Rules and Procedures of ACECC Awards
Subcommittee on ACECC Awards

GENERAL RULES

Article 1: The bylaws stipulated herein provide the rules for nomination of ACECC Award candidates and selection of awardees.

Article 2: The concept for the Awarding shall conform to the ACECC Constitution and Bylaws.

ELIGIBILITY

Article 3: Each of the ACECC member societies/institutions, whether it is located in Asia or in other regions, has equal eligibility for making a nominee recommendation.

ORGANIZATION

Article 4: For selection of ACECC Award nominees and awardees, a Subcommittee on ACECC Awards shall be established by the ACECC Planning Committee and its responsibilities shall be determined as follows.

1) The Subcommittee on ACECC Awards shall select ACECC recommended awardees from the nominees submitted by ACECC member societies/institutions.
2) The Subcommittee on ACECC Awards shall report its selection of recommended awardees to the Planning Committee.
3) The decision of the Planning Committee shall be submitted to the Executive Committee of ACECC for ratification.

Article 5: The Subcommittee on ACECC Awards shall be responsible to the Planning Committee and shall consist of no more than one representative from each ACECC member societies/institutions.

1) The subcommittee meetings on ACECC Awards shall be held at the time of the Planning Committee Meetings to make final voting.
2) E-mail correspondences shall be allowed. The subcommittee may adopt a resolution on a certain agenda through electronic voting.

Article 6: The Chair of the Subcommittee on ACECC Awards shall be chosen by the members of the subcommittee by simple majority vote.

1) At the first Planning Committee Meeting after the CECAR, the Planning Committee accepts candidacy for the next chair from member societies/institutions. The next chair shall be selected by simple majority vote.
2) The term of the chair of the subcommittee shall be until the first Planning Committee Meeting after the next CECAR.

AWARD CATEGORIES

Article 7: ACECC Awards shall be presented to the following project(s) and person(s) that are admitted to be qualified for receiving the Awards.

1) ACECC Civil Engineering Project Award(s)

2) ACECC Civil Engineering Achievement Award(s)
3) ACECC Technical Committee Activity Award
4) ACECC Young Engineer Professional Achievement Award

ACECC CIVIL ENGINEERING PROJECT AWARD(S)

Article 8: The ACECC Civil Engineering Project Award(s) shall be granted to a project, the construction of the project was completed and put to public service within the last three years counted from June 30 of the year of nomination going back to July 1 three years back, and is judged to have achieved a remarkable contribution to the advancement of civil engineering and development in Asia.

Article 8.2 Any completed physical civil engineering infrastructure project that is actively utilized by the people qualifies for the ACECC Civil Engineering Project Award.

Article 8.3 The project's formal opening date for public service, will be regarded as the date of completion and public use of the project.

Article 8.4 The project feasibility reports, project design reports, structural assessment reports, reports on structural failures, geotechnical investigation reports, environmental assessment reports, socioeconomic survey reports, research reports, and other types of reports by themselves are not eligible for the ACECC Civil Engineering Project Award.

Article 9: The ACECC Civil Engineering Project Award(s) will honor and recognize the efforts made by all those engineers who worked for the project. The person who is registered in the Nomination Form as the "Project Representative" shall receive the award on behalf of the project.

ACECC CIVIL ENGINEERING ACHIEVEMENT AWARD(S)

Article 10: The ACECC Civil Engineering Achievement Award(s) shall be granted to a person belonging to a member society of ACECC who has demonstrated outstanding lifetime achievement, leadership, and a long-term commitment to excellence, benefitting and advancing civil engineering in Asia and internationally.

ACECC TECHNICAL COMMITTEE ACTIVITY AWARD

Article 11: The ACECC Technical Committee Activity Award shall be granted to a Technical Committee which has shown exceptional leadership and professionalism in the activities of the TC and is judged to have achieved a remarkable contribution to the advancement of civil engineering development in Asia.

ACECC YOUNG ENGINEER PROFESSIONAL ACHIEVEMENT AWARD

Article 12: The ACECC Young Engineer Professional Achievement Award shall be granted to members belonging to a member society or institution who are judged to have attained significant professional achievement and have not crossed beyond their 35th birthday on June 30 of the year of nomination. So, the nominee's 35th birthday should be after June 30 of the year of nomination

CALLING FOR NOMINEE RECOMMENDATIONS

Article 13: Calling for ACECC Award nominees shall be announced within each economy at the discretion of the local ACECC member society/institution.

Article 14: A member society/institution can nominate only one project and one person for the above first, second and fourth stipulated awards. Technical Committee Activity Award shall be self-

recommended by Technical Committees which have been active for more than two years or terminated in the last three years.

Article 15: The Letter of recommendation for the ACECC Civil Engineering Project Award(s) shall provide the information on

1) The outline of the nominated project,
2) The name, address, phone number and email address of the project representative including a copy of the letter of authorization from the owner organization, where applicable.
3) A project completion certificate or an equivalent official document issued by the owner organization, including the date of construction completion and the date it was put into public service.
4) Reason for recommendation,
5) Short video and/or still photographs, confirming construction completion and public utilization and
6) Project reports or articles in journals or magazines, if any.

Article 15.2: Reason for recommendation should be itemized into

a) Contribution to the advancement of civil engineering
b) Contribution to the region where the project was undertaken
c) How the project will have impact on or spread through the Asian region, and
d) Any other special remarks, if any.

Article 16: The Letter of recommendation for the ACECC Civil Engineering Achievement Award(s) shall provide the information on

1) The nominee's profile,
2) Reason for recommendation, and
3) Presented paper(s) authored or relevant projects managed by the nominee, if any.

Article 16.2: Reason for recommendation should be itemized into

a) Contribution to the advancement of civil engineering
b) Contribution to international cooperation and support
c) Contribution to the Asian region or in ACECC member economies
d) Any other special remarks, if any.

Article 17: The letter of recommendation for the ACECC Technical Committee Activity Award shall provide the information of the TC's activity which contributed to achieving the purpose and objectives of ACECC.

Article 18: The Letter of recommendation for the ACECC Young Engineer Professional Achievement Award shall provide the information on

1) The nominee's profile.
2) Reason for recommendation, and
3) Presented paper(s) authored or relevant projects managed by the nominee, if any.

Article 18.2: Reason for recommendation should be itemized into

a) Major Work-Related Achievement
b) Contribution to the Civil engineering Profession
c) Contribution of the Nominee's service to the community in or for the Asian region.
d) Contribution to the member society/ institution

Article 19: A nomination must be made using the "Nomination Form" adopted by the Subcommittee for the purpose including a letter of recommendation for the nominated person or project from an ACECC member society/institution.

Article 20: The Chair of the Subcommittee shall encourage communication among committee members by any means in the course of selection of the recommended awardees.

1) The chair shall operate the subcommittee on ACECC Awards.
2) The chair, on behalf of the Award Subcommittee, shall report the results of award voting and recommend the awardees to the Planning Committee. The Planning Committee shall endorse the recommendations of the Award Subcommittee and forward it to the Executive Committee for approval.
3) The Executive Committee shall make the final approval by majority vote.
4) The chair shall introduce the award winners at the time of the CECAR.
5) In the absence of the chair, the subcommittee members shall choose among themselves the acting chair to act in the capacity of the chair.

DECISION OF THE AWARDEES, TIMING, AND AWARD PRESENTATION

Article 21: The Subcommittee on Awards shall select recommended awardees in the following way and report the result to the Planning Committee for its approval to report to the Executive Committee. Voting may be by electronic communication without any requirement for attendance at a meeting.

Article 21.2: *Voting for ACECC Civil Engineering Project Award(s):* Each member will consider and score each nominated project on the basis of the four criteria listed on the project awards voting form (1 to 100 points).

Each member, based on the number of points scored, will rank each project on the form, from 1 to *x* (where *x* is the total number of projects nominated) with 1 being the highest ranked project and *x* the lowest ranked project.

The Awards sub-committee chair will compile and total the ranking of each project by each member on the voting summary form. The highest ranked (corresponding to the lowest number) project will be selected to receive the "Outstanding Civil Engineering Project Award".

Up to six other projects, based on compilation of ranking, will be recommended for special mention and be eligible for the "Civil Engineering Project Award", with the condition that out of the total of up to six projects awarded (including the Outstanding Civil Engineering Project Award) at least two projects are from nominations from high categories of ACECC membership and at least three projects are from the remaining ACECC members' nominations (middle and low categories).

Article 21.3: *Voting for ACECC Civil Engineering Achievement Award(s)*: Each member will consider and score each nominee on the basis of the three criteria listed on the achievement awards voting form (1 to 100 points).

Each member, based on the total number of points scored, will rank each nominee on the form from 1 to *y* (where *y* is the total number of people nominated) with 1 being the highest ranked nominee and *y* the lowest ranked nominee.

The Awards sub-committee chair will compile and total the ranking of each nominee by each member on the voting summary form.

Up to five highest ranked (corresponding to the lowest number) nominees with at least one nominee from high categories of ACECC membership and at least one nominee from the remaining ACECC members (middle and low categories) will be selected for the "ACECC Civil Engineering Achievement Awards".

Article 21.4: *Voting for ACECC Technical Committee Activity Award*: Each member will consider and rank each nominated Technical Committee from 1 to *z* (where *z* is the total number of TCs nominated), with 1 being the highest rank and *z* the lowest rank.

The Awards sub-committee chair will compile and total the rankings of each nominated TC by each member on the voting summary form.

The highest ranked (corresponding to the lowest number) TC will be selected to receive the "ACECC Technical Committee Activity Award".

Article 21.5: *Voting for ACECC Young Engineer Professional Achievement Award:* Each member will consider and score each nominee on the basis of the four criteria listed on the Young Engineer Professional Achievement awards voting form (1 to 100 points).

Each member, based on the total number of points scored, will rank each nominee on the form from 1 to *y* (where *y* is the total number of people nominated) with 1 being the highest ranked nominee and *y* the lowest ranked nominee.

The Awards sub-committee chair will compile and total the ranking of each nominee(s) by each member on the voting summary form.

The two highest ranked (corresponding to the lowest number) nominees will be selected for the "ACECC Young Engineer Professional Achievement Awards".

Article 21.6: *Endorsement Procedure:* The Chair of the Subcommittee tallies the scores submitted by all subcommittee members and reports the ballot result to the Planning Committee Meeting held prior to the month of CECAR, for consideration.

Article 22: The Executive Committee shall decide the awardees by majority vote.

Article 23: As many as seven awards of the ACECC Civil Engineering Project Award(s), five awards of the ACECC Civil Engineering Achievement Award(s), one Technical Committee Activity Award, and two ACECC Young Engineer Professional Achievement Award, may be granted at one commendation.

Article 24: Commendation of ACECC Awards shall be conducted once every three years coinciding with the CECAR by presenting Award certificates and plaques to the awardees during that event.

FUNDING

Article 25: The cost for the Award certificate and plaques shall be borne by ACECC.

SUPPLEMENTARY PROVISIONS

Article 26: These bylaws are subject to change by the decision of the Executive Committee.

Article 27: All nominees for the ACECC Civil Engineering Project Award(s) shall agree that in the event that they are judged to be the recipient of an award they will provide to ACECC a DVD of the project highlights, for showing at the award ceremony, lasting approximately three minutes.

Article 28: A dedicated "ACECC Award Lecture Session" will be organized at each CECAR. The aim of this "ACECC Award Lecture Session" is to honor the recipients of the ACECC Civil Engineering Achievement Awards and to create a platform for them to share their expertise, achievements, and innovations.

Article 28.1: ACECC will offer complimentary registration for the CECAR to the recipients of the "ACECC Civil Engineering Achievement Award".

Attachment 1 ACECC Civil Engineering Project Award(s) Nomination Form
Attachment 2 ACECC Civil Engineering Project Award(s) Voting Form
Attachment 3 ACECC Civil Engineering Project Award(s) Voting Summary Form (Ranking)
Attachment 4 ACECC Civil Engineering Achievement Award(s) Nomination Form
Attachment 5 ACECC Civil Engineering Achievement Award(s) Voting Form
Attachment 6 ACECC Civil Engineering Achievement Award(s) Voting Summary Form (Ranking)
Attachment 7 ACECC Technical Committee Activity Award(s) Nomination Form
Attachment 8 ACECC Technical Committee Activity Award(s) Voting Form
Attachment 9 ACECC Technical Committee Activity Award Voting Summary Form (Ranking)
Attachment 10 ACECC Young Engineer Professional Achievement Award Nomination Form
Attachment 11 ACECC Young Engineer Professional Achievement Award Voting Form
Attachment 12 ACECC Young Engineer Professional Achievement Award Voting Summary Form
** Modifications to the forms will be done after the proposed amendments are approved.