

**INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS
THE REGION 4 EXEMPLARY SECTION AWARD**

DESCRIPTION:

This award is designed to recognize the outstanding Section based on its success in carrying out the objectives of IEEE through the implementation of Section programs. In this evaluation, recognition will be given to the successful maintenance of ongoing efforts designed to sustain the basic core activity of the Section and its components as well as recognizing innovative and creative efforts to develop and implement new programs or new entities such as Chapters and Subsections among others. In this program all Section activities of the administrative year will be used as the basic elements and recognition will consist of an award to the Section as well as the Chair involved. Those not selected but submitting records indicating high levels of proficiency in the eyes of the Region 4 Awards Committee will receive recognition as a “High Proficiency Section”.

ELIGIBILITY:

1. All Sections in Region 4 are eligible based upon the Section Materials provided for the administrative year. Material shall be documented, packaged and submitted to the Region 4 Awards Committee no later than April 30th of the following year of the close of the Section administrative year. The award, however, will be included in the consideration for the following year. For Example:
 - a. Administrative year ending June 30, 1999 – Award year 1999 presented in 2000
 - b. Administrative year ending December 31, 1999 – Award year 1999 presented in 2000
2. All material submitted to support the nomination must be certified as to correctness by the Section Chair and Secretary.
3. No Section shall be selected as the awardee two years in succession. Awardees are encouraged to submit material on an annual basis, as a prior year awardee will be eligible for a High Proficiency Award.
4. The following minimal requirements must have been satisfied by statement and other data as required:
 - a. Minutes of Executive Committee Meetings have been published and distributed (copies required).
 - b. No Chapters on probation as recorded by IEEE Headquarters.
 - c. Submitted year-end financial report on time to IEEE (copy required).
 - d. Submitted year-end record of meeting activities on time to IEEE (copy required).
 - e. Currently approved By-Laws (submitted with material).
 - f. Officer and committee appointments implemented in accordance with By-Laws.
 - g. Submission of a concise annual report by the Section Chair.

Criteria for Consideration:

For purposes of uniformity, each Section submitting material shall provide supporting documents oriented to the following framework, for evaluation of item 3, a concise annual report by the Section Chair and a copy of the Section Bylaws will be required. Other reports shall be placed with pertinent categories, as shall all elements of the document support provided:

1. Maintenance Factors – (40%)
 - a. Meetings – (suitably publicized and reported)
 - 1) Section and Subsection
 - 2) Chapter
 - 3) Student and Student Branches

- 4) Short Courses
- 5) Tutorials
- 6) Symposia
- 7) Conferences (local and regional)
- 8) Conferences (IEEE jointly sponsored with Section)
- 9) Conferences (IEEE non-jointly sponsored)
- 10) Conferences (joint with non-IEEE entities)
- b. Membership Relations and Development Programs
 - 1) Basic
 - 2) Student
 - 3) Chapter
 - 4) Special Membership Retention Program
- c. Programs and Projects
 - 1) PACE
 - 2) Career Guidance
 - 3) Continuing Education
 - 4) Conferences and Symposia
 - 5) Special and Miscellaneous
 - 6) Student Oriented
 - 7) Other
- d. Communications
 - 1) Publications and Publicity
 - 2) Announcements
 - 3) Planning and Organizational Meetings
 - 4) Executive Committee Meetings
 - 5) Student
 - 6) Awards
 - 7) Fellowship and Attendance Oriented
 - 8) History
 - 9) Public relations
- e. Administrative
 - 1) Fiscal Planning
 - 2) Fiscal Controls (including investments)
 - 3) By-Laws, Procedures, Guides, Operational Manuals
 - 4) Documentation, Files and Records
 - 5) Chapters
 - 6) Awards
 - 7) Institute Relations
 - 8) Student Branch relations
 - 9) Section Organizational Planning Mechanisms
- f. Participation by Members
 - 1) Institute and Society Activities through Section Member Participation
 - 2) Region Activities
 - 3) Related Non-IEEE Activities
2. Innovation and Growth Factors – (40%)
 - a. Meetings
 - b. Conferences
 - c. Education and Development
 - d. Publicity
 - e. Communication
 - f. Administrative

- g. Membership
 - h. Chapter and Society Relations
 - i. Societal
 - j. Legislative and Governmental
 - k. Financial
 - l. Special Programs
 - m. Professional
3. Overall Assessment – (20%)
- a. Quality of Publications as reflected by members
 - b. Responses to Meetings
 - c. Student/Chapter involvement
 - d. Professional Activities and PACE involvement
 - e. Activities designed for Section growth (membership growth included)
 - f. Comments or surveys from members regarding Section (General overall quality of performance will be judged on all aspects)

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Award Presentation:

The “Exemplary Section Award” shall consist of a plaque of professional quality. Presentation of the award shall be either at a Section or Regional meeting. The Region Executive Committee shall approve the specific location.

Nomination Procedure:

Carefully prepare all material paying careful attention to the eligibility and criteria paragraphs. Obtain certification of same by both the Section Chair and Secretary. Send completed nomination packages to the Chair of the Region 4 Awards Committee by April 30th of the reference year.

Evaluation Procedure:

An evaluation system shall be utilized by the Region 4 Awards Committee that will allow weighing the selection criteria on a basis of a scale of 100.

The nominees shall be judged on the basis of the written material submitted in accordance with the above. The Region 4 awards Committee may attach additional written information to the nomination packages for inclusion in the evaluation process. All entries shall be judged eligible or ineligible based eligibility criteria. Ineligible entries shall be returned with explanation of reason. Eligible entries will be reviewed completeness and then evaluated on the basis of the criteria for these awards. For consideration of an award, the entry shall rate a minimum of 60 on a scale of 100.

Return Submittal Package by April 30 to:

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