



**MEMPHIS AREA JOINT ENGINEERS COUNCIL
AWARD OF EXCELLENCE (AOE) GUIDELINES**

~~11/3/14~~

11/4/15

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

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.

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 Secretary to the organizations on or before the Calendar date.

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

The Secretary 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 Secretary for compilation and determination of the winner.

The Secretary 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 approved at the 11/5/14 meeting as reflected in the minutes. At the April 8, 2015 Meeting, AOE responsibility was transferred from the Vice Chairman to the Secretary also as reflected in those minutes.

John L. Buxton, Secretary