

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 second in the event he or she is not available for some function of the committee.

Typical Schedule

August	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 (Cont'd)

EOY Nomination Guidelines

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, mailed 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 is Mr. Bob Englert, a retired engineer, has given us good prices and timely support in the past. We have also gotten the speaker's gift from him in the past.

Engineer of the Year Committee/Chair (Cont'd)

(Sample EOY Invitation Letter)

PENINSULA ENGINEERS' COUNCIL

July 25, 2005

Member Society Chairperson/President:

National Engineers' Week will be celebrated February 20-26, 2005, concluding with a banquet on Saturday evening, February 26th. 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, I am enclosing a copy of the PEC guidelines to member societies for nominating a candidate for the 2004 Peninsula Engineer of the Year Award. Nominations must be preferably emailed to the address below the signature or postmarked by regular mail by October 1, 2005 to Peninsula Engineers Council

(Insert EOY Committee Chair's preferred address)

Biographical sketch/qualifications submittals should include, but not be limited to, the areas of technical accomplishments; leadership; contributions to engineering societies; and contributions to the local community. Information within the cover letter of the submittal will not be considered as part of the candidate's qualifications. Submittals should have a reasonable volume. In addition, it is requested that a color photograph of the candidate, along with an abbreviated biographical sketch, be provided for use in preparation of the EOY banquet brochure. Please refer to the enclosures for guidance in what evaluation criteria will be considered as they develop their nominations.

The second step in the process is for a spokesperson from the nominating society make a presentation on behalf of their candidate on the night of the PEC November meeting. PEC meetings are generally on the second Tuesday of the month. These oral presentations shall have a reasonable time limit, (i.e. 5 minutes presentation, 5 minutes questions) and not given by the nominee. We would prefer that presenters remain outside of the committee room until time for their presentation,. A formal invitation to that meeting, informing the nominating society of the location and time will be issued to all nominating societies.

The actual election of the PEC Engineer of the Year will take place at a PEC meeting before December 20th. Details regarding these two areas are in the enclosures. There is also additional information on the PEC website at

<http://va-pec.org>

The Engineer of the Year criteria and selection process, requires voting societies to submit evaluation sheets. These are used to learn the ranking of all candidates so as to assist in the breaking of ties, which often happens. Copies of these evaluation sheets are in the package, and should also be used as a further guide as to what the Council thinks makes up an Engineer of the Year. Training in the use of these evaluation sheets is available to individual societies on request.

If you have any questions, please contact me at (757) 827-4874.

Thank you.

Kenneth Hoffman
Chairman, Nominating Committee
Peninsula Engineers Council (PEC)
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Enclosures: Guidelines for nominating EOY (From the constitution and by laws)
Suggested Guidelines in Evaluating Nominee Submittals
Evaluation sheets

Engineer of the Year Committee/Chair (Cont'd)

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.
4. 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