



**MEMPHIS AREA JOINT ENGINEERS COUNCIL
AWARD OF EXCELLENCE (AOE) GUIDELINES
11/5/14**

The MJEC Vice Chairman is responsible for the AOE process. The Vice Chairman will select three MJEC representatives or officers for evaluating AOE nominations.

An AOE nomination is valid for three years. A list of eligible candidates from each member organization will be kept. These are nominations that have not been selected in the two previous years. The Chairman will turn over this information to the Vice Chairman.

Each organization will be advised of eligible candidates. One new candidate will be accepted from each organization for a maximum of three, the new nomination plus two carryovers. An organization may update a carryover with *additional information*. The three year eligibility starts with the *new* information. Resubmitting the same nomination with a new date does not restart the eligibility. Two or more organizations may submit the same nominee.

The dates for the Call for Nominations, Nomination Submittal Deadline and Award Ceremony will be published in the MJEC Calendar. Scoring guidelines and the nomination form will be included in the Call for Nominations sent by the Vice Chairman to the organizations on or before the Calendar date.

AOE nominations shall be submitted to the Vice Chairman by the deadline as stated on the Calendar. Late nominations shall be returned to the organization.

The Vice Chairman will send the evaluators the nominations and a scoring spread sheet with suggested guidelines on scoring. Each evaluator will assign points to the various categories for a nominee. Total points for each nominee will be calculated. The completed spread sheet for all nominees will be sent only to the Vice Chairman for compilation and determination of the winner.

The Vice Chairman will notify the organization of the winning candidate. That organization is responsible for getting the selectee to the Engineers Week Luncheon at the date on the Calendar. The intent is that the award will come as a surprise to the winner. The Award of Excellence will be presented to the winner by the MJEC Chairman.

These guidelines were accepted as modified at the 11/5/14 meeting.


Secretary

