



POLICIES AND PROCEDURES

POLICY NUMBER: 01-01
SUBJECT: AWARDS
EFFECTIVE DATE: June 23, 2001
REVISION DATES: September 19, 2001, January 18, 2003, April 12, 2005,
September 21, 2011, October 11, 2018
APPROVED BY: CWEA Board of Directors

BACKGROUND:

It is the policy of the CWEA Board that the CWEA Awards shall be given annually at the local section level during local section Awards Banquets. State Awards shall be given at the CWEA Annual Conference. It is the intent of the policy that the process shall be consistent and shall preserve the credibility and value of the program, and ensure equity for all participants.

POLICY

1. Each committee shall develop standards and criteria for any new proposed awards. Each award shall require CWEA membership, except for the Pretreatment, Pollution Prevention, and Stormwater (P3S) Conference-related awards, and, if applicable, certification of the requisite number of years for the nominee. If an award is for an agency or company, at least one person from the agency/company must be a member of CWEA. The Membership and External Relations (MER) Board Committee shall recommend new awards to be considered for approval by the CWEA Board of Directors .
2. MER has developed standards and criteria for on-site visits and interviews (e.g. establishing the number of judges; ensuring that the same judges visit all the nominees for the same category of CWEA State Awards, where visits are made, and use the same interview questions; and ensuring that the same amount of time per visit/interview is allotted for all nominees in the same category of CWEA State Awards where interviews are conducted).

The standards and criteria are as follows:

- a) Require that a minimum of three (3) and a maximum of five (5) judges participate in each inspection.
- b) Require that all judges visit all locations within the same category of award. (If any judge cannot participate at one location, that judge's review comments would be excluded from consideration for any other nominees in that category.)

- c) Require that each inspection be a minimum of two (2) and a maximum of three (3) hours in length.
 - d) Require that a minimum of three (3) and a maximum of five (5) judges participate in each telephone interview.
 - e) Require that all judges participate in the telephone interviews of all nominees within the same category of award. If any judge cannot participate for one interview, that judge's review comments would be excluded from consideration for any other nominees in that category.
 - f) Require that each telephone interview shall be a minimum of thirty minutes and a maximum of sixty (60) minutes in length and all interviewees shall be given the same amount of time.
 - g) Require that the committees conducting inspections and telephone interviews have standard questionnaires/areas to cover and that all questions are used for each inspection or interview. (This would be in addition to the current judging form.)
 - h) On-site reviews and interviews shall be limited to the top 3 nominees who meet all the award criteria.
3. All winners and non-winners shall be notified in writing of their award status at least three weeks prior to the Annual Conference.
 4. Winners shall not be permitted to compete for the same award in the year immediately following except for project-based awards in the categories of Community Engagement and Outreach, Engineering and Research and Gimmicks and Gadgets.
 5. Whenever possible, winners shall become part of the judging structure for awards in the year following receipt of the award, unless those winners are competing for project-based awards in the categories of Community Engagement and Outreach, Engineering and Research, and Gimmicks and Gadgets.
 6. Local sections are prohibited from having local section-only awards for the same categories and size distinctions (e.g. Plant of the Year Small, Medium & Large) that do not follow the same criteria as those that are part of the State CWEA Awards Program.
 7. While creativity in developing unique local section awards is not discouraged, to protect the credibility of the program and ensure legal compliance, MER shall review and approve new local section-only awards
 8. The time period for each award review and judgment shall be the CWEA fiscal year – July 1 to June 30.

9. No local sections shall prepare or promote CWEA state award nominations, using any form other than the final CWEA award nomination forms. The CWEA state award forms shall be used for all nominations at both the CWEA local section and state level.
10. Second and third place winners shall be recognized with paper certificates at the respective committee breakfasts or lunches.
11. All State Award Nominations must be submitted online by the second Friday in January. Judging committees shall review all nominations and notify applicants that do not meet the basic requirements.
12. State CWEA judging committees must submit their award recipient recommendations to MER for final approval no later than March 1. MER is authorized by the CWEA Board of Directors to approve all final award recipients in a timely manner that allows winners to be notified in advance of the CWEA Annual Conference.
13. Proposed changes to awards that affect selection criteria, or significantly affect the selection process, shall be submitted to MER, by the relevant CWEA standing committee, no later than March 1 to be considered for the following award season. Minor revisions, such as date and typographical updates, do not require MER approval.
14. Award forms for the upcoming award season shall be published and made available for distribution no later than August 1.