

Engineer of the Year Committee/Chair

EOY Committee

Since the Engineer of the Year (EOY) is voted upon by the Council, and the rules and guidelines are set, the bulk of the EOY Committee can generally be accomplished by one person. This person should preferably be a past EOY, and should have a backup in the event he or she is not available for some function of the committee.

Typical Schedule

July	EOY Chair issues invitations to member societies to submit candidates for EOY via the Secretary
September	Reports on invitations issued
October	Submits EOY nominations from societies to the Council
November	Conducts oral presentations by society representatives in behalf of their respective EOY candidates Reviews voting procedure for the council reps to relay to their societies
December	Conducts vote for EOY candidates
January	Insure that EOY and runners up data & photos available to Brochure chair EOY traveling plaque retrieved, award plaques are prepared, inventory of lapel pins checked to be sure of availability. (In past, these trophies handled by a volunteer - as noted in the list of committees)
February	At the Banquet, Chair introduces the award to audience, presents plaques to runners up, and introduces chair of society nominating the winner. Society chair introduces the winner. PEC President presents award
March	Critiques EOY process
April	Order new plaques/pins if necessary
May	EOY Chair for following year appointed

A sample Invitation letter is displayed two pages down.

The entire Invitation Package is available under the file "EOY" on the Ops Manual CD

Engineer of the Year Committee/Chair (Continued)

EOY Nomination Guidelines (Note: The guidelines listed here are subordinate to those listed separately on the PEC Website. Please refer to the other guidelines for the latest requirements).

The Engineer of the Year Nominating Committee (EOYC) shall establish and disseminate the nomination guidelines to the member societies by August 1. The package will contain an invitation **letter and instruction package, emailed to the Society's chair/President no later than August 1**, to nominate one candidate for the Peninsula Engineer of the Year Award. (Current officers of the Council may not be nominated for the Peninsula Engineer of the Year.)

Each candidate shall be or have been actively practicing in the engineering field either in direct technical analysis or technical management. Licensing is optional for Peninsula Engineer of the Year. For state and/or national consideration, the candidate must have a Professional Engineer's license.

Each candidate shall have worked in or been a resident of the Peninsula area of Virginia for at least two years at the time of nomination. The Peninsula area of Virginia is defined as the Cities of Hampton, Poquoson, Newport News, and Williamsburg and the counties of James City and York.

Nominations shall contain a biographical sketch outlining the candidate's record of achievement as a leader in his/her profession and in his/her community. **A maximum of three pages will be allowed.** Forwarding letters will not be considered in the evaluation of the nominees. The nomination shall include a photograph of the nominee for use in the banquet brochure and in any news release. The photograph will not be used during any evaluations of the nominee. Nominations not conforming to these guidelines will be returned.

Nominations must be postmarked or delivered by email or to a postal address given in the nomination instruction package **on or before October 1**, prior to the Engineers Week of the presentation.

Election of the Peninsula Engineer of the Year shall occur at a Council meeting no later than December 20th. A delegate of a society must be present at this meeting in order to vote. Delegates should confer with their respective societies and review the qualifications of the nominees prior to the election meeting. **Each society shall complete for each candidate an "Evaluation" sheet, provided in the EOYC guidance package.** The completed evaluation sheets must clearly show a "1st, 2nd, 3rd ..." etc., overall preference of the candidates, as well as identify the "Points" awarded in each evaluation category.

Election Process

A simple majority of **eligible society delegates present at the election meeting** is used to select the EOY. Each society, represented by their delegate, casts a **secret ballot at the December meeting, which will occur no later than December 20th.** The Awards Committee chairperson and a nonvoting Past Engineer of the Year count the votes. In the case of a tie the nominee with the lowest score is dropped from the next vote, until a majority vote (more than 50%) selects a nominee. Usually we have one less round of voting than there are nominees to select the EOY.

Awards

A "keeper" plaque is given to the EOY, and each nominee. A traveling plaque is engraved with the awardees' name, and kept by the EOY for a year. The plaques have been engraved by **Hi-Tech Engraving**. His shop is located in Oyster Point at **11872 Cannon Blvd, Suite H** in Newport News. Telephone: 873-3639, Fax 873 2287. The owner has given us good prices and timely support in the past. We have also gotten the speaker's gift from him in the past.

(Sample EOY Invitation Letter)

PENINSULA ENGINEERS' COUNCIL

June xx, 2019

P.E.C. Member Society

National Engineers' Week will be celebrated **February 17-21, 2020**, concluding with a tentative banquet night of Saturday evening, February 22. One of the major highlights of this banquet is the recognition of the PEC selection of the Peninsula Engineer of the Year. In preparation for this occasion, enclosed is a copy of the guidelines for nominating a candidate for the 2020 Peninsula Engineer of the Year Award.

With this award we are **recognizing lifelong efforts and accomplishments**, and in some years the award is given by the narrowest of margins. Resubmitting a non-recipient nominee in a future selection is encouraged. In nominating individuals for this award, successful and valuable people are duly recognized as such. Our youth, our future engineers, are then able to see that the hard work it takes to be an excellent engineer gets recognized.

Biographical sketch/qualification submittals shall have a reasonable reading volume, and should address, yet not be limited to, the areas of technical accomplishments; leadership; contributions to engineering societies; and contributions to the local community. Information within cover letters, or letters of endorsement, of the submittal packages will not be considered as part of the candidate's qualifications, and if submitted, will not be included into the packages provided to the societies. In addition to the nomination submittal, it is requested that a color photograph of the candidate, along with a brief biographical sketch, be provided for use in preparation of the EoY banquet brochure, and flyer. It is important that societies provide these additional items in advance of the election. Societies should refer to the enclosed evaluation guidelines, and the web based tutorial of the nomination process for guidance as they develop their nominations. Be sure to **put the nominee in context to your society and to other societies**. This format was initially developed around the guidelines for an AIAA Fellow Nomination. The modifications for use in the PEC EoY of categories and weightings were specifically designed to "level the playing field" for all PEC active member society.

Nominations **must** be emailed, before midnight **Thursday October 1, 2019**, in order to be considered, and to be distributed at, or before, the October council meeting. Paper copies of nomination packets are no longer accepted as valid. Submitted nominations must be sent to: khoffman.acct@gmail.com.

After much deliberation, debate and experience with other procedures, the current nomination process was adopted in April 2003 and revised in July 2005, (enclosure 1). The EoY Nominating Process is the product of the PEC's Nominating Committee - Selection Requirements subcommittee that consisted of members who were all PEC Past Presidents, and six of whom were also selected as PEC EoY themselves. The selection of the EoY is now based on the ordinal number ranking of candidates by each member society using a common evaluation process. Each member society uses the same evaluation form with predetermined "weightings" and "scores" rank of all the nominees. The evaluations are made after reading the biographical sketch/qualification of each submittal described below. After several years of experience we have found that the absolute scores of nominees between societies may not be the same, but the ordinal ranking is very consistent. In 2005 the committee decided to adjust the "weighting" of the four evaluation areas to give Technical achievement the highest ranking. The committee continues to review the selection process, as well as to be available for support to individual societies. A very recently updated tutorial of the nomination process may be downloaded at: http://va-pec.org/awards/PEC_Nominating_EOY.pdf.

During the November PEC monthly meeting, a society spokesperson, other than the PEC voting member, is expected to represent their nominee explaining the significance of his/her accomplishments and respond to questions. At that time the spokesperson will elaborate on the candidate's qualifications explaining why their society considers the nominee as an outstanding individual, without repeating what was already submitted in the nomination packet, which will already have been read and reviewed by the societies' representatives. Presentations shall be limited to five minutes, with an additional five minutes afterward allowed for questions. Method of presentation to be oral, and not given by the nominee. Presenters are to remain outside of the committee room until time for their presentation, and may leave immediately afterward. The sequential order of presentations will be based on the time the presenter arrives at the meeting.

The actual election of the PEC Engineer of the Year will take place at a PEC meeting before December 20th. Each society must submit their evaluation score sheet for **each** nominee, Sec. 9 of PEC BY- LAWS ARTICLE VI, to the nomination committee no later than the **call to order** for the EoY election meeting. Late submittal will be considered invalid.

Again, there are many valuable people out there that are good candidates for your consideration.

Thank you,
Kenneth Hoffman, Chair
Peninsula Engineers Council (PEC)
2020 Engineer of the Year Nominating Committee

Enclosures:

1. Guidelines for nominating EOY
2. Suggested Guidelines in Evaluating Nominee Submittal

This document is available online at http://va-pec.org/awards/PEC_2021_EOY_guidelines.pdf

**GUIDELINES TO MEMBER SOCIETIES
FOR NOMINATING A CANDIDATE FOR THE PENINSULA ENGINEER OF THE YEAR
AWARD**

PEC CONSTITUTION ARTICLE III -MEMBERSHIP

Sec. 1. -The membership of the Council shall consist of recognized engineering and technical societies which have members working or residing in the Peninsula Area of Virginia. The Peninsula Area shall be defined as the Cities of Hampton, Poquoson, Newport News, and Williamsburg and the Counties of James City and York.

PEC BY-LAWS ARTICLE VI -ELECTION OF THE ENGINEER OF THE YEAR

Sec. 1. -The Engineer of the Year Nominating Committee will be responsible for disseminating the nomination guidelines to member societies and for conducting the election.

Sec. 2. -Each member society is entitled to nominate one candidate for the Peninsula Engineer of the Year Award and to cast one vote to select the Peninsula Engineer of the Year.

Sec. 3. -Current officers of the Council may not be nominated for the Peninsula Engineer of the Year.

Sec. 4. -Each candidate shall be or have been actively practicing in the engineering field, either in direct technical analysis or technical management. Licensing is optional for Peninsula Engineer of the Year. For state and/or national consideration, the candidate must have a Professional Engineer's license.

Sec. 5. -Each candidate shall have worked or been a resident of the Peninsula area of Virginia for at least two years at the time of nomination.

Sec. 6. -The nomination shall contain a biographical sketch outlining the candidate's record of achievement as a leader in his/her profession and in his/her community.

Sec. 7. -The annual sequence of events for nominating and electing Engineer of the Year shall be as follows:

1. The Engineer of the Year Nominating Committee shall establish and disseminate the nomination guidelines to the member societies by August 1. This shall include a schedule of the following dates.
2. Nominations from the societies must be postmarked or delivered to the Engineer of the Year Nominating Committee by October 1.
3. The Engineer of the Year Nominating Committee shall distribute the nominations to the Council delegates at the October meeting.
4. Presentations on behalf of the nominees may be made at the November meeting.
5. The election of the Peninsula Engineer of the Year shall occur at a Council meeting no later than December 20.

Sec. 8. -Delegates should confer with their respective societies and review the qualifications of the nominees prior to the election meeting.

Sec. 9. -A society voting for Engineer of the Year must submit their completed Evaluation sheets for each of the candidates. The Nominating Committee will collect all Evaluation sheets at the election meeting. Societies unable to attend the meeting may submit their Evaluation sheets to the Nominating Committee prior to the election meeting. The Nominating Committee will determine the Engineer of the Year based on the highest overall "place" ranking votes among the submitted evaluation sheets. In the case of a tie, the Nominating Committee will use the highest overall Evaluation criteria "points" awarded by voting societies to determine the Engineer of the Year.

End of enclosure 1