

AICHe 35 Under 35 Award

Steering Committee Operating Procedures

AICHe 35 Under 35 Award Steering Committee

Article I – Name and Purpose of Committee

Section 1 – Name - The name of the committee will be the AICHe 35 Under 35 Award Steering Committee.

Section 2 – Purpose - The purpose of the AICHe 35 Under 35 Award Steering Committee is to oversee and ensure that the integrity of the AICHe 35 Under 35 Award (the award) is maintained, to ensure the award has appropriate oversight and approvals, and to maintain the institutional knowledge of the award. The AICHe 35 Under 35 Award Steering Committee is overseen by the AICHe Awards Committee.

Article II – Membership

Section 1 – Officers and Members - The Steering Committee shall be made up of a minimum of 7 and no more than 9 voting members from the following stakeholder groups: Young Professionals Committee (YPC) Leaders & Members, Judges from Prior Cycles, Former Award Winners, Awards Committee and/or AICHe Board Members. Included in the membership of the Steering Committee will be a Chair and a Vice Chair (see Section 4). A staff liaison will also be a part of the Steering Committee as a non-voting member.

Section 2a – Qualifications of Members - Members of the Steering Committee must be AICHe members in good standing and approved by the Awards Committee.

Section 2b– Subcommittees - The Steering Committee shall have the ability to create and sunset subcommittees as needed. Subcommittees will include a minimum of one steering committee member. Members of subcommittees must be approved by the steering committee and be AICHe members in good standing.

Section 3 – Term of Members - Members of the Steering Committee will serve three-year staggered terms. Members may serve no more than two consecutive terms.

Section 4 - Appointment of Members – The Steering Committee Vice Chair will be elected by the committee’s members. The Vice Chair will succeed to Chair for the next award cycle and will develop a slate for the Steering Committee that oversees the next award cycle. In the case that the Vice Chair is unavailable to fulfill their term as Steering Committee Chair, the remaining Steering Committee members will recommend a Steering Committee Chair from their ranks. Should a member be unable to complete their term, the Steering Committee will vote to decide if the member needs to be replaced and, if so, submit the new recommended member for approval by the Awards Committee.

Section 5 – Duties of Officers - The Chair will provide leadership, plan for and preside over meetings and the order of business. The Vice Chair will act as Secretary and record the minutes. The Vice Chair will chair meetings in the Chair’s absence.

Section 6 – Succession Plan - The Steering Committee Chair shall be responsible for the onboarding of new steering committee members. The Staff Liaison will maintain a list of potential future members for the committee, and procedure documents.

Section 7 – Steering Committee Exclusions – Members of the steering committee and subcommittees within the Steering Committee shall not be eligible for the 35 Under 35 Award. They are also prohibited from nominating anyone for the 35 Under 35 Award and / or writing a letter of support for a nominee.

Section 8 – Removal of Member – Should a member of the steering committee no longer meet the qualifications of membership and/or conduct themselves in a way that puts the integrity of the award at risk, the Steering Committee Chair shall have the right to call a vote to remove the member from the steering committee.

Article III – Meetings

The steering committee will meet a minimum of four times per year either in person or virtually. The Chair will provide an agenda prior to each meeting and run the meeting.

Article IV – Policy Making

Section 1 – All members of the committee excluding the staff liaison shall have full voting rights. A simple majority of the Committee members shall constitute a quorum for the conduct of business at any meeting. Members shall be permitted to participate and vote by telephone or other electronic means. Proxies are permitted, but they must be for specific actions. All matters properly brought in question shall be decided by a majority of the votes. In the case that there is a tie, the Chair shall have the deciding vote.

Article V – Communications

Section 1 - The Chair communicates with the Awards Committee and Staff Liaison regarding all matters that require input or approval from the Awards Committee.

Section 2 – Reports to the Awards Committee – In addition to an annual report, the Steering Committee shall submit recommendations to the Awards Committee for approval of its members and awardees. Core judges will also be approved by the Awards Committee.

Article VI – Amendments to the Bylaws

Section 1 – Procedure for Amendments –All proposed amendments to the Operating Procedures shall be submitted in writing, approved by a two-third majority vote of the

Committee, and subsequently approved by the Awards Committee. The steering committee's Chair shall be responsible for the maintenance of the Operating Procedures.

Committee Name – 2019 Slate of Candidates for 2019 Membership

The following nominations are submitted for Awards Committee & Board of Directors for approval.

Membership	Term*	Stakeholder Group
Kate Gawel	Chair for 2019-2020	BOD, YPC Member
TBC	Vice-Chair for 2019-2020	
Chris Lowe	Member 2018-2020	YPC Leader
Meagan Lewis	Member 2018-2021	Former BOD, YPC Member, Former Award Winner
Donna Bryant	Member 2018-2020	YPC Leader, Former Award Winner
Owen Jappen	Member 2018-2021	YPC Leader, Former Award Winner
Tim Olsen	Member 2018-2021	BOD, Former Award Judge
Christine Seymour	Member 2019-2020	Past President
Phil Westmoreland	Member 2018-2020	Past President, Former Core Judging Team Lead
Paula Hammond	Member 2019-2020	Former BOD
Staff Liaison		
Monica Mellinger	No Specific Term	

*Term start dates/lengths for the 2020 Award cycle vary due to Steering Committee formation timing

Rotating off the Committee:

- No members are rotating off the committee in 2019.