

Draft Policy on Annual Awards

February 14, 2012

MAP Annual Awards

Under MAP's By-Laws, MAP will "establish and administer an annual awards program to recognize significant achievements and contributions in the field", with announcement of awards at the Annual Meeting in June.

Appointment of Committee Chair and Establishment of Annual Awards Committee

In March, the Board of Directors will appoint the Annual Awards Committee Chair, who will be tasked with recruiting the remaining Committee members.

The Committee Chair will notify the membership that MAP is forming an Annual Awards Committee and invite participation by posting a notice/invitation to the MAP listserv, website, and newsletter, as well as other methods deemed appropriate by the Chair. To make the work easier and avoid a steep learning curve, the Board advises the Committee Chair to include a couple of people from the previous year's Annual Awards Committee. No more than 20% of Committee membership may be made up of people representing an organization other than MAP. The Conference Planning Committee will notify the Board of names of the chair and members.

Under the By-Laws, the Board shall encourage the Chair to "seek appointment to serve on the Northern New England Chapter of the American Planning Association (NNECAPA) Awards Selection Committee".

Also under the By-Laws, the Committee Chair will "coordinate [MAP's] ... awards program in order to be consistent with the criteria established for the [NNECAPA] awards programs", although MAP may choose to include additional award categories for its own purposes. Consistent with NNECAPA, award categories include:

- Plan of the Year,
- Project of the Year,
- Professional Planner of the Year, and
- Citizen Planner of the Year.

MAP includes or may include awards for the following additional categories:

- Student Planner of the Year,
- Legislator of the Year,
- Other appropriate categories.

In addition to these categories of Annual Awards, at any time, the Board may grant a Lifetime Achievement/Distinguished Award for those members who retire while still engaged in professional planning. The Board may identify eligible members themselves or based on a member recommending it does so. Lifetime Achievement/Distinguished Award will be identified in MAP's Newsletter and via a paper certificate.

Committee Budget

Annually, the Board will establish a budget to cover the cost for engraving the MAP bowl and plaques, printing certificates, conference calls for the Committee, and other appropriate expenses. The Chair may authorize expenditures for Committee activity within the budget. Minor expenditures beyond budgeted amounts must be authorized by the President, upon consultation with the Treasurer, and significant expenditures beyond the budgeted amount must be approved by the Board.

Solicitations of Nominations

The Committee will notify the membership that MAP is soliciting nominations for Annual Awards by posting a notice/invitation to the MAP listserve, website, and newsletter, as well as other methods deemed appropriate by the Committee. Links will be provided to nomination forms and instructions on the MAP website.

Under the By-Laws, the "Committee itself may nominate no more than two candidates in each category for consideration" for MAP's Annual Awards.

Selection of Annual Awards

Under the By-Laws, the Annual Awards Committee "shall be the selection committee to review and decide upon the winners from the nominations in each category" and "shall meet in March or April to decide the winners." In the event that there are no nominations in a category or, in the Committee's opinion, no nominations in a category are worthy of an award, the Committee is released from the responsibility of making an award in that category.

Scoring should reflect a system that is generally consistent with that used by the NNECAPA. This includes even weighting of the five different criteria and averaging of each Committee member's "raw" score of the nominations. The Committee has the authority to shift nominations from Plan of the Year to Project of the Year, and vice versa, but in all other respects the Award selections should match the results of Committee members' raw scores.

Announcements and Press Releases

Under the By-Laws, the awards will “be announced at the Annual Meeting in June.” Results will remain confidential until the Annual Meeting, unless it is necessary to share information to ensure that winners will attend the Annual Meeting to accept the awards.

The Committee should prepare a Press Release that announces the awards and distribute it on the day of the Annual Meeting. To reduce the burden on the following year’s Committee, the Chair will pass on the Committee’s template for a Press Release announcing the awards and a mailing list of the State’s major newspapers and media outlets, which could be supplemented by smaller, local newspapers and media outlets that may be appropriate to award winners, to the following year’s Committee via the President.

MAP’s Bowl, Plaques, and Certificates

Once the Committee has identified the winners of the various awards in April, it needs to retrieve the Plan of the Year silver bowl from the previous year’s winner and arrange for it to be engraved with the current winner’s information in order to ensure that it is available for presentation at the MAP Annual Meeting. At the same time, plaques should be ordered and picked up. In the past, MAP has had this work done at Awards Signage and Trophies located at 48 Stevens Road Brewer, ME 04412 (207) 989-1137.

Due to the nature of partnerships and consultant arrangements essential to the work of land use planning today, it is likely that more than one professional planner/planning organization was involved in preparing the Plan or Project of the Year. As part of MAP’s mission to promote the planning profession, the Committee should make sure that all parties deserving of recognition receive paper certificates for presentation at the MAP Annual Meeting, in addition to one plaque per category. To reduce the burden on the following year’s Committee, the Chair will pass on the Committee’s template for the certificates to the following year’s Committee via the President.

Coordination with Annual Conference Committee

One winner from each category will be entitled to an engraved plaque and, in the case of Plan of the Year, the engraved bowl, free registration for to the Annual Conference at which the awards are announced (up to a total of five registrations). Professional partners or consultant team members who will also be recognized with paper certificates will be invited to lunch, free of charge (up to a total of ten lunches), but must pay for registration if they plan to attend the Conference. Guests of the winners may attend the awards presentation free of charge, but must pay for lunch and/or registration if they participate in these events.

Nominations to NNECAPA and APA

The Committee will forward a nomination for one winner in each category to NNECAPA for its award consideration.

Should a MAP winner also become a NNECAPA winner, the winner will be expected to prepare his or her own submission to APA for consideration for an award.