

## **NJSPE OPERATING PROCEDURE 104**

### **AWARDS COMMITTEE**

#### **PURPOSE**

The purpose of this Operating Procedure is to maintain procedures for the uniform nomination of candidates for the NJSPE awards by NJSPE subordinate entities, e.g. chapters, interest groups, et al; New Jersey employers of engineers; individual NJSPE members, New Jersey educators, or individuals. As well as the uniform 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 and two Co-Chairpersons, appointed by the NJSPE President, two representatives 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.

Notice regarding solicitation of chapter and interest group committee member(s) shall be prepared and distributed no later than January 31<sup>st</sup> each year. Date can be amended by the Board of Directors. The chapter and interest group committee member(s) will be submitted to the Chairman in writing no later than December 15<sup>th</sup> each year.

#### **CORRESPONDENCE**

Correspondence from the Awards Committee Chairperson and/or Co-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 award nominations will be prepared and distributed no later than October 31<sup>st</sup> each year. Date can be amended by the Board of Directors. Nominations will be accepted until a date to be stipulated in the call for nominations.

## NOMINATIONS

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, a New Jersey educator, 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 the 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.

Each nominator is entitled to provide one video per nominee to present their nominee to the awards committee. The video shall not exceed five minutes in length. All non-compliant videos will not be presented to the awards committee.

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. NJSPE Public Project of the Year and Private Project of the Year candidates who do not win will carry over for 2 years if no nominations for the award category are received the following year. All carry-over candidates and nominators will be notified in writing of the carry-over at the call for nominations. If qualifications for the Outstanding Young Professional Engineer/Engineer-in-Training are no longer met, the nominations will not carry over.

All nominations submitted after the prescribed deadline may request for relief from the deadline. The Chairperson and Co-chairpersons must approve by a simple majority to consider a nomination that was submitted after the prescribed deadline.

## NJSPE AWARDS CRITERIA

All award nominations shall be submitted via the NJSPE awards website. The submittals shall comply with the following criteria for the nominator and respective awards.

***Requirements For Nominator*** – All nominators shall provide the following information when filling in nomination form.

1. Nominator’s Name
2. Nominator’s E-mail Address
3. Nominator’s Phone number
4. Is Nominator a NJSPE Member
5. Nominator’s NJSPE Membership #

## A. Distinguished Engineering Service Award

**Purpose** - The purpose of this award is to honor a distinguished Professional Engineer for their unusual and meritorious service to the professional organizations supporting the engineering profession. This award recognizes an individual's contributions to the professional organizations supporting the engineering profession over a span of years.

**Qualifications** - Eligibility should be restricted to engineers, who are licensed Professional Engineers and/or members of the NJSPE, whose sustained and unusual contributions have been to public welfare, to the advancement of the profession of engineering, and to the benefit of mankind. 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.

**Requirements For Submitting Nomination** - A nomination for the Distinguished Engineering Service Award shall be submitted on the "Distinguished Engineering Service Award" form on the NJSPE awards website. The nominator shall provide the following information for the nominee:

1. Nominee's Name
2. Nominee's E-mail Address
3. Nominee's Phone number
4. Nominee's Home Address
5. Nominee's Employer
6. Nominee's Work Address
7. Is Nominee a NJSPE Member?
8. Nominee's NJSPE Membership #
9. Is Nominee a NJ PE?
10. Nominee's NJ PE #
11. Nominee's Education, including college level and continuing education of significance
12. Nominee's Current Employment Position and Professional Responsibilities
13. Nominee's Professional Career Background
14. Nominee's Publications & Patents
15. Nominee's Honors & Awards
16. Nominee's PE Society activities, offices, committees, achievements, etc.
17. Nominee's Other professional association memberships, offices held, and noteworthy achievements
18. Nominee's Other organizations, offices held, and noteworthy achievements

When the nominator is a subordinate entity within NJSPE a statement certifying that the nomination has the approval of the officers of the nominating entity.

## **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. This award recognizes an individual's achievements as a Professional Engineer 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 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.

**Requirements For Submitting Nomination** - A nomination for the Outstanding PE Award shall be submitted on the "Outstanding PE Award" form on the NJSPE awards website. The nominator shall provide the following information for the nominee:

1. Nominee's Name
2. Nominee's E-mail Address
3. Nominee's Phone number
4. Nominee's Home Address
5. Nominee's Employer
6. Nominee's Work Address
7. Is Nominee a NJSPE Member?
8. Nominee's NJSPE Membership #
9. Is Nominee a NJ PE?
10. Nominee's NJ PE #
11. Nominee's Education, including college level and continuing education of significance
12. Nominee's Current Employment Position and Professional Responsibilities
13. Nominee's Professional Career Background
14. Nominee's Publications & Patents
15. Nominee's Honors & Awards
16. Nominee's PE Society activities, offices, committees, achievements, etc.
17. Nominee's Other professional association memberships, offices held, and noteworthy achievements
18. Nominee's Other organizations, offices held, and noteworthy achievements

### **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. This award recognizes a young individual's achievements as an Engineer-In-Training and/or as a Professional Engineer over a span of years.

**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 addition, the nominee's date of birth must be provided for validation of age eligibility.

**Requirements For Submitting Nomination** - A nomination for the Outstanding Young PE/EIT Award shall be submitted on the "Outstanding Young PE/EIT Award" form on the NJSPE awards website. The nominator shall provide the following information for the nominee:

1. Nominee's Name
2. Nominee's Birthdate
3. Nominee's E-mail Address
4. Nominee's Phone number
5. Nominee's Home Address
6. Nominee's Employer
7. Nominee's Work Address
8. Is Nominee a NJSPE Member
9. Nominee's NJSPE Membership #
10. Is Nominee an EIT or NJ PE
11. Nominee's EIT # or NJ PE #
12. Nominee's Education, including college level and continuing education of significance
13. Nominee's Current Employment Position and Professional Responsibilities
14. Nominee's Professional Career Background
15. Nominee's Publications & Patents
16. Nominee's Honors & Awards
17. Nominee's PE Society activities, offices, committees, achievements, etc.
18. Nominee's Other professional association memberships, offices held, and noteworthy achievements
19. Nominee's Other organizations, offices held, and noteworthy achievements

#### **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. This award recognizes an individual's achievements as a Professional Engineer in the public sector 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.

**Requirements For Submitting Nomination** - A nomination for the Outstanding Public Service Professional Engineer Award shall be submitted on the "Outstanding Public Service Professional Engineer Award" form on the NJSPE awards website. The nominator shall provide the following information for the nominee:

1. Nominee's Name
2. Nominee's E-mail Address
3. Nominee's Phone number
4. Nominee's Home Address
5. Nominee's Employer
6. Nominee's Work Address
7. Is Nominee a NJSPE Member?
8. Nominee's NJSPE Membership #
9. Is Nominee a NJ PE?
10. Nominee's NJ PE #
11. Nominee's Education, including college level and continuing education of significance
12. Nominee's Current Employment Position and Professional Responsibilities
13. Nominee's Professional Career Background
14. Nominee's Publications & Patents
15. Nominee's Honors & Awards
16. Nominee's PE Society activities, offices, committees, achievements, etc.
17. Nominee's Other professional association memberships, offices held, and noteworthy achievements
18. Nominee's Other organizations, offices held, and noteworthy achievements

## **E. 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 Gene R. O'Brien 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.

**Requirements For Submitting Nomination** - A nomination for the Gene R. O'Brien Lifetime Achievement Award shall be submitted on the "Gene R. O'Brien Lifetime Achievement Award" form. The nominator shall provide the following information for the nominee:

1. Nominee's Name
2. Nominee's E-mail Address
3. Nominee's Phone number
4. Nominee's Home Address
5. Nominees Employer
6. Nominees Work Address
7. Nominee is a NJSPE Member
8. Nominee's NJSPE Membership #
9. Is Nominee a NJ PE?
10. Nominee's NJ PE #
11. 1<sup>st</sup> Endorsement Name
12. 1<sup>st</sup> Endorsement E-mail Address
13. 1<sup>st</sup> Endorsement Phone Number
14. 2<sup>nd</sup> Endorsement Name
15. 2<sup>nd</sup> Endorsement E-mail Address
16. 2<sup>nd</sup> Endorsement Phone Number
17. Nominee's Education, including college level and continuing education of significance
18. Nominee's Current Employment Position and Professional Responsibilities
19. Nominee's Professional Career Background
20. Nominee's Publications & Patents
21. Nominee's Honors & Awards
22. Nominee's PE Society activities, offices, committees, achievements, etc.
23. Nominee's Other professional association memberships, offices held, and noteworthy achievements
24. Nominee's Other organizations, offices held, and noteworthy achievements

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

**Purpose** - The purpose of this awards is to honor exemplary Engineering firms which have completed publicly funded projects in the state of New Jersey that have made an improvement in the lives of the residents of the surrounding communities.

**Qualifications** - Eligibility should be restricted to any project in the state of New Jersey with majority of funding (>50%) coming from public sources. The 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 is presented.

**Requirements For Submitting Nomination** - A nomination for the NJSPE Public Project of the Year Award shall be submitted on the "NJSPE Public Project of the Year Award" form. The nominator shall provide the following information for the project:

1. Project's Name
2. Project's Completion Date
3. Project's Location
4. Project's % of Public Funding
5. Project's Main Point of Contact
6. Project's Point of Contact's E-mail Address
7. Project's Point of Contact's Phone number
8. Project Team Member Information
  - a. Name
  - b. Role
  - c. Email Adress
9. Project Description (3 to 5 paragraphs)
10. Project Documentation to Support the Nomination
  - a. Photographs
  - b. Articles
  - c. Reports
  - d. Narratives



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

**Purpose** - The purpose of this awards is to honor exemplary Engineering firms which have completed privately funded projects in the state of New Jersey that have made an improvement in the lives of the residents of the surrounding communities.

**Qualifications** - Eligibility should be restricted to any project in the state of New Jersey with majority of funding (>50%) coming from private sources. The 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 is presented.

**Requirements For Submitting Nomination** - A nomination for the NJSPE Private Project of the Year Award shall be submitted on the "NJSPE Private Project of the Year Award" form. The nominator shall provide the following information for the project:

1. Project's Name
2. Project's Completion Date
3. Project's Location
4. Project's % of Private Funding
5. Project's Main Point of Contact
6. Project's Point of Contact's E-mail Address
7. Project's Point of Contact's Phone number
8. Project Team Member Information
  - a. Name
  - b. Role
  - c. Email Address
9. Project Description (3 to 5 paragraphs)
10. Project Documentation to Support the Nomination
  - a. Photographs
  - b. Articles
  - c. Reports
  - d. Narratives

## **VOTING**

The Chairman shall prepare and distribute an awards voting schedule in writing to the awards committee no later than April 1<sup>st</sup> of the year in which the awards are to be presented. The date can be amended by the Board of Directors.

Voting will be performed by the voting members through the NJSPE Awards Committee website.

The nomination(s) in each category will be presented to the voting members in alphabetical order.

Each Co-Chairman and each awards committee member is a voting member. The Chair will vote only in the event of a tie in a ballot. Each voting member is entitled to cast one ranked vote in each award category for which a nomination has been submitted by the stipulated deadline as described above in the **NOMINATION SUBMITTAL** section.

If any voting member of the awards committee determines a nominee does not fully meet the qualifications in a particular awards category, they may vote to not recommend a nominee for the award. Any nominee that receives a simple majority of “not recommended for award” votes will be removed from the category and excluded from the automatic carry-over.

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

## **PROCEDURES FOLLOWING VOTING**

At no time may the Awards Committee Chair, Co-Chairs, or the members at a meeting divulge the details or results of the actual.

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 April 1<sup>st</sup> 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 OF DOCUMENT

This version of the operating procedure was approved October 18, 2024  
by the NJSPE Board of Directors.