



THE APWA CHICAGO METRO CHAPTER HALL OF FAME INFORMATION PACKET

The information enclosed in this packet is designed to assist the nominee applying for induction into the Chicago Metro Chapter Hall of Fame as well as the Hall of Fame Selection Committee. This information will provide consistent rules for the Selection Committee to base their decision on and it establishes milestones for all inductees to be required to achieve.

Included in this packet you will find:

- The Hall of Fame Policy
- The Rules Governing the Hall of Fame Selection Process
- The Hall of Fame Nomination Form
- The Hall of Fame Essay Guidelines
- The Current List of Inductees

If you have any questions concerning any part of the Hall of Fame criteria, please contact the Immediate Past Chapter President.



Name of Policy:	Chicago Metro Chapter Hall of Fame
Authorization:	A review committee consisting of all past Chapter Presidents and previous Hall of Fame inductees that are interested and willing to serve. The committee will review all nominations submitted in response to the annual Chapter "Call for Award Nominations." The immediate past President will serve as Committee Chair. A minimum of 5 approved members must participate in order to make a recommendation. This Committee will recommend and the Executive Committee will provide concurrence for any potential recipients.
Purpose:	The APWA and the Chicago Metro Chapter have established a number of Awards and Events in which individuals, agencies and private sector firms are recognized for their efforts and accomplishments. The purpose of this award is to establish guidelines for the nomination, selection and induction of an individual into the Chapter "Hall of Fame." The award may be made annually, however, the committee is under no obligation to recommend a person every year. Likewise, the committee may recommend more than one individual if and when the situation arises. The committee shall meet to review all submitted nominations following the closing date for receipt of nominations. Incomplete nominations will be rejected.
Eligibility Requirements:	In order for an individual to be nominated for inclusion on the Chicago Metro Chapter's "Hall of Fame" the following criteria must be met: ✓ Have been an active APWA member for a minimum of 20 years. These years are not required to be consecutive. An exception to this standard could be considered in the event of a death before 20 years has been achieved. ✓ Held offices or chaired committees at the Chapter level or contributed significantly to the Chapter. Activities at the Branch Level only are not sufficient to justify nomination. ✓ Represented the Chapter, and/or the Association and the Public Works Profession with exemplary service and made significant contributions to the advancement, growth and reputation of the Chapter. ✓ Demonstrated leadership over many years of extraordinary commitment and service to the Chapter while adhering to the highest professional standards. ✓ The nomination can be for an individual who is living or deceased. ✓ Nominations can be made by Chicago Metro Chapter members, a member agency or the Hall of Fame Committee. ✓ The Hall of Fame Committee must receive a written nomination, including a document addressing these established criteria and an



	essay enumerating the accomplishments and contributions of the individual that justify their selection. ✓ The individual must receive a positive vote of 80% or greater from the assembled Hall of Fame Committee. Voting is to be accomplished by secret ballot. A blank vote will be considered a “no” vote. If a nominee is present in the Hall of Fame Committee deliberations that member will not be allowed to vote. ✓ An individual can be nominated more than once, however, if unsuccessful three times, the eligibility will expire. ✓ Once the above guidelines are met a written essay will be required in support of the nomination. The Hall of Fame committee will establish specific criteria to be addressed in the essay. The Hall of Fame Committee will use the above criteria and content of the essay to determine their vote. The Hall of Fame Committee is the sole entity that can make recommendations for receipt of the award.
Comments:	The award itself will be determined by the Hall of Fame Committee and approved by the Executive Committee. This award will then be presented to the individual or his/her family in recognition of the Chapters gratitude and appreciation. The recipients will also be prominently recognized on a special banner listing the names and year of induction. The Chapter Historian shall compile and keep written documentation of the background for the award. Such information shall be posted on the Chapter website or other appropriate locations so that interested parties can periodically receive inspiration from the awardees. Nominations will follow the same time schedule as the Chapter Awards. It is the desire of the Committee to host a presentation acknowledging the Charter Members, inaugural members and ongoing inductees during National Public Works Week. The Hall of Fame Committee is authorized to establish the Charter Members following an open nomination for the Charter class of inductees. The Charter class is intended to recognize those individuals who were instrumental in the Chapter and APWA formation and who over their careers had achieved both Chapter and National prominence. The committee will collect and prepare the required information and essays for the Charter class.



HALL OF FAME SELECTION PROCESS RULES

The following rules will be used to evaluate any Hall of Fame Nominations. The objective in establishing these rules is to provide a consistent bar in which to measure each nomination and establish a fair and equal method to achieve this prestigious status.

- The Hall of Fame Committee must consist of at least five members. Each member must be a past Chapter President or a Hall of Fame Inductee. The Immediate Past President will Chair the Hall of Fame Committee.
- Nominations will follow the same time schedule as the Chapter Awards. An attempt will be made to honor the new Inductees during National Public Works Week.
- The individual must be an active APWA member for a minimum of 20 years. These years are not required to be consecutive. An exception to this standard could be considered in the event of a death.
- The individual must have held offices or Chaired Committees at the Chapter level or contributed significantly to the Chapter.
- The individual must have represented the Chapter and/or the Association and the Public Works Profession with exemplary services and made significant contributions to the advancement, growth and reputation of the Chapter.
- The individual must have demonstrated leadership over many years of extraordinary commitment and service to the Chapter while adhering to the highest professional standards.
- The nomination can be made for an individual who is living or deceased.
- Nominations can be made by a Chicago Metro Chapter Member, a member agency or the Hall of Fame Committee.
- The Hall of Fame Committee must receive a completed nomination form, a document which meets all established criteria and the essay.
- The individual must receive a positive vote of 80% or greater from the Assembled Hall of Fame Committee. Voting will be by secret ballot. A blank vote will be considered a "No" vote. If a nominee is present in the Hall of Fame Committee deliberation, that member will not be allowed to vote.
- An individual can be nominated more than once; however, if unsuccessful three times, the eligibility will expire.
- The Hall of Fame Committee is the sole entity that can make recommendations for receipt of the award. The Executive Committee will provide concurrence for any potential recipient.



HALL OF FAME SELECTION PROCESS RULES

- The Hall of Fame Committee will determine the award itself. The award can be customized to fit the individual personality. This expenditure must be reasonable and must be approved by the Executive Committee.
- A special Banner will be maintained by the Chapter Secretary. The Hall of Fame Banner will display the name, position held and year of this Inductee. The Banner will be prominently displayed at all major Chapter functions.



Hall of Fame Nomination Form

Deadline: _____

Name of Nominee

Years of Membership*

Title

Member ID #

Agency/ Organization

Address

City State Zip

Phone Fax

Email

*Must be a minimum of 20 years. If service was interrupted, please provide dates

Electronically forward this form and the required Essay to:

Nominating Individual/Organization

Title

Member ID #

Agency/Organization

Address

City State Zip

Phone Fax

Email



Hall of Fame Essay Guidelines

Please complete the documentation listed below, limiting the submittal to 10 pages, not including the nomination form or photographs. If available, please submit one electronic copy of a recent color photograph (head shot) of the nominee. Please submit all information electronically on or before _____ to _____ (Immediate Past President contact information)_____.

Items to address in Essay

- Major representation of the Chapter and/or the association and the Public Works Profession with exemplary service and significant contributions to the advancement, growth and reputation of the Chicago Metro Chapter
- Service at the National level (include offices held and committee service, including special task forces, committees, etc.)
- Offices and committees held or chaired at the Chapter level. Do not include branch service except if nominee served as Branch President.
- Significant other contributions to the Chapter
- Summarize leadership qualities demonstrated over many years and adherence to the highest professional standards.
- Any additional information that documents/justifies entry into the Chicago Metro Chapter Hall of Fame.

Other Information

The purpose of the award is to prominently recognize those individuals who, over the course of their career have made major leadership contributions to the success and growth of the Chapter.

The Hall of Fame review committee consists of all interested Past Chapter President and previous Hall of Fame inductees. The Immediate Past Chapter President will serve as chair of the review committee. A minimum of 5 committee members must participate in order to make a recommendation for induction of any nominee.

The award may be presented annually, however, the committee is under no obligation to recommend a person each year. Likewise the committee may recommend more than one inductee if and when justified. The committee will make their recommendation(s) to the Executive Committee who will provide their concurrence in the selection. Any nominated individual must receive a positive vote of at least 80% of the voting members of the committee to be recommended for induction. Voting will be completed by secret ballot.

Incomplete applications or essays will be considered as non-responsive and will be rejected.

An individual may be nominated more than once, however, if unsuccessful three times, the eligibility will expire.