

To: National Executive Director/COO Bob Borka

From: Marine Jeffrey D. Jones

Subj: Amending Section 3105 of Administrative Procedures

**Current Language:**

**4. Responsibilities**

a. The National Marine of the Year Society is responsible for the following:

- 1) Presenting the Marine of the Year recipient at the closing banquet of the Convention.
- 2) Presenting the Marine of the Year Award to the recipient at the next Mid-Winter Staff meeting subsequent to the National Convention.

b. The NED/COO of the MCL will assist the National Marine of the Year Society in the following manner:

- 1) Accept all nominations which are submitted in accordance with the requirements of this section.
- 2) When the nomination is received at the National Office, the NED/COO will ensure the following process will be followed:
  - a) Date received by NED/COO;
  - b) Progressive number in order received;
  - c) Initials of the NED/COO;

**Proposed:**

**4. Responsibilities**

a. The National Marine of the Year Society is responsible for the following:

- 1) Presenting the Marine of the Year recipient at the closing banquet of the Convention.
- 2) Presenting the Marine of the Year Award to the recipient at the next Mid-Winter Staff meeting subsequent to the National Convention.

b. The NED/COO of the MCL will assist the National Marine of the Year Society in the following manner:

- 1) Accept all nominations which are submitted in accordance with the requirements of this section.
- 2) When the nominations are received via email, the NED/COO will ensure the following process will be followed:
  - a) Date received via email by NED/COO;
  - b) Progressive number in order received;

c) Confirmation email to the sender of nomination letter that the letter has been received and they need to respond back that they received the confirmation email.

**Rationale:**

The National Marine of the Year submission packets will only be accepted in electronic form so physical replies will be updated to electronic as well.

Respectfully Submitted,

Semper Fi,

Marine Jeffrey D. Jones  
President of the NMOY Society  
2017