

ITAA Guidelines for Nominations and Granting of the Muriel James Living Principles Award

I. GENERAL DESCRIPTION OF THE AWARD:

The **Muriel James Living Principles Award** is established to give recognition to ITAA members who have advanced the growth of transactional analysis, primarily by personal example as well as contributions of an exceptional and lasting nature. Personal example involves consistently living the principles of TA, which includes, but is not limited to: clear adult thinking, joyful creativity, compassionate ethics and a lack of gaminess in transactions with others. Such a person would model egalitarian relationships and promote an "I'm OK You're OK" atmosphere in both professional and personal arenas. The effect of modeling a life of living TA principles would be evident in improvement of the quality of life and development of community in the nominee's areas of involvement. The nominee will have demonstrated commitment, concern and caring for both individuals and the world community, and will be active in the international advancement of the principles of transactional analysis either professionally or personally.

Nominations for the Muriel James Living Principles Award (hereafter MJLP) are to be considered annually by the Executive Committee of ITAA or to such committee as they may appoint. The MJLP need not be presented each year, and in the event of more than one equally qualified nominee, the Board may make a multiple award at their discretion. The award will be presented annually either at the conference of the ITAA or at another forum decided by the Award Committee, except for those years in which the committee votes to not grant the award. The award will consist of a plaque.

NOTE: The Award Committee will recommend and coordinate with the President and ITAA Office the arrangements for presenting the award.

II. SPECIFIC NOMINATION CRITERIA:

1. Any member of ITAA in good standing may nominate any other member of ITAA in good standing.
2. The activities which demonstrate the international advancement of transactional analysis as a result of personal example and contributions of an exceptional and lasting nature, shall primarily have taken place while the nominee was a member of ITAA.
3. The nomination itself should include a description of the nominee's background, a detailed description of the ways in which the nominee consistently and historically demonstrates TA principles in his/her life, and the areas in which the nominee is involved which demonstrate the international advancement of TA through commitment, concern and caring for both individuals and the world community. Documentation will be provided which supports the nomination from three areas of the nominee's life: personal, professional and community. Three or more people for a particular individual will therefore make a complete nomination. Since areas of a person's life frequently overlap, each nominator may speak to one or more area, although a complete nomination must cover all three areas.
4. It is not a requirement that the nominee have either previously been recognized for their efforts. However, the nature of the award indicates that the nominee will be well known at some level of the ITAA organization. Members of ITAA who are currently serving on the Executive Board may be considered for nomination, but will be excluded from any Award Committee process.

III. NOMINATION PROCEDURES:

1. The Executive Committee of ITAA or its designate (hereafter called the Award Committee) will publish a call for the Muriel James Living Principles Award at least one year prior to the

annual ITAA conference at which the award is to be given. The Call for Nominations will be published in the Transactional Analysis Journal, The Script, as well as in other TA journals and newsletters so that all members will have an opportunity to respond. It will include a brief description of the criteria for the award and the supporting materials that must be submitted for consideration.

2. Additionally, members of the Executive Committee may directly encourage nominations by and for members who might not otherwise respond to a published Call for Nominations.
3. To be considered for a nomination, the following information and materials must be submitted, in written English and in electronic form (Microsoft Word or PDF), by the individuals, groups or organizations making a nomination to the Muriel James Living Principles Award Committee in care of the ITAA office no later than January 1:
 - a) Name of Nominee
 - b) A detailed description by three people (one of whom must be an ITAA member) of the nominee's demonstration of living the principles of TA, which has led to the international advancement of transactional analysis on either the professional, community or personal level.
 - c) Supporting relevant documentation.
 - d) The complete name, address and phone numbers of the person (s) making the nomination, whom the Award Committee may contact if additional information or material is required to fully consider the nomination.
4. Notification of the nominee that their name has been submitted for consideration for the Muriel James Living Principles Award is a courtesy on the part of the person(s) making the nomination, but it is not a requirement of the nomination process.
5. The Award Committee may require additional information or documentation from the person(s) making the nomination, prior to considering the nomination for an award. Failure to provide this requested documentation in a timely fashion may result in the nomination being exempted for consideration during that year.

IV. THE AWARD COMMITTEE REVIEW/VOTING PROCEDURES:

1. All nominations received by the deadline six months prior to the annual meeting, or any specific date set by the Executive Committee) will initially be reviewed by the chairperson in consultation with the committee members to determine the following:
 - a) the eligibility of the nomination
 - b) that written information and materials required for submitting a nomination are complete and sufficient for consideration by the committee
 - c) the names of three (3) to five (5) committee members or other consultants who are qualified to provide reviews and evaluations of each of the nominations for the award.
2. No later than five months prior to the award, the Award Committee shall request any additional information needed to consider a particular nomination, from the person(s) making the nomination. The information requested must be submitted no later than four months prior to the annual meeting at which the award is to be given. The Award Committee may as a courtesy inform the nominee of their nomination, but it is not required.
3. The three (3) to five (5) committee members or consultants will complete thorough reviews and evaluations of each nomination for the award. They will prepare written summaries for the Award Committee, including their recommendation on whether or not to grant the award to a particular nominee.
4. The detailed reviews and recommendations will be distributed to all committee members at least two months prior to the annual meeting at which the award is to be given. Everyone

on the committee will be expected to review the materials prior to voting. Consultants will not be given a vote.

5. The Award Committee will have the following options for granting the Award:
 - a) Granting no award that year;
 - b) Granting one award that year;
 - c) Granting a "shared" award.
6. Since the vote will most likely be by mail, all votes must be received by the Award Committee Chairperson at least one month prior to the award ceremony. In the event of a tie or a very close vote, the chair may request the committee members to indicate their thoughts on a "shared" award. **(NOTE: Email voting by a committee is not a legal vote under Californian law.)**
7. All review procedures and deliberations regarding the nominations for the Muriel James Living Principles Award are to be kept confidential by the members of the Award Committee and its consultants. The decisions themselves, regarding refusal or approval to give the award will be kept in the committee minutes, with a brief summary of the committee rationale therein.
8. Any person nominated for the Muriel James Living Principles Award shall be informed of the committee's decision prior to the annual meeting. When the nominee is refused the award, a letter from the Executive Committee that warmly strokes the nominee's personhood and endeavors is strongly suggested.

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The Award Committee will recommend and coordinate with the President and ITAA Office the arrangements for presenting the award at the annual ITAA Conference. Decisions regarding the plaque, any honorarium, and lifetime membership grant will be made by the Award Committee subject to the approval of the Board of Trustees regarding expenditures.