



## **Western District Lifetime Achievement Award Selection Process Guidelines**

**Award Description:** The Western District Lifetime Achievement Award is considered the District's highest recognition of professional accomplishment and outstanding services in the interest of the Western District. It is designed to honor members of the Western District residing in the Western District at the time of nomination, who, as active or retired members in good standing of the Western District, have accomplished significant achievements over a period of not less than 20 years and continue to contribute to ITE on the International and/or District level. Their accomplishments should have benefited the membership of the Western District, ITE as an organization, and the profession of transportation engineering and/or planning. The award winner is presented with a plaque at the Western District Annual Meeting. The current Past President chairs a committee that reviews the nominations for the Lifetime Achievement Award in the winter.

Eligibility requirements are specified in this document and on the nomination form. The completed nomination application shall be limited to three pages, and shall be submitted to the Western District Administrator no later than November 1 to be considered for award in the following year.

Because presenting this award to more than one recipient in a single year dilutes the stature of the award and the level of recognition to the individual, only one nominee should be selected to receive this award each year. Additionally, because the purpose of an award is to recognize an individual so that he or she can appreciate the recognition personally, this award should not be presented posthumously except in unusual circumstances (such as an unexpected death). Finally, when no single nominee can be agreed upon by the Board as being truly outstanding, the Board may decide not to present the award at all that year.

### **Selection Process and Calendar:**

- 1. The District Administrator shall maintain a database of past nominations. The District Administrator shall provide to the Past President the nomination applications for all eligible Lifetime Achievement Award nominees (August/September). In addition, the District Administrator shall provide the Past President any applications for nominee who had not won the award in the past three (3) years.**
- 2. The Past President shall request from Section and Chapter Past Presidents and prior Lifetime Achievement Award winners the names of any potential additional nominees. A call for nominees should also be made in the District newsletter and on the District website (September/October). In addition, the Past President shall**

contact the home Section or Chapter for any nominees who had not won the award in the past three (3) years to invite them to submit a new nomination form.

3. The Past President shall solicit completed nomination applications from Section and Chapter Past Presidents and prior Lifetime Achievement Award winners resulting from the call for nominations. New nomination applications must be submitted by November 1.

4. The Past President shall assemble a package of the new and eligible nomination applications and send the package of nomination forms by email (or U.S. mail if necessary) to prior Lifetime Achievement Award winners and the Western District Board for review and ranking. The communication shall be marked "Confidential." Note, only the Board and prior Lifetime Achievement Award winners rank nominees. (December).

5. Members of the Western District Board as well as the past Lifetime Achievement Award winners shall provide rankings to the Past President based on the criteria and scoring system outlined in the nomination form (mid-January).

6. The Past President shall summarize rankings of the Board and past recipients separately, and present this information to the Board in Executive Session at the Mid-Year Board meeting. The Board shall consider their own ranking as well as input of the past recipients and select one recipient (January/February). It should be noted that when no single nominee can be agreed upon by the Board as being truly outstanding, the Board may decide not to present the award at all that year.

7. After the Mid-Year Board Meeting, the Past President shall annotate eligible nomination forms to include any additional information obtained during the Board's review then return these forms with any new nomination forms to the District Administrator.