

## **General procedure for selecting the recipient of the CCDC Prize**

1. All nominations for the prize should be submitted to the CCG Secretary according to the procedure specified on the distributed nomination form.
2. After the deadline for nominations has passed, the CCG Secretary will distribute a list of nominees with their academic affiliations to all CCG Committee members (excluding those who are nominees, and including the CCG Chairman), and invite them to participate in the judging panel.
3. After receiving the list of nominees, any CCG Committee member who is not willing to participate in the panel should indicate this to the CCG Secretary as soon as possible. The CCG Secretary will ensure that a valid panel has been convened then distribute the submitted material to each member of that panel. Requirements for a valid panel are outlined below.
4. Each member of the judging panel should individually return their assessment to the CCG Chairman by the agreed deadline. These assessments should be sent only to the CCG Chairman and should otherwise be kept confidential. All assessments are made in confidence; the CCG Chairman will not make public any assessments of the nominees.
5. After receiving assessments from all members of the judging panel, the CCG Chairman will select the recipient of the prize according to the guidelines outlined below.

## **Guidelines for assessment by members of the judging panel**

Each member of the judging panel should rank all nominees, indicating their first choice to receive the prize, second choice, *etc.* Criteria to consider in the assessment include:

- To what extent does the nominee's submitted work advance knowledge and/or application in its specific area of chemical crystallography?
- How original are the ideas in the nominee's submitted work?
- To what extent has the nominee displayed independence in their submitted work (for example, leadership of the project, contribution of ideas, etc.)? Note that extra information for this may be provided on the nomination form.

## **Procedure followed by the CCG Chairman**

### ***Deadline***

Only assessments returned before the deadline will be included in the vote, unless fewer than 5 assessments are received, in which case the CCG Chairman will attempt to solicit assessments from nonconforming members of the panel until at least five have been received. If after the deadline has passed, the CCG Chairman decides that an assessment is unlikely to be forthcoming from a panel member for any reason, they may request the CCG Secretary to seek one or more additional panel members in order to complete the judging process.

### ***Voting system***

The CCG Chairman will apply the “consensual” principles of the Borda count voting system ([http://en.wikipedia.org/wiki/Borda\\_count](http://en.wikipedia.org/wiki/Borda_count)), *i.e.* each nominee receives 0 points for last place ranking, 1 point for second from last, 2 points for third from last, *etc.*, and the nominee with the greatest number of points is the winner. If the Borda count should produce a tie, the tied nominees will be distinguished according to their number of first choice rankings, then (if required) second choice rankings, *etc.* In the event that any nominees are indistinguishable by this procedure, the CCG Chairman will cast the decisive vote.

### ***Further particulars***

1. After receiving the list of nominees, any committee member may decline to join the judging panel without stating any reason. If they do so, they will not receive the material to be judged and they will take no further part in the judging process.
2. The judging panel must comprise a minimum of 5 members (**excluding** the CCG Chairman, and **including** the CCG Secretary). If it is necessary to seek panel members from outside the current CCG Committee, the CCG Secretary will invite immediate past CCG Committee members, starting with those that have left the committee most recently, until a panel of 5 members is established.
3. If the CCG Secretary should be nominated for the prize, their role should be passed at the earliest opportunity to the first eligible person in this list: CCG Vice Chairman, CCG Chairman, other CCG committee member.
4. If the CCG Chairman should be nominated for the prize, their role should be offered to the immediate past CCG Chairman, then successive past CCG Chairmen, then to any member of the CCG selected by consensus of the members of the CCG Committee (excluding those who are nominees) until the post is filled.