

CRITERIA AND PROCEDURES FOR  
THE NOMINATION, EVALUTATION AND  
SELECTION OF THE CHAPTER NOMINEE

A Report To The Board of Directors  
East Michigan Chapter, East Central Section  
Air & Waste Management Association

Approved by the Chapter Board of Directors  
August 24, 1989  
Amended 2009

## INTRODUCTION

In 1988, the Michigan Chapter of the Air & Waste Management Association (then known as the Air Pollution Control Association) formed the Chapter Awards Committee (“Committee”) with the assignment to develop written criteria and procedures for the nomination, evaluation and selection of Chapter award recipients.

The Chapter’s principal award is given to the Chapter Honoree presented to the deserving individual at the Annual Spring Conference. While the Chapter has, on occasion, presented other awards, of principal concern to the Board is the annual award of Chapter Honoree. The Committee focused its efforts on this award and, if requested by the Board, offers to reconvene its activities to address other types of awards that the Chapter may consider.

To complete its assignment, the Committee reviewed information from other professional organizations with a national or international membership that presents similar awards including the Air & Waste Management Association, the American Meteorological Society and the American Chemical Society.. The information was revealing only because there is very little written protocol describing the mechanism and criteria by which these organization select award recipients.

The Chapter board of Directors endorsed the Committee recommendation that the Chapter Honoree be an individual who provides a service or function or develops a technology that improves or has the potential to improve the environment. The Chapter Honoree may be an individual who contributes to the understanding of environmental problems and solutions. While not required for selection, participation in chapter activities is an important criteria for consideration.

On August 24, 1989 and by a unanimous vote, the Chapter Board of Directors approved the establishment of specific criteria and procedures for the selection of the Chapter Honoree and established the Chapter Honoree Committee and related protocol describing the mechanics of receiving nominations as well as the evaluation and selection of the award recipient, which are described herein.

This report was revised in 2009 to correct any typographical errors, reflect the geographic designation of the chapter, update the submittal address and to make the deadline dates generic.

## CRITERIA FOR THE EVALUATION AND SELECTION OF THE CHAPTER HONOREE

The award of Chapter Honoree must be given to an individual who is not an officer of the chapter or a member of the Chapter Honoree Committee at the time of the annual spring conference when the award is given, and

- who has made a contribution to the enhancement of the environment in the State of Michigan. The Chapter Honoree shall be an individual who has performed a task, or provided a service that improves or has the potential to improve the environment. For example, this individual may be:
  - o one who advocates or authors the passage of laws and regulations to enhance the environment;
  - o one who implements procedures, administers a program, designs controls or develops methods that reduce emissions in an aggressive or novel way;
  - o one who resolved a particularly vexing and serious environmental problem.

Such an individual can represent industry, commerce, government, an environmental advocacy group, university, or an unaligned private citizen,

Or,

- who has made a contribution towards the understanding of environmental problems and their solutions in the State of Michigan.

Additional consideration may be given to an individual who satisfies the criteria listed above and who has made a significant contribution that furthers the goals and objectives of the Chapter.

## STRUCTURE AND DUTIES OF THE CHAPTER HONOREE COMMITTEE

1. With the concurrence of the Chapter Chairman (“Chairman”), the immediate past Chapter Chairman shall chair the Chapter Honoree Committee (“Committee”) which shall be composed of four additional Committee members, not to include more than two Board members to recommend, in writing, and with supporting rationale, the Chapter Honoree to the Chapter Board of Directors (“Board”). The Committee shall represent, to the extent possible, the diverse spectrum of Chapter membership.
2. The Committee should begin deliberations to consider all nominations as soon as possible after the Fall meeting (but no later than the first of December) and should recommend, no later than the first Board meeting in February, a Chapter Honoree to the Board.
3. The Committee is not required to recommend a Chapter Honoree. If no recommendation is made by the Committee, there shall be no Chapter Honoree for that year.
4. The Board shall only consider a candidate recommended by the Committee to receive the award of Chapter Honoree.
5. The recommendation of the Committee shall be deemed ratified by the Board by a two-thirds majority of those voting.
6. If a recommendation is made, the Committee shall recommend one individual to the Board to received the award of Chapter Honoree.
7. The award shall be presented to the Chapter Honoree at the Chapter’s Annual Spring Conference.
8. The Committee shall establish a protocol of its own choosing to select the Chapter Honoree as long as the protocol comports with the ideals, goals and requirements in this document.

## NOMINATING PROCEDURES

1. Nominations for the award of the Chapter Honoree may be made to the Secretary of the Chapter. They shall then be forwarded to the Committee Chair. The Committee can also submit nomination for the Chapter Honoree at its discretion.
2. The Chapter Honoree need not be a member of the Chapter.
3. All nominations shall be submitted using the attached form to justify and support the nomination.

## EAST MICHIGAN CHAPTER

### AIR & WASTE MANAGEMENT ASSOCIATION

#### CALL FOR NOMINATION FOR CHAPTER HONOREE

#### INTRODUCTION

In 1989, the Michigan Chapter, Air & Waste Management Association developed a protocol for presenting its principal award to a Chapter Honoree. This award is presented to a deserving individual at the Chapter's Annual Spring Conference. The following protocol and the attached form are to be used to nominate an individual for the award and for consideration by the Chapter Honoree Committee.

#### CRITERIA FOR ELIGIBILITY OF HONOREE

The award of Chapter Honoree must be given to an individual who is not an officer of the Chapter or a member of the Chapter Honoree Committee at the time of the Annual Spring Conference when the award is given, and

- who has made a contribution to the enhancement of the environment in the State of Michigan. The Chapter Honoree shall be an individual who has performed a task, or provided a service that improves or has the potential to improve the environment. For example, this individual may be:
  - o one who advocates or authors the passage of laws and regulations to enhance the environment;
  - o one who implements procedures, administers a program, designs controls or develops methods that reduce emissions in an aggressive or novel way;
  - o one who resolves a particularly vexing and serious environmental problem.

Such an individual can represent industry, commerce, government, an environmental advocacy group, university, or an unaligned private citizen,

Or;

- who has made a contribution towards the understanding of environmental problems and their solutions in the State of Michigan.

Additional consideration may be given to an individual who satisfies the criteria listed above and who has made a significant contribution that furthers the goals and objectives of the Chapter.

## GENERAL INFORMATION

An individual may submit separate nominations for as many persons as desired. Each nomination must be made on a separate form.

Pertinent supplementary material should be submitted along with the nomination form; separate letters, material, and other supporting documents, should be complete in one package when submitted.

Final selections of a Chapter Honoree, if any, will be made by the Board of Directors.

No nomination will be considered if made after the noted deadline date.

## SUBMITTING A NOMINATION

Send all entries to:  
Chapter Honoree Nominations

C/o Executive Secretary, East Michigan Chapter A&WMA  
P.O. Box  
New Haven, Michigan

Nominations may also be submitted electronically to:

[emawma@comcast.net](mailto:emawma@comcast.net)

Deadline Date:        December 1

CHAPTER HONOREE NOMINATION FORM

I NOMINATE:

Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Affiliation (identify name and type - business, government, university, environmental organization, or private citizen) \_\_\_\_\_

\_\_\_\_\_

Work Responsibility \_\_\_\_\_

\_\_\_\_\_

Because of the following activity or effort achieved by the nominee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



(Fill in appropriate sections. Add additional pages if necessary.)

How has this nominee made a contribution to the enhancement of the environment in the State of Michigan?

---

---

---

---

---

---

---

---

---

---

How has this nominee made a contribution towards the understanding of environmental problems and their solutions in the State of Michigan?

---

---

---

---

---

---

---

---

---

---

How has this nominee made a significant contribution that furthers the goals and objectives of the Chapter?

---

---

---

---

---

---

---

---

---

---

---

---

NOMINATOR'S NAME \_\_\_\_\_

COMPANY OR HOME ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAMES OF ADDITIONAL PERSONS FAMILIAR WITH NOMINEE'S ACHIEVEMENT;

NAME	PHONE
_____	_____
_____	_____
_____	_____