# 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 the International League Against Epilepsy and the International Bureau for Epilepsy to proclaim their extraordinary actions in the field of epilepsy. The award is given jointly by the International Bureau for Epilepsy (IBE) and the International League against Epilepsy (ILAE). Ambassador Awards will be made not more than once every two years and a maximum of 12 Awards will 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’s pin and a scroll. The name of each recipient is added to the Ambassadors’ Hall of Fame maintained by IBE and ILAE.

# 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 nominate a maximum of 4 candidates 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 adjudication.
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 existing Ambassadors.
5. Existing Ambassadors cannot be re-nominated.
6. Previously unsuccessful candidates 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.
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:
	1. Should the President-elect of the IBE and/or of the ILAE not have been bestowed with an Ambassador for Epilepsy Award, he or she will automatically receive the award, without the requirement for nomination as a candidate, at the first presentation of the awards following his or her election.
	2. Where the candidate selected to receive a Lifetime Achievement Award has not previously received an Ambassador for Epilepsy Award, they will automatically be presented with an Ambassador for Epilepsy Award at the same Awards Ceremony.
8. 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.
9. 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 Rd, Blackrock, A94 FN26, Co Dublin, Ireland, by the notified closing date.
10. Wherever possible, nominations must be submitted electronically. Where this is not possible, nominations may be submitted by fax or by post. .
11. Nomination forms must be submitted by an authorised representative of an IBE member or ILAE chapter and must bear the name of the authorised representative.

# Assessment criteria

1. Only eligible nominations will be considered for an Award.
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.
3. The activity to which the person has contributed must be at an international level or be of international impact or significance.
4. The candidate’s personal contribution to the success of the activity must be demonstrated.
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.

# Method of assessment and decision

1. Candidates will be assessed by the members of the JEC of IBE and ILAE.
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 their regional diversity.
3. The nomination form and any supporting information supplied for each eligible candidate must be distributed to each member of the JEC.
4. Each member of the JEC must have the opportunity to speak on behalf of any candidate before any ballot.
5. In the case where a member of the JEC cannot be present in person, a proxy may speak on his or her behalf.
6. When all candidates have been assessed, the members of the JEC will vote by secret ballot to determine a slate of Award winners.
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. There shall be parity of voting strengths between representatives of the IBE and the 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.
9. A maximum of 12 Awards can be given to selected candidates every two years. Presentation of Ambassador for Epilepsy Awards to Presidents-elect and/or Lifetime Achievement Award winners will not be counted as one of the maximum of 12 Ambassador Awards given to selected candidates in that year.
10. Each member of the JEC may therefore vote for no more than 12 candidates in the first ballot.
11. To be added to the slate, in any ballot, a candidate must receive an absolute majority of the members of the JEC present.
12. Block voting by members of the IBE International Executive Committee or of the ILAE Executive Committee is not permitted.
13. The 12 candidates with the most votes and who receive a majority of the votes of the members of the JEC will be the slate of Award winners.
14. If less then 12 candidates receive a majority vote in the first ballot then a second ballot (and if necessary a third ballot) will be held excluding the already successful candidates.
15. Further ballots after the third one may be held if a majority of the members of the JEC so decide.
16. If more than 12 candidates receive a majority vote in the first ballot then the 12 candidates with the most votes will be the slate of Award winners.
17. In the event of a tied vote for the 12th Award, there will be a subsequent ballot of just the tied candidates. The maximum number of votes each member of the JEC may have will be equal to the number of slate places that are left to be decided.
18. For each ballot the maximum number of votes each member of the JEC may have will be equal to the number of slate places that are left to be decided.
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.
20. When a slate of Award winners has been decided, the slate 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.
21. The decision of the JEC is final.

# Conflicts of interest

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.

# Announcing and presenting the Awards

1. Immediately following the decision, the new Ambassadors and their nominators will be informed of their Awards.
2. The Awards will be announced and presented individually by the Presidents of IBE and ILAE at the International Epilepsy Congress (IEC). Award winners will be invited to attend the IEC to receive their Award and will be offered free registration to the Congress. The offer of free registration is not transferable to anyone else.
3. Information concerning the Ambassador for Epilepsy Award winners 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.