V. Allen  
Michael McCrimmon

#### EXECUTIVE COMMITTEE

##### National President

Honorable Shirley A. Jones, Esq.

##### National Executive Vice President

Dr. Lynwood Townsend

##### National 1<sup>st</sup> Vice President

Honorable Deena M. Sheppard

##### National 2<sup>nd</sup> Vice President

Danny Wade

##### National 3<sup>rd</sup> Vice President

Mazella Thomas

##### National Secretary

Dr. Wilda Parker-Collins

##### National Corresponding Secretary

Anthony Lee, J.D.

##### National Treasurer

Honorable B. Faye Stewart

##### National Assistant Treasurer

Duane Hill

**DATE:** March 21, 2023

**TO:** Regional Council and Chapter Presidents

**FROM:** Honorable Katherine L. Cage, Chair  
National Board of Directors

Honorable Shirley A. Jones, Esq.  
National President

**RE:** 2023 Distinguished Service Hall of Fame (DSHOF) Award

The National Board of Directors of Blacks In Government, Inc. solicits nominations for the 2023 Distinguished Service Hall of Fame (DSHOF) Award. This award is the highest honor of recognition within BIG and is a great opportunity to recognize exceptional BIG members in your chapter and region.

Attached for your use, please find the following DSHOF information:

1. Description
2. Qualifications
3. Nomination Requirements
4. Selection Criteria
5. 2023 Nomination Form
6. 2023 Nomination Certification Form

No more than **one** nomination can be submitted by each region and must contain the required Chapter and Regional officer's signature and date. **Your completed nomination packages must be emailed no later than May 21, 2023.** Please note the committee is only accepting electronic submissions. Facsimile and/or postal submissions will not be accepted. Nominations are to be submitted via email to: **EMAIL:** [BIGAwards@bignet.org](mailto:BIGAwards@bignet.org)

For any questions, please contact Director Michael McCrimmon, 2023 Awards Committee Chair, at (202) 427-3720 or via email at [BIGAwards@bignet.org](mailto:BIGAwards@bignet.org)

Attachment(s): Listed Above

cc: National Board of Directors  
National Executive Committee

*One of America's Most Influential Organizations*  
**"Thank You For Thinking BIG"**



### **DISTINGUISHED SERVICE HALL OF FAME AWARD**

The **Distinguished Service Hall of Fame (DSHOF)** award shall be the highest honor which can be bestowed upon any single member of **Blacks In Government (BIG)** and shall be reserved for active and financial members who have been active in BIG for a minimum of **fifteen (15)** consecutive years. These individuals shall have distinguished themselves as making exceptional contributions at the National, Regional and/or Chapter levels of BIG and their respective communities. Members receiving this high honor must be recommended by their Chapter, their Regional Council and verified for eligibility by the National Board of Directors respectively.

The National Board of Directors (NBoD) will not make recommendations but serve only as a screening entity for membership eligibility criteria. No more than **three (3)** candidates during any given year can be elected into the DSHOF. Regions may submit only **one (1)** candidate annually for membership in the **DSHOF** awards program.

The National Delegates Assembly alone shall have the power and authority to elect members to the **DSHOF**. Each Chapter must submit recommendations to the Regional Council and Regional recommendations must be received by the National Board of Directors at a prescribed time but no less than **sixty (60)** days prior to the National Delegates Assembly.

There shall hereby be established a **DSHOF** lapel pin which shall be reserved only for persons inducted into the **DSHOF** of Blacks In Government. The lapel pin shall be designed of high-quality materials and shall be provided to members inducted into the **DSHOF** at no charge at an official induction /recognition ceremony held at the National Training Institute.

New members inducted into **DSHOF** will also receive a high-quality award plaque. The Awards Committee will present the award plaque during the annual National Training Institute Closing Plenary session. The NBoD may determine any additional benefits it may deem appropriate in recognition of persons holding this highest honor within BIG.

Members of the **DSHOF** shall be referred to at public events as “**The Honorable**” preceding their names in recognition of this highest of BIG honors. Names of all persons inducted shall be listed in the BIG archives by name and number and maintained in the national archives by both the National Office and the National Historian/Librarian. In the event more than **one** person is inducted into the **DSHOF** during any given year, the number assigned to the inductee shall be determined alphabetically by the person’s last name.



## **DISTINGUISHED SERVICE HALL OF FAME AWARD**

### **QUALIFICATIONS:**

1. Active regular or life member of Blacks In Government, consistently financial within the National organization for a minimum of **fifteen (15)** consecutive years.
2. Have distinguished themselves in BIG at the National, Regional and/or local Chapter level, making significant and lasting contributions and accomplishments which have earned the respect and admiration of BIG membership and colleagues.

### **Significant Outstanding Contributions and Accomplishments must:**

- Reflect BIG's core values.
- Exemplify outstanding commitment towards meeting BIG's mission of Equity, Excellence AND Opportunity for all.
- Special efforts or contributions resulting in significant benefits to the membership, BIG programs and fulfillment of BIG's mission towards overall membership growth to improve the financial viability of the organization.

Must have demonstrated that their work is unique and exceptional beyond normal qualifications of the general membership. Examples might include leading a segment of the national organization for a variety of years; rising to the highest level of the organization (i.e., National President, National Board Chair and other leadership positions); Regional Council and Chapter Officers, Committee Chairs and some that work on any committee and contribute substantially to the success of programs or projects within BIG for many, many years; revamping a BIG or community service program for effectiveness and efficiency. **Collaboration with community, church and other organizations may be considered but shall not be the deciding factor.**

**Community service must align with BIG's National, Regional or Chapter community service and outreach efforts.**

3. Must have served as an elected officer of BIG for at least **four (4)** years at the National, regional or local levels, and/or as a National Presidential appointee or Committee Chair by at least **one (1)** National President for a combined total of **six (6)** years or more.
4. Candidate's membership status must be verified by the National Office of BIG.
5. Candidate's application upon submission to the National Board Chair must be signed by the Chapter President and/or Secretary, Regional Council President and/or Secretary and a Regional Director.



Persons selected will become a part of the permanent history of BIG and be recognized as part of a special body of individuals within the organization. The minimum requirements are:

**REQUIREMENTS:**

1. Candidates are recommended by their local Chapter.
2. Final recommendations from each Region require approval by the respective Regional Council.
3. No more than **one (1)** name will be eligible for submission by any Regional Council during any single year.
4. Finalists from each Region must be sent to the National Board of Directors for final review to ensure all candidates meet nomination criteria before being presented to the National Delegates Assembly for election.
5. Nomination packages shall include:
  - Nomination Form - “wet”/ink or digital signatures required.
  - Nominee Certification Form - “wet”/ink or digital signatures required.
  - Nomination Statement - a recent write-up (500 word maximum, not to exceed two (2) pages, single-spaced, typed in Times New Roman, 12 font only).
  - Letter(s) of Recommendation.
  - Recent Photograph to be included in a published document presented to the delegates at the National Delegates Assembly – Separate page required.
  - Community Service (if any) - Letter(s) of Verification and Optional Photos.
6. Nomination packages shall only be forwarded to the National Awards Committee by the Regional Council President and/or Secretary after all signatures have been obtained. Routing of the nominating package is not the responsibility of the National Awards Committee and if received without all required signatures, package will be returned. No exceptions.
7. Failure to comply with all requirements shall render the nomination package null and void.

**Important Details to Remember**

- Absolutely no typos or grammatical errors.



**DISTINGUISHED SERVICE HALL OF FAME (DSHOF) SELECTION**  
**CRITERIA**

1. Delegates may vote for any of the candidates; however, no more than **three (3)** candidates can be approved annually. Each candidate selected must receive a minimum quota (50% of the total votes, divided by the number of candidates).
2. Run-off elections are only required when more than **three (3)** candidates receive the minimum quota and there is an exact tie for 3<sup>rd</sup> place.
3. If less than **three (3)** candidates receive the minimum quota, less than **three (3)** candidates will be inducted.
4. If more than **three (3)** candidates receive the minimum quota, then the top **three (3)** vote recipients will be selected.
5. The DSHOF shall serve as the highest honor of recognition within BIG.



## BLACKS IN GOVERNMENT

2023 Distinguished Service Hall of Fame (DSHOF) Award

### NOMINATION FORM

**Deadline for Completed Application: May 21, 2023**

Is Nominee a current member of BIG? Yes ☐ No ☐

Number of Consecutive Years ( )

Membership Status: Regular ☐ Life ☐ Gold Plus ☐

Your completed nomination package must be emailed no later than **May 21, 2023** to:

[BIGAwards@bignet.org](mailto:BIGAwards@bignet.org)

#### REQUIREMENTS:

The nomination package must include:

1. A completed **typed/printed** Nomination Form – “Wet”/Ink or Digital Signatures Required.
2. A completed Nominee Certification Form - “Wet”/Ink or Digital Signatures Required.
3. Letter(s) of Recommendation
4. Community Service – Letter(s) of Verification
5. Nominee Statement - 500 word Maximum, 2 Typed Pages, Times Roman 12 Font size.
6. A Recent Photograph (jpeg, png, gif format only) – Separate Page

Nominee: (Last, First, Middle Initial)

Street Address

City/State/Zip

( )

Telephone Number

Email Address

NOMINATED BY:

Name of Chapter and Regional Council Number (Ex: I, II, III, IV)

Chapter President or Secretary Signature/Date

Chapter President or Secretary Email Address & Phone #

Regional Council President or Secretary Signature/Date

Regional Council President or Secretary Email Address & Phone #

#### 7. NATIONAL VERIFICATION CHECKLIST

**Date nomination package was received: 00/00/0000**

- ☐ Active member for **minimum of 15 consecutive years.**

#### SUPPORTING DOCUMENTS:

- ☐ Nomination Form – “Wet” or Digital Signatures
- ☐ Nominee Certification Form - “Wet” or Digital Signatures
- ☐ Letter(s) of Recommendation
- ☐ Nominee Statement – 500 word Maximum
- ☐ Nominee Photograph – Separate page
- ☐ Community Service – Letter(s) of Verification
- ☐ Chapter President Signature
- ☐ Regional Council President Signature
- ☐ Regional Director Signature

**Regional Council President will be notified within seven (7) days of receipt of nomination package.**

**Distinguished Service Hall of Fame Award**

Regional Director Signature / Date

National Board of Directors Chair / Date



# Blacks In Government, Inc.

## Nominee Certification Form

### 2023 Distinguished Service Hall of Fame (DSHOF) Award

Name \_\_\_\_\_ Chapter Name & Region \_\_\_\_\_

Please complete this form using original initials and signature. Submit completed form, per the due date in the email, electronically, to [BIGAwards@bignet.org](mailto:BIGAwards@bignet.org)

I understand the following requirements must be met in order for me to qualify for the DSHOF Award.

**When applicable, please initial in the spaces provided and provide requested information.**

REQUIREMENTS			
Initials	Requirement	Initials	Requirement
	Must have been an active financial and regular financial member with a minimum of fifteen years.		<b>Nominee Statement</b> - Does your Nominee Statement provide in detail examples of the outstanding and significant contributions you have made to BIG that are unique and exceptional beyond normal contributions? If not, provide details.
	<b>Letter of Recommendation:</b> Have you attached letter(s) of recommendations supporting verified experiences as provided in the nomination package supporting BIG experiences and nominees' commitment to BIG excellence.		<b>Community Service - Letter of Verification</b> Have you attached a letter(s) of verification supporting all community service.
	<b>Disciplinary Actions:</b> Per Article X, Section 3, <u>Expulsion, Suspension, Removal, Resignation, of Vacancies</u> . Any officer or member may be temporarily expelled/suspended/removed after due process. <ul style="list-style-type: none"> <li>Have you ever been expelled/suspended/removed at the chapter/regional/national level? If yes, provide details.</li> </ul>		<b>Disciplinary Actions:</b> Per Article X, Section 4, <u>Grounds for Disciplinary Action</u> . Disciplinary actions may be brought against a National Officer or member who is guilty of conduct not in accord with the principles, aims and purposes of this Organization as set forth in this Constitution or is guilty of conduct that is not in the best interest of the organization. <ul style="list-style-type: none"> <li>Have any disciplinary actions been brought against you at the chapter/regional/national levels. If yes, please provide details/outcome.</li> </ul>
	<b>Chapter Participation:</b> <ul style="list-style-type: none"> <li>Are you currently an active member of a local chapter? Name Chapter.</li> <li>How many chapter meetings have you attended during the last year? List by date</li> </ul> Describe the last five-chapter activities you have participated in?		<b>Chapter Leadership Roles:</b> <ul style="list-style-type: none"> <li>List all officer positions held. (Indicate by title and months/years served)</li> <li>List Committee participation during the last 3 years. (Indicate by title and months/years) <ol style="list-style-type: none"> <li>Describe your specific contributions to the committee/ accomplishments.</li> <li>Did you chair any committees?</li> <li>List and describe any special programs/projects you worked on during the last 3 years.</li> </ol> </li> </ul>

	<b>Regional Participation:</b> <ul style="list-style-type: none"> <li>Are you currently an active member of your Regional Council?</li> <li>How many Regional Council meetings have you attended during the last 3 year? List by date</li> <li>Have you served as a regional council representative? (Indicate by months/years)</li> <li>Describe the last five Regional activities you have participated in.</li> </ul> <p>List and describe any special programs/projects you have worked on during the last 3 years.</p>		<b>Regional Leadership Roles:</b> <ul style="list-style-type: none"> <li>Have you served as a regional council representative? (Indicate by months/years)</li> <li>List all officer positions held. (Indicate by title and month/year served)</li> <li>List Committee participation during the last 3 years. (Indicate by title and months/years) <ul style="list-style-type: none"> <li>a) Describe your specific contributions to the committee/ accomplishments.</li> <li>b) Did you chair any committees? (Indicate by title and months/years)</li> </ul> </li> </ul>
	<b>National:</b> <ul style="list-style-type: none"> <li>Have you served on the National Board of Directors? (Indicate by months/years)</li> <li>Have you served as an Elected Officer, Committee Chair and/or Presidential Appointee for a minimum of four years? (Indicate by title and months/years served)</li> <li>Have you served on any National Committees? (Indicate by title and months/years)</li> <li>Have you attended an NTI during the last 5 years (Indicate by title and months/years)</li> </ul>		<b>Awards/Special Recognition:</b> <ul style="list-style-type: none"> <li>List awards received at the chapter/regional or national levels (Indicate by title and dates)</li> </ul>

\_\_\_\_\_ I understand I may be asked to provide documentation to verify the information provided above.

\_\_\_\_\_ I understand that any false statements or misrepresentation of the above information will result in me being disqualified as a DSHOF Award nominee.

**This completed form must be returned in order to determine eligibility. Failure to return this form shall render the nomination package incomplete and will prohibit nominee from consideration.**

By signing below, I certify that 1) I understand all of the requirements of this process and 2) all of the above information is true and accurate, to the best of my knowledge.

Signature of Nominee \_\_\_\_\_

Date \_\_\_\_\_