**WHEREAS,** the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

**WHEREAS,** the Awards Committee was established to undertake assignments to carry out the work of the OWEA and WEF for the purpose of granting awards to deserving individuals in the organization and industry; and

**WHEREAS,** where OWEA has established an Awards Committee, which reports to the Board, and

**WHEREAS,** multiple awards are issued to members and other selected individuals each year, and some of the selection criteria warrants detailed knowledge of award criteria and candidates, and

**Whereas,** given the importance of the Awards function to OWEA and the desire to maintain accuracy and consistency of the awards process from year to year

**Therefore,** OWEA has adopted the following policy and procedure:

**Policy and Procedure**

Introduction

The Awards Program is one of the most important functions of the Board for honoring members. The purpose of this policy and procedure is to clarify this process and supersede previous documents that are known to exist on Awards.

Committee Members and Voting Privilege

The Awards Committee shall consist of seven (7) members with six (6) of these having voting rights. The Past-Past President shall be the Awards Committee Chair and does not have voting rights unless there are two consecutive tie votes and then the Past-Past President shall break the tie. The normal voting members shall include the following persons: one representative from each section as appointed by their section; one representative appointed by the Executive Committee and being an employee of the Ohio Environmental Protection Agency; and the most recent living Past President of OWEA. Awards Committee members must be members of OWEA.

AWARDS Committee Member Selection

The selection of members for the Awards Committee is very important. Members should be selected on the basis of his/her knowledge of the organization and personal knowledge and/or familiarity with many of its members. While those from the four sections have lead responsibility to assemble information on nominees, the key allegiance for members of the Awards Committee is to maintain the integrity of the awards process that selects the best and most qualified individual regardless of their “home” section.

observers and Alternate Voting members

As a historical practice, it is noted that the official meeting of the Awards Committee to vote on awards has often had others in attendance. In the past, observers have provided insight into the persons being nominated, which has been helpful.

While observers will continue to be permitted at the awards selection meeting, the number shall be limited. Not more than two representatives from each section shall be present at the awards selection meeting. However, only the committee member has voting privileges. It is the role of the voting members to either have or gain the requisite knowledge of the process and the nominees, and this role shall not be delegated to the observers. As a general guiding principle, observers shall be senior members of the Board or Past Presidents with significant relevant and factual knowledge of the nominees and their accomplishments relative to the award being given.

Voting will be done in person at the awards selection meeting of the Awards Committee and shall not be done through alternate means such as email or telephone calls. It is the responsibility of the voting member to attend the meeting and vote in person. If the voting member of the committee is unable to attend, it is the responsibility of that person, and not the Chair, to find an acceptable substitute to fulfill the voting obligation. The failure to find an alternative will reduce the voting members of the committee by one.

Nominations

The Awards Committee shall solicit nominations for each award through the section committee members. Candidates from previous years may be reconsidered at the desires of the Awards Committee so long as they are re-nominated each year. The Sections shall develop their own separate policy and procedure governing how nominations within the sections shall occur.

All nominations should be submitted to the Committee Chair upon request generally no later than middle February. Nominations shall be on the official award nomination forms. The Committee Chair shall distribute all nominations sorted by award to each committee member prior to the selection meeting. Also prior to the selection meeting all nominees should be verified for membership in OWEA by OWEA professional staff.

Sections can nominate the same candidate. This will simply reduce the number of candidates to vote on for the award.

Eligibility

No present member of the State Executive Committee or Awards Committee shall be considered eligible for award. All award nominees must be a current member of WEF/OWEA unless specified otherwise in the award description.

Ohio EPA Compliance Review

Prior to voting or before any recommendation is made to the Executive Committee, the Chair shall ask the Ohio EPA representative to check the compliance record of any nominee. In the event of a negative report, the section representative shall be notified, and the person’s name shall be withdrawn from consideration. If voting occurs prior to the completion of the Ohio EPA review the status will be conditional on completion of this review. In the event of a negative report on the winner, the second highest vote getting person will be selected.

VOTING

An Awards Committee awards selection meeting is typically held at the OWEA office or another central location. The meeting shall be face to face to allow open discussion of candidates and late submission of information. At this meeting, each member gives a 5 minute overview of their nominee. The Ohio EPA representative presents any feedback obtained from the district offices on each nominee. The first presentation is rotated among the sections.

Each committee member shall cast a maximum of four votes for each award. In the event there are less than four candidates, the number of votes shall equal the number of candidates. The point value of each vote shall be in descending order: four being highest and one being lowest. Following the balloting, the highest total numerical value of points shall be the winner. (See example below.)

In the event of a tie, the balloting shall continue between the candidates involved in the tie. In the event of a second tie, the Committee Chair shall determine the winner.

Example: Candidate #1 is the winner.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Committee Members | NE | NW | SE | SW | EPA | Past Pres. | Total |
| Candidate #1 | 4 | 3 | 2 | 3 | 4 | 3 | 19 |
| #2 | 3 | 4 | 1 | 2 | 3 | 4 | 17 |
| #3 | 1 | 1 | 3 | 1 | 1 | 2 | 9 |
| #4 | 2 | 2 | 4 | 4 | 2 | 1 | 15 |
|  |  |  |  |  |  |  |  |

Announcement of Winners

After all awards are voted on by the committee, winners are named during the awards selection meeting. No official announcement of award winners is made until after the winning slate is approved by the State Executive Committee.

The slate of winners is presented to the State Executive Committee in March. Once approved, the Awards Committee chair sends congratulatory letters to the winners and invites them to the awards event at the annual conference in June.

Awards Brochure Information

After the announcement is made, the Chair shall work with the section representatives to get a suitable bio description and “head shot” for the brochure.

Award presentations

The Award Chair shall present awards at an event at the OWEA Annual Conference. Plaques shall be ready for handing out. As part of the ceremony, the Chair shall provide a brief description of the award, the recipient, and have the person come up front to receive the award. A photograph shall be taken of the recipient being given the award by the OWEA President or his/her designated representative.