# Rules for the Award for Social Accomplishment in Epilepsy

**Background**

The Award for Social Accomplishment in Epilepsy is given jointly by the International Bureau for Epilepsy (IBE) and the International League against Epilepsy (ILAE). The Award will be made not more than once every two years. The Award is given to an individual to recognise his or her outstanding personal contribution to activities that have resulted in a significant advance in the social well being and or quality of life of people with epilepsy. These contributions and activities should either have been performed at an international level or they should have had an international impact or significance. The Award reflects international peer recognition. It consists of an engraved glass trophy, to a maximum value of US$500 (inclusive of engraving costs), a financial prize of US$5,000 or €5,000 (whichever is the greater), a certificate and the name of each recipient is added to the Award winners’ Hall of Fame maintained by IBE and ILAE. In the event that the Award winner is not already an Ambassador for Epilepsy, this additional Award will also be given but will not be counted as one of the maximum of 12 Ambassador Awards given that year.

# Nominating Procedure

1. All IBE and ILAE chapters and all members of the Joint Executive Committees (JEC) of the IBE and the ILAE are eligible to each nominate one candidate in any two-year period.
2. An invitation for nominations will be distributed to all IBE and ILAE chapters and all members of the JEC at least 3 months prior to the date of decision.
3. The invitation will also be made available for download on the IBE website and the ILAE website.
4. The invitation will include a letter that explains the process, an official nomination form and a list of previous Award winners.
5. Previous Award winners cannot be re-nominated.
6. Previously unsuccessful candidates are eligible for re-nomination. However, nomination papers are not carried forward and must be resubmitted at the time of the following call for nominations.
7. To be eligible, candidates must be nominated using an official nomination form. Supporting information can also be supplied but this must be limited to no more than 3 additional pages in total.
8. Completed and signed nomination forms, together with any supporting information, must be sent to the Executive Director, International Bureau for Epilepsy, 7 Priory Office Park, Stillorgan Road, Blackrock , Co Dublin, A94 FN26, Ireland, by the notified closing date.
9. Wherever possible, nominations must be submitted electronically. Where this is not possible, nominations may be submitted by mail.
10. Nomination forms must be submitted by an authorised representative of an IBE or ILAE chapter and must bear the name of the authorised representative.

# Assessment criteria

1. Only eligible nominations will be considered for the Award.
2. The candidate must have made a personal contribution (either voluntarily or professionally) in a field of epilepsy that has contributed towards significant and permanent improvement in the social well-being and /or quality of life of people with epilepsy in an international context.
3. The contribution may be an act of singular importance or it may be a record of long standing successful contributions.
4. Examples of fields of activity include (but are not limited to) the following: -
	* Public education
	* Raising awareness of epilepsy to increase public understanding and acceptance.
	* Reduction of stigma
	* Legislative improvement
	* Employment
	* Education or training
	* Driving license regulation
	* Facilitating the empowerment of people with epilepsy
5. The activity to which the person has contributed must be at a national or international level or be of national or international impact or significance.
6. The candidate’s personal contribution to the success of the activity must be demonstrated.

# Method of assessment and decision

1. Candidates will be assessed by the members of the JEC of the IBE and the ILAE.
2. The nomination form and any supporting information supplied for each eligible candidate must be distributed to each member of the JEC.
3. Each member of the JEC must have the opportunity to speak on behalf of any candidate before any ballot.
4. In the case where a member of the JEC cannot be present in person, a proxy may speak on his or her behalf.
5. When all candidates have been assessed, the members of the JEC will vote by secret ballot to determine the Award winner.
6. There shall be parity of voting strengths between representatives of IBE and ILAE. If one Executive Committee has more voting members than the other present in person or voting by proxy, then its number of voting members eligible to vote shall be adjusted to achieve equality.
7. Where voting is to be done by way of proxy, the IBE Secretary General, assisted by the Executive Director, will act as the voting proxy for IBE committee members and the ILAE Secretary General, assisted by the Administrative Director, will act as the voting proxy for ILAE committee members. The JEC member will provide the IBE or ILAE delegated proxy with a list of all those nominated for the award, ranked in order of preference. Proxies will follow the order of preference when casting ballots on behalf of the JEC member.
8. A maximum of one Award can be given every two years.
9. Each member of the JEC may therefore vote for no more than one candidate in any ballot.
10. Block voting by members of the IBE International Executive Committee or of the ILAE Executive Committee is not permitted.
11. To be proposed, a candidate must receive an absolute majority of the votes of members of the JEC present.
12. The candidate securing the most votes and who achieves an absolute majority of the votes of members of the JEC present shall be proposed as the Award winner.
13. If two or more candidates are tied with the most votes and also receive a majority vote of the JEC then those candidates only will be considered again in a second ballot (and if necessary a third ballot).
14. Further ballots after the third one may be held if a majority of the members of the JEC so decide.
15. Notwithstanding point 5 above, if a voting deadlock cannot be broken, the JEC has the discretion to propose the Award on a shared basis by a majority vote of JEC members present.
16. For each ballot each member of the JEC shall have one vote. 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.
17. The proposed Award winner will be put to a vote of JEC for ratification. Ratification requires an absolute majority of ILAE JEC members in favour and an absolute majority of IBE JEC members in favour.
18. The decision of the JEC is final.

# Conflicts of Interest

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

# Announcing and presenting the Award

1. Immediately following the decision, the Award winner and their nominators will be informed.
2. The Award will be announced and presented by the Presidents of IBE and ILAE at the International Epilepsy Congress (IEC). The Award winner will be invited to attend the IEC to receive their Award and will be offered the following: -
	* Free and full registration to the Congress.
	* Economy/coach class return air travel for one (where applicable).
	* Two nights free accommodation.
	* One hundred US dollars contribution towards subsistence during the Congress.
	* None of these offers are transferable to anyone else.
3. Information concerning the Award winner will be published by IBE and ILAE in their respective journals, newsletters, magazines and on their websites.

**Note:**

The International Executive Committee of the International Bureau for Epilepsy meets jointly with the Executive Committee of the International League Against 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.

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