

## **NJSPE OPERATING PROCEDURE 104**

### **Awards**

#### **PURPOSE**

The purpose of this Operating Procedure is to maintain procedures for the uniform presentation of NJSPE awards nominations by NJSPE subordinate entities, e.g. chapters, interest groups, et al; employers of engineers; individual NJSPE members, or individuals as well as the process by which the NJSPE Awards Committee will determine its recommendations for NJSPE Awards to the Board of Directors, which makes the final decision.

#### **COMMITTEE MEMBERS**

The Awards Committee is comprised of one Chairperson, appointed by the NJSPE President, two Co-chairpersons, appointed by the Chairperson, two representative from each chapter, and one representative from each interest group. These representatives are selected by their respective chapters and interest groups. The names of the chapter and interest group representatives must be on record at the NJSPE Office prior to the first meeting of the Committee.

#### **CORRESPONDENCE**

Correspondence from the Awards Committee Chairperson relating to meeting notices and miscellaneous correspondence will be transmitted to Committee members in writing at the earliest possible time.

Notices regarding solicitation of nominations will be prepared and distributed no later than October 31<sup>st</sup> each year. Date can be amended by Board of Directors. Nominations will be accepted until a date to be stipulated in the call for nominations.

#### **SUBMITTAL**

Nominations for any NJSPE Award may be submitted by an NJSPE chapter, an NJSPE interest group, an individual member who is enrolled in NJSPE, a New Jersey employer of at least one NJSPE member, or any self-nominator – all of whom shall be termed a “nominator” in this document.

Although there is no limit on the number of nominees for a particular award, each nominator may submit up to three candidates per award category each year. Nominees carried over from previous award cycle(s) do not count toward the three nominees. Only award nominations submitted in writing in accordance with the Criteria stipulated below by a nominator and received by the stipulated deadline will be eligible for consideration.

There will be an automatic carry-over of candidates who do not win for an additional 2 years. Any carry-over candidate will be removed from consideration if the candidate no longer meets all the specific award requirements. All carry-over candidates and nominators will be notified in writing of the carry-over at the call for nominations. Outstanding Public and Private Engineer Project of the Year is exempt, and submissions will not carry over. If qualifications for the Outstanding Young Professional Engineer/Engineer-in-Training and the Future Engineer of the Year awards are no longer met, the nominations will not carry over.

## **CRITERIA**

The individual, written submittals shall comply with the following criteria for the respective awards.

### **A. Distinguished Engineering Service Award**

*Purpose* - The purpose of this award is to honor a distinguished engineer for unusual and meritorious service to the Engineering Profession. Precedent dictates that it may well be an annual award. However, if it is to be meaningful and significant, it should reflect the Society's recognition of an individual's achievements over a span of years.

*Qualifications* - Eligibility should be restricted to engineers, who are licensed Professional Engineers and/or members of our Society, whose sustained and unusual contributions have been to the public welfare, to the advancement of the profession of engineering, and to the benefit of mankind. Particular emphasis shall be given to contributions in support of NJSPE and other professional organizations supporting the engineering profession. Nominees should be engineers of recognized standing and citizens of the United States. They shall not be current officers of NJSPE. Their professional integrity shall be beyond question. Their professional reputation shall be more than local in character.

*Instructions for Presentations of Nominations* - In submitting a nomination for the Distinguished Engineering Service Award, the nominator shall include a biography, a citation of merit (basis for award), and – when the nominator is a subordinate entity within NJSPE a statement certifying that the presentation has the approval of the officers of the nominating entity.

The biography shall adhere to the following format, using headings in the order shown:

1. Name of nominee; home address, telephone number & e-mail address
2. Education, including college level and continuing education of significance
3. Current employment position and professional responsibilities
4. Professional career background
5. Publications & Patents
6. Honors & Awards
7. PE Society activities, offices, committees, achievements, etc.
8. Other professional association memberships, offices held, and noteworthy achievements
9. Other organizations, offices held, and noteworthy achievements

### **B. Outstanding PE (Professional Engineer) Award**

*Purpose* - The purpose of this award is to honor an outstanding professional engineer for unusual and meritorious contributions in the field of Engineering. If it is to be meaningful and significant, it should reflect the Society's recognition of an individual's achievements over a span of years.

*Qualifications* - Eligibility should be restricted to Professional Engineers licensed by the State of New Jersey, whose sustained and unusual contributions have been to the public welfare, to the advancement of the profession of engineering and to the benefit of mankind. Nominees should be Professional Engineers of recognized standing and citizens of the United States They shall not be current officers of NJSPE. Their professional integrity shall be beyond question. Their professional reputation shall be more than local in character.

*Instructions for Presentations of Nominations* - In submitting a nomination for the Outstanding PE Award, the nominator shall include a biography, a citation of merit (basis for award), information as listed in preceding category, and – when the nominator is a subordinate entity within NJSPE a statement certifying that the presentation has the approval of the officers of the nominating entity.

### **C. Outstanding Young PE/EIT (Professional Engineer/Engineer-In-Training) Award**

*Purpose* - The purpose of this award is to honor an outstanding young Professional Engineer or Engineer in Training for unusual and meritorious contributions in the field of Engineering. If it is to be meaningful and significant, it should reflect the Society's recognition of an individual's achievements over their career.

*Qualifications* - Eligibility should be restricted to any Professional Engineer whose credential is issued by the State of New Jersey or an Engineer-In-Training who is employed in New Jersey and whose 35th birthday is on or after April 1 of the year in which the Award is to be presented and who is a U.S. citizen is eligible. In presenting nominations of candidates, the instructions and format listed under Distinguished Engineering Service Award shall be used. In addition, the nominee's date of birth must be provided for validation of age eligibility.

*Instructions for Presentations of Nominations* - In submitting a nomination for the Outstanding Young PE/EIT Award, the nominator shall include a nominee's birthdate, biography and a citation of merit (basis for award).

### **D. Outstanding Public Service Professional Engineer Award**

*Purpose* - The purpose of this award is to honor an outstanding Professional Engineer, employed in the public sector, for unusual and meritorious contributions in the field of Engineering. If it is to be meaningful and significant, it should reflect the Society's recognition of an individual's achievements over a span of years.

*Qualifications* - Eligibility should be restricted to any public service Professional Engineer, whose credential is issued by the State of New Jersey that is employed at a local, county, or state level and who is a U.S. citizen is eligible. In presenting nominations of candidates, the instructions and format listed under Distinguished Engineering Service Award shall be used. They shall not be current officers of NJSPE.

*Instructions for Presentations of Nominations* - In submitting a nomination for the Outstanding Public Service Professional Engineer Award, the nominator shall include a biography and a citation of merit (basis for award).

### **E. Outstanding Future Engineer of The Year Award**

*Purpose* - The purpose of this award is to honor an outstanding engineering upperclassman for unusual and meritorious contributions in the field of Engineering.

*Qualifications* - Eligibility should be restricted to any undergraduate upperclassmen (Junior or Senior) or graduate student with a 3.5 GPA enrolled in an engineering degree program with an accredited curriculum, who graduated from a high school in the State of New Jersey and, who is a U.S. citizen is eligible.

*Instructions for Presentations of Nominations* - In submitting a nomination, the instructions and format listed under Distinguished Engineering Service Award shall be used. In addition, the nominee's high school and college transcripts must be provided for validation of eligibility. A 60 second video must be submitted with nomination. Video should be of the nominated student sharing their vision for the future of engineering and how they are going to be the driving force behind it.

#### **F. NJSPE Gene R. O'Brien Lifetime Achievement Award**

*Purpose* - The purpose of this award is to honor an exemplary professional engineer for a lifetime of contributions in the field of Engineering.

*Qualifications* - Eligibility should be restricted to Professional Engineers licensed by the State of New Jersey. Nominees should be Professional Engineers of recognized standing and citizens of the United States. Any member of the Executive Committee and/or the Board of Directors may submit a nomination for the NJSPE Lifetime Achievement Award. The nominee is required to receive the endorsement of at least two additional members that are previous Distinguished Engineering Service award winners and/or members of the Board of Directors. They shall not be current officers of NJSPE.

*Instructions for Presentations of Nominations* - In submitting a nomination for the NJSPE Lifetime Achievement Award, the nominator shall include a biography and a citation of merit (basis for award).

#### **NJSPE Project of the Year Awards**

A nomination for any of NJSPE's two Project of the year Awards shall be submitted on the "NJSPE Project of the year Award Nomination Form." The purpose of these awards is to recognize exemplary Engineering firms which have completed projects in the state of New Jersey that have made an improvement in the lives of the residents of the surrounding communities. Forms are available on request from the NJSPE office, but may be supplemented with additional information, such as company brochures.

#### **G. NJSPE Public Project of the Year**

The NJSPE Public Project of the Year Award is presented to the nominated engineering firm that has completed the most outstanding publicly funded project that made a positive improvement to the residents of New Jersey. Degree of innovation, complexity, achievement, and value to the public will be considered when projects are similar. The project must have been completed and/or commissioned in the year preceding when the award would be presented.

#### **H. NJSPE Private Project of the Year**

The NJSPE Private Project of the Year Award is presented to the nominated engineering firm that has completed the most outstanding privately funded project that made a positive improvement to the residents of New Jersey. Degree of innovation, complexity, achievement, and value to the public will be considered when projects are similar. The project must have been completed and/or commissioned in the year preceding when the award will be presented.

### **MEETINGS**

The Awards Committee will meet at least one time prior to the last regular meeting of the Board of Directors in the first quarter of the year in which the awards are to be presented. Should the number of nominations in any category warrant, the Committee Chair may call additional meetings as may be necessary to properly evaluate nominations. Committee members, on record at the NJSPE Office prior to the first meeting of the Committee, may participate by telephone with the acknowledgement that each such participant's vote may not have the privilege of secrecy.

## PRESENTATION

Each nominator is entitled to have one representative attend the meeting of the Awards Committee at which the nomination from that nominator will be considered. This representative shall be permitted up to five minutes to defend the nomination.

Presentation and voting for each award category will proceed in the following order:

- a. Distinguished Engineering Service Award
- b. Outstanding PE Award
- c. Outstanding Young PE/EIT Award
- d. Outstanding Public Service Professional Engineer Award
- e. Outstanding Future Engineer of the Year Award
- f. NJSPE Gene R. O'Brien Lifetime Achievement Award
- g. NJSPE Public Project of the Year Award
- h. NJSPE Private Project of the Year Award

If a nominator has submitted their candidate for a particular award after the prescribed deadline, its representative at an Awards Committee meeting may appeal for relief from the deadline. A motion, duly made and seconded, must be approved by a two-thirds majority of those Committee members in attendance at the meeting to consider a nomination that was submitted after the prescribed deadline.

The nomination(s) in each category will be presented in alphabetical order by the representative of the nominator that sponsored the nomination.

The presentation time may be extended for any nomination upon two-thirds vote of the committee members in attendance at that time. Any time extension shall be extended to all presenters for the same category. The order of presentation during the extended time allotment shall be the same.

A period of open discussion shall follow the completion of all presentations for an award category. All voting members are eligible to participate in the open discussion. The open discussion period is limited to 10 minutes. The open discussion can be closed prior to the time limit by a motion from a committee member, seconded by a committee member, and a two-thirds vote of the voting membership. The open discussion can be extended beyond the time limit by a motion from a committee member, seconded by a committee member, and a two-thirds vote of the voting membership. The extension shall be for 10 minutes. Open discussion extensions shall be limited to one per award category.

## VOTING

Each committee member is a voting member, except that the Chair will vote only in the event of a tie in a ballot. Each member who is present for the presentation(s) in an award category is entitled to cast one vote for each ballot in that award category. Each attendee may cast only one vote per ballot in each award category for which a nomination has been submitted by the stipulated deadline or granted relief from that deadline as described above in the **PRESENTATION** section. An attendee shall recuse themselves in the event they are voting for themselves or their nominee.

Voting will be performed by secret ballot – except for any committee member participating by phone who is unable to text their vote to the Awards Committee Chairperson - immediately following the verbal presentation(s) and open discussion for each award category. The votes will be tabulated by the Awards Committee Chairperson. The winner will be the nomination that receives a simple majority of the voting membership.

At any time during the voting that there is a tie, the Awards Committee Chairperson will cast the tiebreaker vote of the voting membership.

Based on its deliberation, the Committee may vote to not recommend an award in a particular award category.

### **PROCEDURES FOLLOWING COMMITTEE DELIBERATION**

At no time may the Awards Committee Chair or any of the members or any other attendees at a meeting divulge the details or results of the actual voting as conducted at a Committee meeting.

The final determination of award recipients is the responsibility of the NJSPE Board of Directors.

The identity of each nomination being recommended by the Awards Committee for each award category shall be submitted by the Awards Committee Chair to the NJSPE Secretary at the earliest possible time – but not later than March first of the year in which the awards are to be presented.

If the Awards Committee has any comments for the welfare of the selection process, these should be forwarded to the NJSPE President at the earliest convenient time.

END

[This version of the operating procedure was approved September xx, 2022 by the NJSPE Board of Directors.]