

Ottawa County Veteran of the Year Guidelines

1. Each Post/Chapter of officially chartered veterans organizations may submit nominations for Ottawa County Veteran of the Year.
 - (a) The organization that nominates a veteran must complete a nomination package in accordance with the application.
 - (b) There is no limit to nominations.
 - (c) Nominations must be received no later than January 15th.
2. All nominees for the Ottawa County Veteran of the Year must be a resident of Ottawa County.
3. Each Commissioner on the Ottawa County Veterans Service Commission, while serving, may nominate a veteran as an “at-large” nominee for this award.
4. The President of the Ottawa County Veterans Service Commission will serve as Chairman for the selection of the “Ottawa County Veteran of the Year”. The Veteran Service Commissioners will select the Ottawa County Veteran of the Year by majority vote. If in the event of a tie, the Chairman will be the deciding vote.
5. The award may be presented posthumously.
6. Currently serving members of the Ottawa County Veterans Service Commission are not eligible for nomination for Ottawa County Veteran of the Year.
7. The results of the vote will be kept confidential until the selected candidate, or family member if candidate is deceased, is notified.
8. A formal presentation of the award will be made by the Ottawa County Veterans Service Commission.
 - (a) If possible, a lunch or dinner will be arranged, with invitations sent to all Post commanders, local dignitaries, to include County Commissioners, judges, mayor, *etc.*, previous awardees, and family members of the selected candidate.
 - (b) The preferred formal function will be held at the Post to which the selected candidate belongs, if applicable.
 - (c) The selected candidate will be presented a plaque and his/her name will be added to the permanent plaque displayed in the Ottawa County Veterans Service Office.
 - (d) A Proclamation will be requested from the Ottawa County Board of Commissioners.
 - (e) The Ottawa County Veterans Service Office website will maintain a webpage with the photo and information on each selected candidate.