**Policy Statement:**
Any AASL Affiliate may nominate a program or event deserving of recognition at the national level that aligns with AASL’s guidelines, mission, and principle.

**Focus:**
Primary: AASL Affiliate Assembly

**Purpose:**
To define the process for submitting, presenting, and voting on AASL Affiliate Assembly Statements of Commendation.

**Procedure:**
1. Any Affiliate Assembly delegate may submit a Statement of Commendation on behalf of their AASL Affiliated Organization.
2. The exact dates for the commendations process will be published annually in the Affiliate Assembly Handbook.
3. Commendations are limited to programs or events and exclude individuals and AASL Affiliates.
4. The following procedure will be used for Statements of Commendation preparation, presentation, and voting:
   4.1. Preparation of Statement of Commendation:
      4.1.1. The official “AASL Affiliate Assembly Statement of Commendation” form should be used to submit a commendation.
      4.1.2. Affiliates should submit their Statements of Commendation to their regional representative for review. The regional representative will submit to the Affiliate Assembly Coordinating Team and copy AASL headquarters.
      4.1.3. The Affiliate Assembly Coordinating Team will work with the affiliate/region on refinements or additional information needed.
      4.1.4. Final Statements of Commendation will be submitted to AASL headquarters, with the Affiliate Assembly Coordinating Team determining the final commendations to be presented at Affiliate Assembly for consideration and voting.
   4.2. Presentation and voting of Statement of Commendations:
      4.2.1. The Affiliate Assembly Chair will present each commendation to the Affiliate Assembly.
      4.2.2. Comments may be made only from the floor microphone.
      4.2.3. The floor is open for discussion with ten minutes given to each commendation. The assembly may vote for a five-minute extension, but a maximum of fifteen minutes will be given for each commendation.
      4.2.4. All commendations are presented and discussed before any votes are taken.
      4.2.5. At the conclusion of presentation and discussion of each commendation voting will occur in the order in which commendations have been presented.
5. The Affiliate Assembly Chair will present to the AASL Board of Directors for consideration those commendations that passed the Affiliate Assembly through a majority vote.