

**GUIDELINES FOR THE EVALUATION OF CANDIDATES
FOR THE HERPETOLOGICAL ASSOCIATION OF AFRICA'S
EXCEPTIONAL CONTRIBUTION TO AFRICAN HERPETOLOGY
AWARD**

The present committee of the Herpetological Association of Africa has agreed upon the following guidelines for the evaluation of candidates nominated for the H.A.A. *Exceptional Contribution to African Herpetology* award. It was also agreed that these guidelines will be accepted as the standard in this regard for this and future H.A.A. Committees until such time that a Committee deems it necessary to have them altered. The emphasis is on African herpetology, and workers stationed outside of Africa should also be considered for the award. It has been decided that the award will not be presented posthumously.

1. Any number of candidates from any country may be nominated by any fully paid-up H.A.A. member by means of a written proposal accompanied by a brief motivation submitted to the Chairperson of the H.A.A. Proposals to reach the Chairperson at least 30 days in advance of an advertised conference date.
2. The H.A.A. Chairperson will then send copies of all written proposals to all Committee Members.
3. It is recommended that academic qualifications are not to be taken into account during the evaluation of candidates.
4. If in his/her or the Committee's opinion, more information is required about any particular candidate, the H.A.A. Chairperson may solicit additional information from co-workers or other peer reviewers.
5. After evaluating all relevant information about the nominees, the Committee will then select by majority vote a "winner", who as long as he/she receives more than half the Committee's votes (e.g. 4/7), will then be informed formally by the H.A.A. Chairperson. If there is no candidate with more than half the Committee's votes, the award will not be presented. Committee Members are not obliged to vote for any candidate if they are of the opinion that none deserve the award.
6. The H.A.A. *Exceptional Contribution to African Herpetology* award will then be conferred upon the selected candidate at an appropriate venue, which may take the form of a special ceremony during an official H.A.A. gathering (general meeting, symposium, conference or workshop).
7. Conferment of the Award is no prerequisite for official H.A.A. gatherings such as general meetings, symposia, conferences or workshops. Therefore, if no nominations are received by the H.A.A. Chairperson, an award will be made at a future venue once a candidate has been elected. It is not a necessity to present the award at any particular H.A.A. gathering.
8. The nomination cycle is 1 June to 31 May of each year.

Finally, the H.A.A. Committee expresses its hope that future committees will take cognisance of the exceptional achievements of earlier recipients of this Award, and not devalue the conferment of the Award.

Compiled by: E.H.W. Baard, Additional Committee Member, H.A.A. Committee: 29 January 1992

Amended by: M.F. Bates, Chairman, H.A.A. Committee: 30 March 1993

M.F. Bates, Chairman, H.A.A. Committee: 19 May 1993

M.F. Bates, Additional Committee Member, H.A.A. Committee: 24 July 2019