

INFORMATION SYSTEMS SECURITY ASSOCIATION (ISSA) POLICIES AND PROCEDURES

1 ANNUAL AWARDS

It is the practice of ISSA to annually recognize individuals, and organizations who have made significant contributions to ISSA and/or the information security profession. In order to accomplish this, the Association will appoint an independent review committee reporting to the Director of Operations/Secretary and the President. The committee will identify, evaluate, and prepare recommendations for ISSA's recognition. The International Board of Directors will have final approval on all annual awards.

All nominations for annual awards by the chapter presidents and membership at large shall be received by the Awards Committee Chairperson for consideration and evaluation based upon the criteria described in these policies and procedures.

The Awards Committee will report to the Director of Operations/Secretary the status of all committee activities.

The Awards Committee will identify, prepare, and submit a recommendation to the President of the International Board of Directors for concurrence and ratification of those deserving recognition by the Association.

1.1 Roles and Responsibilities

The ISSA Board of Directors will determine the deadline for submission of nominations to the Awards Committee; the deadline will be specifically determined based upon when the awards will be presented.

The Awards Committee, with the assistance of the ISSA Management Company will:

- Identify potential candidates.
- Mentor submitters to help them successfully complete the nomination process.
- Solicit nominations from the Chapter Presidents, past award recipients, and general membership.
- Consider additional nominations from the ISSA Board of Directors and Chapter Presidents Advisory Council (CPAC) representatives.
- Create a checklist for categories, by which candidates are to be validated, available to the nominators and committee.
- Evaluate and select from those nominated through the official nomination process up to the close of the nomination period the candidate or candidates who most appropriately fulfill the award criteria.
- Identify miscategorized or inappropriate nominations, and recategorize them, or gently submit a rejection, as supported by the award criteria.

1.2 Recognition and Awards

The ISSA's annual awards include, but are not limited to the following:

- Induction into ISSA's Hall of Fame for contribution and advancement of the profession.
- Placement on ISSA's Honor Roll for sustained meritorious conduct and contribution to the advancement of the Association.
- Recognition as ISSA's outstanding Chapter of the Year in the following categories:
 - Chapter of the Year: Less Than 100 Members (Small Chapter)
 - Chapter of the Year: 100-300 Members (Medium Chapter)
 - Chapter of the Year: More Than 300 Members (Large Chapter)
- Recognition of an individual member's professional achievements as ISSA's Security Professional of the Year.
- Recognition of an individual member's contribution to the Association as ISSA's Volunteer of the Year.
- Recognition of an external organization's contribution to the Association as ISSA's Outstanding Organization of the Year.
- Recognition of an individual's contribution to the Information Security Profession via the President's Award for Public Service.

In the event that there are no candidates who fulfill the individual awards criteria, the

Awards Committee will notify the Board of Directors that one, or more, of the annual awards will not be presented that year. Additionally, in the event that there are multiple selected candidates, the Awards Committee will recommend that the Board of Directors consider those candidates and awards.

At a minimum, the Awards Committee will recommend the following award be granted:

- Recognition as the Chapters of the Year.

1.3 Duties and Responsibilities:

1.3.1 The Award Committee's duties include:

- Solicit nominations and justifications up to the close of the official nomination period.
- Conduct a formal assessment and vote on each valid nomination against standard criteria as established in this document.
- Discretion to recommend the move of candidates from one category to a category where all criteria are met, through a 75% majority vote of the Award Committee. Committee will identify miscategorized or inappropriate nominations, and recategorize them, or gently submit a rejection, as supported by the award criteria.
- Discretion to recommend limiting an individual to a single award in any given selection cycle.
- Present the nominations and number of Award Committee votes each member received for each award to the International Board of Directors. Nominations will be presented without the name of the person who submitted the nomination.
- Notify the International Board of Directors of the recommendations in each category, accompanied by the committee's rationale and spreadsheet and solicit their concurrence and ratification.

- Send the name as it is to appear for each award to the ISSA management company.
- Submit an article for the ISSA JOURNAL (or ISSA eNews) and the website about the award winners including photographs.
- Assist in preparing press releases.
- Perform follow-up with the ISSA management company to confirm the shipping information for any award that needs to be shipped.
- Submit a report on how the processes could be improved.

1.3.2 The Association Board of Directors' duties include:

- The President or Director of Operations of the Association must provide a list of those accepted honorees to the Awards Committee Chairperson.
- The President will send an official notification to each honoree as soon as possible, but no later than sixty (60) days prior to the induction ceremony, delineating the honors, rewards, and benefits that have been bestowed as well as the date, location, and time of the induction ceremony.

1.3.3 The ISSA Management Company duties include:

- Ensure all required documentation is received before the end of the nomination period.
- Contact award winners and perform the following: Record the name as it should appear on the award; tell the winner when the award will be presented; ask if they will be attending the event; and if not attending, ask who might accept the award on their behalf or get shipping information.
- Organize and coordinate awards presentation.
- Manage production of awards, including updating of perpetual plaques.
- Prepare an official notification to each honoree as soon as possible for the President to send at least sixty (60) days prior to the induction ceremony, delineating the honors, rewards, and benefits that have been bestowed as well as the date, location, and time of the induction ceremony.
- Ensure that award winners are publicized in Association publications and communications at least one month prior to the award ceremony.
- Arranging with conference management guest passes for award winners who are not otherwise registered to attend. The pass only needs to cover the ISSA Annual Awards Ceremony.
- Arranging for someone to photograph the winners receiving their awards.
- Assist with travel arrangements as necessary and obtain recognition plaques, and certificates as deemed appropriate by the Board of Directors.
- Provide a photograph of the ceremony and a copy of all publicity statements, invitations, or articles about the award to the recipient.
- Notifying the ISSA President as to who is attending, accepting for, or not attending.
- Provide agenda and talking points for the presentation.
- Update membership records for award recipients who receive honorary or lifetime membership associated with the honor.
- Ensure that Award icons are updated for each award category and forwarded to recipients following the ceremony.

- Maintain and preserve historical records of past award recipients and transition archive to new management companies should a transition take place.

1.4 Schedule of Awards Committee Deliverables

Each year:

- The Awards Committee will prepare a preliminary list of candidates for the Hall of Fame and Honor Roll awards based upon the prior year's database and submit this to the Board of Directors and Chapter Presidents for discussion at a business meeting.
- The Awards Committee Chairperson will be prepared to discuss the prior year's nominations for all other awards to see if the Presidents wish to re-nominate those individuals.
- The Awards Committee Chairperson will:
 - Solicit recommendations and candidates for consideration of the current year's awards.
 - If deemed appropriate, approved by the Board of Directors, and funded, participate in the awards presentation.
 - Attend the Chapter Officers Meeting; provide an up-to-date status and request for volunteers to staff the committee.
 - Establish a working committee, identifying the members and their roles and responsibilities.
 - Establish a schedule of deliverables, teleconferences, and reporting deadlines for the year.
 - Prepare recurring status report(s) for publication in the ISSA JOURNAL (or ISSA eNews) and the Members Only section of the Web services, announcing nominations, discussing candidate qualifications, write-up requirements, and deadlines.
 - Present the Committee's list(s) to the Board of Directors.
 - Request confirmation from the Board of Directors on recommended candidates. Confirmation must be received by [Board-determined deadline (which must be at least 60 days prior to the scheduled awards presentation)] so that the Awards Committee can begin notifying the award recipients and begin planning and coordinating support efforts for the awards process for the next annual awards cycle.
 - Prepare and send notification letters with assistance of headquarters' administrative staff.
 - Notify the Association's headquarters staff of the awards needed.

The Awards Committee will:

- Solicit nominations from the general membership, past award recipients, CPAC representatives, and International Board members.
- Create a checklist for categories, by which candidates are to be validated, available to the nominators and committee, and
- Evaluate and select from those nominated the candidate or candidates who most appropriately fulfill the award criteria.
- Identify miscategorized or inappropriate nominations, and recategorize them, or gently submit a rejection, as supported by the award criteria.
- Follow procedures and meet all requirements

- Submit a list of recommended candidates for consideration by the Board of Directors.

2 Award Criteria

Note that award nominees who are currently serving as a member of the Awards

Committee, an ISSA International Officer, or an ISSA International Board member shall recuse himself/herself from participating in discussions, votes, et al. associated with awards.

2.1 Hall of Fame Award

Induction into the ISSA Hall of Fame recognizes an individual's exceptional qualities of leadership in their own careers and organizations as well as an exemplary commitment to the information security profession. Up to five (5) candidates or teams of candidates may be inducted annually.

2.1.1 To be considered:

- Honorees must represent the highest levels of professionalism and lifetime achievement. In order to achieve this level a candidate must be in the information systems security field for a minimum of 10 years.
- The breadth and scope of the individual's current and past contributions must be significant to the information systems security industry and profession. Their contributions are expected to have demonstrated influence and recognition across multiple industries, verticals, or nations.
- Candidates must be recognized for technology invented or contributions to the field in research, academics, or government services beyond borders, with documented, ongoing use or growth of the technology or knowledge provided.
- Global diversity in nominations is encouraged, but nominating material may be requested to be translated into English to support the nomination, as the main language of the ISSA Journal and headquarters' staff.
- ISSA membership is not required.
- Nominations must be made on the official nomination form by any ISSA member in good standing by the end of the official nomination period.
- Current members of the International Board may not nominate other current Board members.
- Members may not self-nominate or mutually cross-nominate.
- The Awards Committee may also nominate additional qualified candidates during the nomination period without limitations on number of candidates nominated by the committee.
- Candidate must have no felony convictions.
- Posthumous nominations will not be considered.

2.1.2 Hall of Fame recipients will receive:

- A lifetime General membership
- Their name added to the perpetual Hall of Fame plaque
- An award to display in their office or home
- A Hall of Fame pin
- An invitation to receive their award a public ceremony with travel and lodging expenses covered by the association
- Listing on the association's website

- Hall of Fame icon for their personal use

2.1.3 The selection process:

- The Awards Committee will review all nominations and select up to five (5) candidates or teams of candidates for presentation to the Board of Directors.
- A slate of candidates with written justification delineating their individual qualifications will be prepared by the Awards Committee will be distributed to the Board of Directors no less than five (5) days prior to the designated Board meeting.
- The Board of Directors will vote to accept up to five (5) of the candidates or teams of candidates.
- To be accepted, a candidate must receive the votes of a simple majority of the Board of Directors.
- Hall of Fame is a prestigious industry award, and not a method to honor board or chapter officers or members for service to ISSA alone. Rather, Volunteer or Security Professional awards should be considered for local service, and Honor Roll for long-term meritorious service to ISSA internationally.
- Any current members of the International Board of Directors or Awards Committee associated with any nominee must recuse themselves from the review process for the candidate.

2.2 ISSA's Honor Roll

Induction into the Honor Roll recognizes an individual's sustained contributions to the information security community, the advancement of the association and enhancement of the professionalism of the association's membership.

2.2.1 In addition to the above criteria, candidates must also meet the following requirements:

- A member in good standing at the time of the nomination.
- A minimum tenure of 10 years as an information security practitioner.
- A minimum of 7 years of ISSA membership.
- Demonstrated leadership within the association at the local or international level.
- Be recognized within the security community as a contributor and leader beyond the local chapter level.
- Nominations must be made on the official nomination form by any ISSA member in good standing.
- Current members of the International Board may not nominate other current Board members.
- Members may not self-nominate or mutually cross-nominate.
- The Awards Committee may also nominate additional qualified candidates during the nomination period without limitations on numbers of candidates nominated.
- Posthumous nominations will not be considered.

2.2.2 Honor Roll recipients will receive:

- 5 years General membership
- Their name added to the perpetual Honor Roll plaque
- An award to display in their office or home
- An Honor Roll pin

- An invitation to receive their award a public ceremony with travel and lodging expenses covered by the association
- Listing on the association's website
- Honor Roll icon for their personal use

2.2.3 The selection process:

- The Awards Committee will review all nominations and select up to seven (7) candidates for presentation to the Board of Directors.
- A slate of candidates with written justification delineating their individual qualifications will be prepared by the Awards Committee will be distributed to the Board of Directors no less than five (5) days prior to the designated Board meeting.
- The Board of Directors will vote to accept up to seven (7) candidates
- To be accepted, a candidate must receive the votes of a simple majority of the Board of Directors.
- Any current members of the International Board of Directors or Awards Committee associated with any nominee must recuse themselves from the review process for the candidate.

2.3 Security Professional of the Year Award

The Security Professional of the Year Award honors one (1) individual who best exemplifies the most outstanding standards and achievement in information security in the preceding year.

2.3.1 The honoree:

- Has raised the posture and effectiveness of security, risk and compliance within his or her organization through a unique contribution to information or cyber security.
- Has demonstrated mutually beneficial relationships with top management to promote a compelling and productive balance between organizational priorities and risk.
- Has created and implemented unique solution(s) for information security problems that may serve as models for fellow practitioners.
- Candidates should have a minimum of 5 years of ISSA membership.
- Only one award per chapter shall be considered in one year.
- Members may not self-nominate, or mutually cross-nominate.
- In addition to the above criteria, candidates must also be:
 - A member in good standing at the time of the nomination.
 - Recognized within the security community as a contributor and leader.
 - Current International Board members are not eligible.

2.3.2 Recipient will receive:

- An award to display in their office or home
- An invitation to receive their award in a public ceremony with travel and lodging expenses covered by the association
- A feature article in the ISSA Journal
- Listing on the association's website
- Security Professional icon for their personal use

2.3.3 The selection process:

- Nominations must be made on the official nomination form by any ISSA member in good standing during the official nomination period.
- Posthumous nominations will not be considered.
- Nominations with co-recipients are allowable.
- The Awards Committee will review all nominations and present one recipient for consideration by the International Board of Directors.
- A slate of candidates with written justification delineating their individual qualifications will be prepared by the Awards Committee will be distributed to the
- Board of Directors no less than five (5) days prior to the designated Board meeting.
- The Board of Directors will vote to select one recipient.
- To be accepted, the candidate must receive the votes of a simple majority of the Board of Directors.
- Any current members of the International Board of Directors or Awards Committee associated with any nominee must recuse themselves from the review process for the candidate.

2.4 Volunteers of the Year

These Volunteers of the Year Awards recognize no more than five (5) members who have made a significant difference to any of their chapter, the association, or the information security community through dedicated and selfless service to ISSA.

2.4.1 Candidates must have:

- Provided significant enthusiasm, organizational assistance and specific expertise
- Shown initiative and leadership in the development of a program or achievement.
- Exemplify the commitment to the effectiveness, advancement and professionalism of our members.
- Nominations must be made on the official nomination form by any member in good standing during the nomination period.
- Each nominator is limited to one Volunteer of the Year nomination for the year.
- In situations where two volunteers have collaborated equally to the development of a program or achievement, a joint nomination may be made.
- Posthumous nominations will not be considered.
- Only one award per chapter shall be considered in one year.
- Members may not self-nominate, nor mutually cross-nominate.

2.4.2 In addition to the above criteria, candidates must also meet the following requirements:

- A member in good standing at the time of the nomination
- Served in a leadership role within the chapter or association
- International Board members are not eligible during their terms of office

2.4.3 Recipients will receive:

- An award to display in their office or home

- An invitation to receive their award a public ceremony with travel and lodging expenses covered by the association
- A feature article in the ISSA Journal
- Listing on the association's website
- Volunteers of the Year icon for their personal use

2.4.4 The selection process:

- The Awards Committee will review all nominations and select no more than five (5) for consideration by the International Board of Directors.
- A slate of candidates with written justification delineating their individual qualifications will be prepared by the Awards Committee will be distributed to the Board of Directors no less than five (5) days prior to the designated Board meeting.
- The Board of Directors will vote to select no more than five (5).
- To be accepted, a candidate must receive the votes of a simple majority of the Board of Directors.
- Any current members of the International Board of Directors or Awards Committee associated with any nominee must recuse themselves from the review process for the candidate.

2.5 Outstanding Organization of the Year Award

Candidate organizations must have provided a sustained, proactive presence that directly contributed to the overall good and professionalism of the Association and its membership, providing either services, products, and or direct support that ensures the promotion of the highest ethical standards in addressing Information Security and its future direction.

The Association recognizes those organizations that truly distinguish themselves within the information or cyber security community as a whole and are deserving of this recognition. The Association does not intend to limit or restrict nominations to large corporate entities, government agencies, consulting firms, current vendors, or sponsors nor to entities making significant cash contributions to the Association.

- The organization should be widely recognized for their contribution to advancement of information or cyber security.
- The organization must represent the highest levels of professionalism, and represent a significant level of unique advancement in research or technology.
- Global diversity in nominations is encouraged.
- Nominations must be made on the official nomination form by any ISSA member in good standing.
- Any current member of the International Board of Directors or Awards Committee associated with any nominated organization must recuse themselves from this process.

2.5.1 Recipients will receive:

- An award to display in their office
- An invitation to receive their award at a public ceremony with travel and lodging expenses covered by the association
- A feature article in the ISSA Journal

- Listing on the association's website
- Organization of the Year icon for their use
- Organization must exist at the time of nomination in order to be considered

2.5.2 The selection process:

- The Awards Committee will review all nominations and select up to one (1) for consideration by the International Board of Directors.
- A slate of candidates with written justification delineating their qualifications will be prepared by the Awards Committee will be distributed to the Board of Directors no less than five (5) days prior to the designated Board meeting.
- The Board of Directors will ratify or reject the candidate.
- To be accepted, a candidate must receive the votes of a simple majority of the Board of Directors.

2.6 Chapter of the Year Awards

Chapter of the Year recognizes chapters that have done an exceptional job of supporting ISSA's mission, serving their member communities and provide enabling opportunities. Awards will be made in up to three categories based on size: Fewer than 100 Members (Small Chapter), 101-300 members (Medium Chapter), and More than 300 members (Large Chapter).

2.6.1 Nominees will be evaluated on their activities and programs in the following areas:

- Member Services: providing the resources to meet the challenges of information security professionals and their organizations, including examples such as:
 - Regular chapter meetings
 - Seminars, conferences and other training events
 - Networking functions and the development of peer relationships
 - Established resume banks or job boards
 - Member recognition and appreciation
 - Surveys
- Membership Development: building the depth and breadth of the local ISSA member community
 - Membership growth measured by number and percentage
 - Member engagement and retention activities
 - Level of volunteer involvement and participation
 - New member welcome and engagement
- Projects and Special Events
 - Collaborative functions or studies with other professional organizations and/or other ISSA chapters
 - Community service projects or events your chapter has developed or led
 - Participation in trade shows
 - Outreach programs
- Development of the Next Generation of Information Security Professionals
- Communications and Marketing: increasing the awareness and influence of ISSA and the information security field

- Participation in and support of ISSA International initiatives and programs
- Nominations must be made on the official form by any member in good standing

2.6.2 Recipients will receive:

- An award to display
- \$500 toward a member appreciation event or donation in the chapter's name to a scholarship fund of the winner's choice
- An invitation for a chapter representative to receive the award a public ceremony with travel and lodging expenses covered by the association
- Feature article in the ISSA Journal
- Listing on the association's website
- A Chapter of the Year icon for display on the chapter website or in marketing materials

2.6.3 The selection process:

- The Awards Committee will review all nominations
 - Each committee member may award up to 10 points in each of the six program and activity categories. Each committee member's points totaled.
 - The points of all of the committee members participating in the evaluation of an individual chapter will be added together and divided by the number of reviewers to determine each chapter's score.
 - The chapter with the highest score in each division will be forwarded to the International Board of Directors for approval. In cases of a tie, multiple chapters may be presented.
- A slate of candidates with written justification delineating the chapter's qualifications will be prepared by the Awards Committee will be distributed to the Board of Directors no less than five (5) days prior to the designated Board meeting.
- The Board of Directors will vote to select one (1) in each of the three (3) divisions.
- To be accepted, a candidate must receive the votes of a simple majority of the Board of Directors.
- Any current members of the International Board of Directors or Awards Committee associated with any nominated chapter must recuse themselves from the review process for the candidate.

2.7 President's Award for Public Service

This award is for recognition of an individual's contribution to the information security profession in the area of public service as described below.

2.7.1 To be considered:

- ISSA membership is not required
- Honorees must have:
 - A tangible presence and recognition by the general public, either by name, or by the research that they have presented to the general public through the organization or media that they represent.
 - An observable impact of an individual at the local, national, or international level as noted through the public media.

- Made significant contributions in the area of public service programs, legislation and public affairs, or public awareness of information security issues.
- Served in either a full-time position of public trust or media, or serve as a volunteer in the public arena and must have provided a sustained, proactive presence.
- Current International Board members are not eligible.
- Nominations must be made on the official nomination form by any ISSA member in good standing during the official nomination period.
- Posthumous nominations will not be considered.

2.7.2 Recipients will receive:

- An award to display in their office or home
- An invitation to receive their award a public ceremony with travel and lodging expenses covered by the association
- A feature article in the ISSA Journal
- Listing on the association's website
- President's Award icon for their personal use

2.7.3 The selection process:

- The Awards Committee will review all nominations and present one (1) for consideration by the International Board of Directors.
- A slate of candidates with written justification delineating their individual qualifications will be prepared by the Awards Committee and distributed to the Board of Directors no less than five (5) days prior to the designated Board meeting.
- The Board of Directors will vote to select one (1).
- To be accepted, a candidate must receive the votes of a simple majority of the Board of Directors.
- Any current members of the International Board of Directors or Awards Committee associated with any nominee must recuse themselves from the review process for the candidate.

3 ISSA Award Recipient Expense Reimbursement Policy

Any candidate who is selected by the ISSA Awards Committee will be offered reasonable travel and lodging expenses to accept the award at the ISSA International Conference Awards Ceremony. Travel expenses may include airfare, rail transportation, rental vehicles, parking, tolls, public transportation, ride-share, or personal vehicle transportation. Travel expenses must be authorized by the ISSA Chief Financial Officer (CFO) and travelers seeking reimbursement should incur the lowest reasonable travel expenses. Lodging must be booked through the ISSA Management Company at the conference host hotel at least 30 days prior to the event. Within 30 days of completion of a trip, the traveler must submit an ISSA Expense Reimbursement Form and supporting documentation to obtain reimbursement of expenses.

Non-reimbursable travel expenses include but are not limited to:

- Meals.
- Telephone calls/internet.

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.
- Travel costs for guests.