

ASIS Tampa Bay Chapter Procedure: The Cooper Knight Award

Purpose

The purpose of this procedure is to establish clear guidelines for the administration, nomination, selection, and presentation of **The Cooper Knight Award**, recognizing an exemplary volunteer who has made significant contributions to the ASIS Tampa Bay Chapter and the security profession.

Background

The **Cooper Knight Award** was created in 2025 through the consolidation of two long-standing chapter honors the **Gerald W. Cooper Chairman's Award** and the **Charles K. Knight Board of Director's Award**. Both awards recognized chapter volunteers who performed above and beyond expectations each year.

Beginning in **2026**, these two awards will be combined into a single annual honor, maintaining the spirit and intent of recognizing exceptional volunteer service.

Eligibility

1. Nominees must be **current members in good standing** of the **ASIS Tampa Bay Chapter**.
 2. Nominees should have demonstrated **outstanding service, leadership, and commitment** to the chapter or its mission during the award year.
 3. Current members of the **ASIS Tampa Bay Chapter Board of Directors** may be nominated; however, they **may not participate** in deliberations regarding their own nomination.
 4. There is **no limit** on the number of times an individual may be nominated or selected but repeat recipients must demonstrate **new and distinct contributions** to the chapter.
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Nomination Process

1. **Call for Nominations:**
 - The Chapter Secretary (or designee) shall issue a call for nominations to all chapter members each **October**.
 - The announcement will include award criteria, nomination instructions, and the submission deadline.
2. **Nomination Submission:**
 - Nominations may be submitted by any chapter member in good standing.
 - Each nomination should include:

- The nominee's name and contact information.
 - A summary of the nominee's contributions to the chapter.
 - A brief statement describing why the nominee exemplifies the spirit of volunteerism and service.
- Nominations must be submitted electronically to the Chapter Secretary by the specified deadline.
3. **Deadline:**
- Nominations must be received **no later than November 15** of each year.
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Selection Process

1. The **ASIS Tampa Bay Chapter Board of Directors** shall review all nominations at its November board meeting (or a special session, if required).
 2. Discussion and deliberation shall be conducted in closed session.
 3. The Board will select one recipient by majority vote.
 4. In the event of a tie or lack of consensus, the **Chapter Chair** shall cast the deciding vote.
 5. The decision of the Board is final.
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Award Presentation

1. The **Cooper Knight Award** shall be presented annually at the **December chapter luncheon** or final meeting of the year.
 2. The recipient will be:
 - Announced publicly during the event.
 - Presented with a **commemorative award or plaque** recognizing their service.
 - Honored with a **\$500 charitable donation** made by the chapter to a **charity of the recipient's choice**.
 3. The Chapter Treasurer shall coordinate the donation and ensure that payment is made directly to the designated charitable organization.
 4. A record of the award recipient and their chosen charity shall be maintained in the chapter's historical files by the Chapter Secretary.
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Communications and Publicity

1. Following the award presentation, the Chapter Communications Chair (or designee) shall prepare a news release or website article announcing the recipient and highlighting their contributions.
2. Information may be shared via the ASIS Tampa Bay website, social media platforms, and ASIS International communication channels, as appropriate.

Review of Procedure

This procedure shall be reviewed by the Chapter Board every **three (3) years** or as necessary to ensure continued relevance and compliance with ASIS International chapter guidelines.