

SEC-AAAE Award Program Procedures

Every year, nomination forms are to be sent out to the Chapter General Membership for the awards noted below. It is important to note that the Awards Program is a benefit to be owned and enjoyed by ALL MEMBERS of the Chapter, regardless of membership characteristic, and was revised effective 2011 as a means by which Chapter members on an equal basis can support one another for efforts that positively affect the Southeast Chapter's success and well-being.

Once the nomination period has closed as prescribed, submittals will be reviewed for content and eligibility by the Corporate Committee Chairperson. As a collective effort and to remain equitable to Chapter Membership as a whole, the qualifying nominations will be voted upon by a Corporate Committee Subcommittee, made up of the Corporate Committee Chair and 4 Committee Members, as well as the current Chapter Board Officers. In the event of a tie, unless it proves as a conflict of interest, the Chapter Executive Secretary shall vote. It should also be noted that the Corporate Committee Chairperson shall be responsible for the oversight and results of this process.

Awards are as follows:

- Airport Professional of the Year**
- Commercial Airport Project of the Year – Airfield Project**
- Commercial Airport Project of the Year – Architectural Project**
- General Aviation Project of the Year – Airfield Project**
- General Aviation Project of the Year – Architectural Project**
- Corporate Member of the Year**

Please see attached for award criteria and voting documents. For sake of definition, a "Chapter Member in Good Standing" must have been so within a minimum of 12 months prior to the Close of Nominations.

The following shall be used as a general guideline to ensure a timely and fair nomination and award process:

1. No less than three (3) months prior to the Annual Chapter Conference, the Corporate Liaison Committee Chairperson shall provide to the current Chapter Board President a letter, which he or she will edit if warranted, that will establish a call to nominations and will be sent to the Chapter General Membership. The correspondence will include clear instruction as to the nominating process (dates, contact information, etc.).
2. Subsequently, the letter will be provided to the Chapter Executive Secretary for mailing to the General Membership via either USPS or e-mail. This is to occur within 15 days of the Executive Secretary's receipt of the letter.
3. As a rule, the nominating period will be closed no later than 45 days prior to the conference.
4. The Corporate Liaison Committee Chairperson will review and confirm, or deny nominations based on the criteria established within 5 working days.

5. The Corporate Liaison Committee Chairperson shall submit all nominations deemed compliant to members of the Subcommittee and Board Officers, who shall constitute, as noted above, the "Awards Voting Committee." This Committee will review the nominations and within 5 working days, will cast either a Roll Call Vote (should the Voting Committee convene via teleconference), or an Electronic Vote, which will be recorded by the Corporate Liaison Committee Chairperson. Additionally, any comments (written or verbal) received regarding a nomination, vote, or procedure shall be recorded.

6. Additional Voting Committee membership criteria include:

- Members may not nominate a project or person, nor may they have ownership / management of projects or individuals being voted upon for an award;
- Corporate members of the Committee must represent diversity within the Chapter (e.g. Concessions, Other Vendors, Consultants / Constructors);
- Should an individual find that having been established as a member of the Voting Committee there is a specific conflict of interest as a result of a nomination, he or she must either relinquish the position on the Committee, or agree to abstain from providing commentary and voting in that category. In the instance of multiple categories, the same applies;
- All members of the Voting Committee will be given the right, regardless of the reason, to abstain from voting in any category. Any statement as to why a vote was withheld will be strictly voluntary.

7. The Corporate Members may not nominate a project or person, nor may they have ownership / management of projects or individuals being voted upon for an award;

- Corporate members of the Committee must represent diversity within the Chapter (e.g. Concessions, Other Vendors, Consultants / Constructors);
- Should an individual find that having been established as a member of the Voting Committee there is a specific conflict of interest as a result of a nomination, he or she must either relinquish the position on the Committee, or agree to abstain from providing commentary and voting in that category. In the instance of multiple categories, the same applies;
- All members of the Voting Committee will be given the right, regardless of the reason, to abstain from voting in any category. Any statement as to why a vote was withheld will be strictly voluntary.

7. The Corporate Liaison Committee Chairperson will forward award winner information to the Chapter Executive Secretary and shall work with the Secretary to ensure that the Awards are completed appropriately. The Corporate Committee Chairperson will also assist the Chapter Executive Secretary in ensuring that winners or their agent will be present to receive the Award.

Members may not nominate a project or person, nor may they have ownership / management of projects or individuals being voted upon for an award;

SEC-AAAE Airport Professional of the Year

Guidelines for the SEC-AAAE Airport Professional of the Year Award

The Airport Professional of the Year Award replaces the former Corporate Award of Excellence.

Criteria:

The Award recipient must be an Executive Member of the Chapter in good standing.

The recipient may or may not be an Accredited Airport Executive (AAE)

The recipient shall have established himself or herself as a deserving recipient of the award by his/her professional accomplishments and contributions to the industry in the recent past, including demonstrated support/participation in the SEC-AAAE Chapter.

The Executive Member being considered must be vetted by his or her Airport.

The Award will be presented by the Corporate Liaison Committee Chairperson or his/her appointed representative.

SEC-AAAE Airport Project of the Year

Guidelines for the SEC-AAAE Airport Project of the Year Award

The Award will be presented to a deserving Airport that has completed an outstanding project during the calendar year prior to the Annual Chapter Conference.

Criteria:

The Airport at which the Project resides must be currently represented within the Chapter by an Executive Member in good standing.

The Project must be fully operational at the time of the nomination.

The Project is to have been completed during the calendar year prior to the Annual Chapter Conference.

This Award will be given as follows:

- **one (1) Commercial Service Airport - Airfield Project**
- **one (1) Commercial Service Airport - Architectural Project**
- **one (1) General Aviation - Airfield Project**
- **one (1) General Aviation - Architectural Project**

The Award will be presented by the Corporate Liaison Committee Chairperson or his/her appointed representative.

SEC-AAAE Corporate Member of the Year

Guidelines for the SEC-AAAE Corporate Member of the Year Award

The Award will be presented by the Chapter to one of its Corporate Members (individual or Firm) for outstanding service and support.

Criteria:

Corporate Member or Firm must be in good standing as a member of the SEC-AAAE Chapter.

Corporate Member or Firm must have completed work or supplied a product within the Chapter's boundaries, or must have made a significant contribution within the Industry, particularly within the Chapter's boundaries, during the calendar year prior to the Annual Chapter Conference.

The Award will be presented by the Corporate Liaison Committee Chairperson or his/her appointed representative.