

**MANUAL OF
RESPONSIBILITIES AND PROCEDURES
FOR THE
INTERNATIONAL NOMINATIONS, ELECTIONS AND AWARDS COMMITTEE
OF THE
INTERNATIONAL RIGHT OF WAY ASSOCIATION**

2007

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International Nominations, Elections and Special Awards Committee

The mission of this Committee is to originate, receive, prepare, review qualifications and recommend to the Board of Directors nominations for the positions of International Officers on the International Executive Committee. In addition, the Committee is responsible for maintaining the Association's awards program by establishing policies and procedures. The Committee encourages quality professional members to participate in the operation of the International Right of Way Association at all levels.

You are the voice of the International Nominations, Elections and Special Awards Committee. By agreeing to serve on the INEC, you agree to make the commitment to attend your region forums and chapter meetings, where possible. This is your opportunity to solicit and encourage members to apply for the many awards and become more involved in the Association. If you are unable to attend, you have a responsibility to provide current forms, communicate deadlines associated with each office/award, and provide a **written** report on behalf of the International Nominations, Elections and Special Awards Committee.

You must display a high level of integrity and confidentiality regarding the information you will be reviewing. You have been chosen to represent your Region on this Committee because someone else recognized the high level of professionalism and commitment you have made to this Association.

NOTE: This manual amplifies Article VI of the International By-laws and IRWA Procedural Rule 16. Any conflict that may exist between this manual and the By-laws or Rule, the By-laws and Rule shall apply.

STRUCTURE OF THE INEC

The International By-Laws Section 5.

There shall be a Nominating Committee appointed each year as provided for in the Association's Policy and Procedures Manual.

The Association's Policy and Procedures Manual provides that prior to the first day of September each year, the International President shall appoint a committee, designated as the Committee on Nominations and Elections, to study and analyze the qualifications of members of the Association and to determine the willingness and ability of members to serve as officers of the Association.

Procedural Rule 16 will govern the actual appointment date and procedures as currently in place, the incoming President (e.g., the President Elect) will at a minimum select the Chair and Vice Chair prior to May 1 of each year with confirming "official" appointment coming by September 1. The reason for this is to allow a smooth transition of any leadership change and to allow the incoming Chair and Vice Chair to participate in Committee deliberations at the International Conference.

Membership

The Committee shall be appointed by the President on the basis of one member for each region of the Association, **each with the advice and concurrence of the Regional Chair.**

It is customary that one of the regional representatives is appointed to serve as both a Regional Representative and Vice Chair of the committee.

No International Past President or current employee of the Association shall be appointed to serve as a member of such committee.

Anyone who accepts an appointment to the INEC shall, as a condition of said appointment, waive his or her right to run for election to the International Executive Committee during the year said appointment was for (IEC Resolution, 1984/85).

TERM OF OFFICE

Chair. The Chair shall be appointed for a term of two (2) years. It should be noted that the person appointed as Chair also serves as the Regional Representative of his or her specific Region.

Vice Chair. The Vice-Chair shall be appointed for a term of two (2) years. It should be noted that the person appointed Vice-Chair also serves as the Regional Representative of his or her specific Region.

Regional Representative. A Regional Representative from each region is appointed annually for a two (2) year term.

*Note: The Regional Representatives are usually chosen on a rotation of even number Regions one year and odd numbered Regions the next year to ensure consistency and knowledge will be carried forward each year, however this is at discretion of the President-Elect.

INEC MEETING

The International Nominations, Elections and Special Awards Committee shall meet each year during the period from April 1 to May 1 or prior to the date of or at the same time as the International Executive Committees' Spring Meeting, whichever is first. Said meeting shall consider proposed nominees, together with all endorsements and/or comments **post marked prior to the 1st business day of February.**

The Committee shall **solicit** and receive nominations for International Office, and shall designate one person for each International Office to be filled at the next annual election, except those of International President, Region Chair and Region Vice Chair.

The Committee shall **solicit**, receive, review and tabulate nominations for the:

- A) Frank C. Balfour Award.
- B) Newsletter of the Year Award.
- C) State Association of Real Property Agents ("SARPA") Scholarship.
- D) Employer of the Year Award.
- E) Mark A. Green Award
- F) Chapter of the Year Award

A previous winner the last 3 years is not eligible for that particular award.

The Committee shall prepare to attend (if possible) the Board of Directors Meeting held at the International Education Conference in June. The President , with the assistance of the INEC, shall have general charge of the election, including preparation, distribution and counting of ballots.

The Committee shall complete other duties as assigned by the International Executive Committee.

CONFLICT OF INTEREST

As a member of the INEC, your actions need to be above reproach. It is extremely important that INEC members avoid any appearance of potential or conflicting interest in the performance of your duties. In as much, INEC members shall not nominate or sign endorsement letters for candidates or applicants running for the IEC, Balfour, Chapter of the Year, SARPA, Mark A. Green, or Employer of the Year awards. Any member who is aware of a potential conflict of interest with respect to a matter before the INEC should discuss the issue with the INEC Chairman, which may result in the member not being present during discussion and vote in connection with the matter.

A current member of the INEC is not eligible for individual awards.

PUBLICITY

The Right of Way Magazine will publish information on ALL the awards, dates associated with deadlines for submissions, and the name and address of the Chairman and Vice-Chairman of the Committee in two magazines prior to **April 1**.

The nomination forms are all on the Internet site www.irwaonline.org.

The members of the committee can provide forms and guidance on completion of information.

ELECTION TO INTERNATIONAL OFFICE

It shall be the responsibility of the INEC to identify leadership qualities needed by the Association as prospective candidates for the International Executive Committee. You are to encourage members to run for International Office, to receive nominations, and prepare nominations for all offices to be filled at each annual election, except those of the Regional Chair and Regional Vice Chair.

The INEC shall inform the membership including current and prospective officers regarding desired qualities and capabilities of our Association leaders, as well as the demands of holding office. You must advise the members to consider an individual's depth of dedication to the aims and purposes and Code of Ethics of the Association.

The **magazine** shall include a statement that any member, chapter or region of the Association may submit to the Chair a recommendation for the nomination of any qualified member for any elective international office, except that of Regional Chair and Vice Chair.

Also included in said publication shall be a notice that all recommendations for nomination for each international office shall be postmarked no later than **the 1st business day in November**. In order that the nominee's announcement for office along with his/her resume may be included in Right-Of-Way magazine published between December and April he/she must submit their application, resume, candidate's statement and photograph to Headquarters by the first business day in November of the preceding year. **(NOTE: Inclusion in the magazine is not a prerequisite for election to the IEC.)**

The INEC shall originate, prepare, receive and distribute the candidate summary. This summary will show the extent of demonstrated professional leadership at the local, regional and international level. **The Committee may consult with any member of the Association regarding qualifications and capabilities of officer candidates.**

The INEC shall recommend one person for each International Office to be filled at the next annual election.

The affirmative vote of a majority of the members of the INEC for the nomination of persons for each such office shall represent its decision.

Immediately following the INEC meeting, the INEC Chair shall notify the International President and report the action taken by the committee. Thereafter, the INEC Chair shall telephone each of the proposed nominees as to whether or not the INEC has recommended him or her for office, and if so, for what office. Such notice shall be followed in writing. The report of the INEC shall not be made public until such time as the International President has been contacted and a reasonable attempt has been made to contact each of the proposed nominees.

The INEC shall submit a report to the Board of Directors, with a copy to the International Secretary, containing the names of the persons it proposes to recommend for the following positions: President Elect, Vice President/Treasurer, Secretary and 1 Committee Member. Said report to be forwarded to the International Executive Vice President by May 1, provided, however, that in the event that the International President Elect has assumed the office of the International President, as a result of a vacancy in that office, a nominee for the office of International President shall also be named in said report.

Qualifications

The following are the **minimum qualifications** for International Officers to be elected by the Board:

- A) The candidate must have been a member in good standing of a chapter or chapters of the Association for a period of not less than six (6) years immediately preceding the annual election of such officers; and,
- B) The candidate must either (1) have served for a minimum of one year as an elected officer of a chapter of the Association, and two (2) years cumulative of one of the International committees of the Association.

- C) Personal characteristics of candidates should be considered under qualifications, which shall include: depth of dedication for the Aims and Purposes and Code of Ethics of the Association; the extent of demonstrated professional leadership at the local, regional, and international levels; and the record of constructive service rendered to the advancement of the Association and right-of-way profession.
- D) All candidates for any of the elective offices of the International Executive Committee must have the SR/WA designation.

Each recommendation, together with a resume of the experience and qualifications of the person being recommended, must be forwarded to the Chair post marked no later than **the 1st business day in November** of the preceding year in which the election is to be held

A member, chapter, or region may recommend that such person be nominated for more than one such office. If a person is recommended for more than one office said person shall be contacted by the Chair of the INEC and asked which office he/she prefers to be listed as a potential nominee and such person shall be publicized as a potential nominee for said office only. The nominating committee may not nominate such person for more than one office.

A candidate who is recommended for more than one such office shall be designated appropriately with the general statement indicating that fact. A person recommended for a certain office may be endorsed for any other office except as otherwise indicated.

Endorsements

In January of each year, Headquarters will send all Chapter Presidents, Region Chairs and Committee Chairs a form asking for their endorsement of and comments on each IEC candidate. These forms are to be returned directly to the Chair of INEC post marked no later than the 1st business day of March. All information contained therein will be held in strict confidence.

Formal Nomination Report:

At the time and place set for the annual election, the INEC Chair shall formally nominate for each international office the person whom the INEC, by majority vote, has designated as the nominee.

INEC MINIMUM STANDARDS FOR AWARDS NOMINATIONS

Frank C. Balfour Award

1. Member in good standing.
2. Must be endorsed by Chapter President or other chapter officer if Nominee is the president.
3. Cannot be a previous winner of the award.
4. Must have served as either as senior officer of the Association or served as officer of the Chapter.

Newsletter of the Year

1. Must be published at least 3 times a year.
2. Must contain at least 60% original content and communicate chapter, regional and international activities and events.
3. Must be at least four pages in length.
4. Cannot be nominated if Chapter has won the award in the last 3 preceding years.

SARPA SCHOLARSHIP

1. Must be a full time student at a university or a high school student accepted as a full time student in a university.
2. Must be an IRWA member or family member of an IRWA member
3. Must be in a field of study related to the right of way profession
4. Must have a GPA of 3.0 or higher
5. All transcripts must be submitted

EMPLOYER OF THE YEAR AWARDS

1. The nominated company must be a supporter of the IRWA
2. Cannot be nominated if they have won the award in the last 3 preceding years.
3. Must actively support their local chapter.

CHAPTER OF THE YEAR AWARDS

1. Chapter goals must support the IRWA strategic plans.
2. Positive increase in membership.
3. Hosted at least 1 IRWA Courses during the past year.
4. Must have at least 4 chapter and board meetings a year.
5. Cannot be nominated if the Chapter has won the award in the last 3 preceding years.

FRANK C. BALFOUR AWARD

The INEC shall solicit and receive nominations for the Frank C. Balfour Award.

To qualify as a nominee you must be: a) a member in good standing of the International Right of Way Association, b) you must have made outstanding contributions to the activities of the Association. Members of the International Executive Committee, Advisory Council, International Nominations and Elections Committee, and International Headquarters staff are not eligible.

The deadline for submission of the completed documentation is **the 1st business day in February verified by the postage date**. No nomination received after the deadline date shall be considered by the INEC. The INEC shall report its findings and make its recommendations to the International Executive Committee within thirty days (30) after the spring meeting.

All Balfour candidate forms are rated by the INEC Committee Members. Marks are shown on the various pages of the form. Marks are not given to information that has been duplicated within the form. **The totals are tabulated before the Spring Meeting, forwarded to the Chair and Vice-Chair of INEC.** They will be discussed in depth at the meeting. The INEC Chair and Vice-Chair do the final tabulation at this meeting.

Up to six candidates can be identified as finalists. The INEC Chair notifies the finalists. The name of the Award Winner is not made public until the Annual Conference, but will be provided to the International Executive Vice-President only for preparation of awards material.

All finalists receive a letter of congratulations from the INEC Chair and an engraved plaque, which is presented at the Annual International Education Conference Awards Luncheon. The winner receives another plaque at the Annual Conference Installation Banquet. A \$1000 contribution is sent to the University of Santa Clara scholarship fund in memory of Frank C. Balfour. The Right of Way International Education Foundation Award provides the materials and funds for the awards.

Instructions for Completing the Nomination Form for Frank C. Balfour Award

The Chapter President, Nominations & Awards Committee Chair, or other designated or appointed Chapter representative will complete the cover page of the Nomination Form, and ask the Nominee to review the form content for accuracy and completeness before signing. The Chapter President or representative must print their name and position under their signature.

The Chapter President or designee, on behalf of the Chapter, **must** prepare a general letter relative to the nomination. If the Chapter President is also the nominee, another chapter officer must prepare the letter. If the Chapter appoints a designee, a letter from the chapter must accompany the submission stating such.

The Chapter President, Nominations & Awards Committee Chair, or other designated or appointed Chapter representative will forward by registered/certified mail eleven copies of the completed nomination packet, including the nomination letter and the executed copy of the Nomination Form by certified/registered mail to the INEC Chair, at the address displayed in Right-of-Way Magazine.

The deadline for submission of the completed documentation is the first business day in February verified by the postal date in which the Nominee is to be considered. Nominations received after the deadline date shall not be considered by the INEC. The award is presented at the annual Education Conference in June and would be an award for the preceding calendar year.

Activities of the nominee for the last consecutive five-year period, ending December 31 of the preceding year, are to be noted on Sections I through V of the nomination form. Activities prior to the five (5) year period are to be noted on Section VI. If it is necessary to use additional space for the data, please attach one page and identify the information by Section Number to ensure proper credit.

Provide concise information in order for the INEC to properly review the nomination. **DO NOT REPEAT INFORMATION.** The nominee will only receive marks for the information once – Read the form carefully as each section is clearly identified and only duties relating to that section should be noted.

For additional information, please refer to your October/November issue of the Right of Way Magazine or find the form at irwaonline.org

For those who reproduce the form, **PLEASE** reproduce everything, including the score sheet.

NEWSLETTER OF THE YEAR AWARD

Awards for journalistic endeavor will be granted to the Chapter Newsletters that exhibit exemplary qualities in their communication of Chapter, Regional and International news from January 1 through December 31 annually.

The INEC shall solicit and receive nominations from the Association Chapters and Chapter affiliates for the Newsletter of the Year Award in each of two categories:

Category I - Chapters of 100 members or less.

Category II - Chapters over 100 members.

Categories shall be based on the Chapters membership as of December 31st of the year for which the award is given.

Deadline for submitting newsletter **shall be the 1st business day in February as verified by the postage date. Nominations received after the deadline date shall not be considered by the INEC.**

The committee of judges will consist of the INEC Vice-Chair and two Regional Representatives. The INEC Chair and Vice Chair will report the winning newsletters in each category being selected.

The finalist newsletters in each category are reported to the INEC at its annual spring meeting.

It is the responsibility of the **INEC Vice-Chair** to notify each winner, who assures that letters are sent to the winning newsletters in each category and that the appropriate awards are prepared for presentation at the annual IRWA Conference. The Vice-Chair notifies the editors representing the winning newsletters, from each category, regarding their successful submissions. The winners are announced at the annual Conference. The Vice-Chair should also send letters to the unsuccessful candidates thanking them for their participation.

**International Right of Way Association
Newsletter of the Year Award
Competition Rules**

**January 1 through December 31 annually
Submittal in triplicate (hardcopy) post dated on or before the 1st business
day of February in the following year**

Awards for journalistic endeavor will be granted to the chapter newsletter that exhibits exemplary qualities in their communication of chapter, regional and international news. All Chapters are urged to participate. The time frame involved is January 1 through December 31 annually.

Two categories for the Newsletter Award:

- a) 1st place award for chapters of 100 members and less; and
- b) 1st place award for chapters over 100 members.

The newsletters are judged on the following 100-point criteria:

I. NEWSLETTER IDENTITY

A. Purpose

To establish an overall chapter identity, easily recognizable by the member, who wants to read it and looks forward to receiving it.

B. Total Points: 10

1. Identity

Is the newsletter readily recognizable as being associated with your chapter and as part of IRWA?

2. Style

Does the newsletter attract the reader's attention? Would your member glance at it right away, or put it aside until all other mail has been read?

3. Overall Appearance

Does the newsletter look like a unified whole with some thought given to the layout of the articles and graphics, or is it a hodgepodge of secretary's minutes, course offerings, and other tidbits that look like an elementary cut-and-paste job?

II. EDITORIAL CONSISTENCY

A. Purpose

To reward good editing, regardless of Chapter funds. Graphic appeal is not considered here.

B. Total Points: 30

1. Interesting/Entertaining

Does it hold the reader's interest to the end? After reading the newsletter, will the reader feel that it has been time well spent?

2. Writing/Editing Consistency

Does the writing and editing consider its target audience? Does the choice of words recognize their intelligence and general knowledge of the right-of-way profession, but not so technical as to be understood only by people in a narrow specialty? Is the writing/editing style consistent throughout all the year's issues? Is the content similar throughout the year, or do some newsletters contain much more information while others are merely a flyer announcing the next meeting?

III. CONTENT

A. Purpose

To provide information.

B. Total Points: 50

1. Overall Content

Is there a good balance between different kinds of information, or is the issue devoted essentially to one topic?

2. Inform Members of Chapter Activities

Does the newsletter include reports of recent activities and announcements of upcoming events?

3. Courses and Job Openings

Are courses announced far enough in advance that members can make the necessary arrangements to attend? Do job announcements give enough time to submit a well-prepared resume or application? If no one has listed any job offerings, is the IRWA job hotline mentioned?

4. International Association and Regional News

Is the member kept informed of what's going on at International Headquarters and on International Committees? Are items from the Chapter Leaders newsletter included? Are Regional forums and Conferences announced and reported on?

5. Right of Way Concerns for That Geographical Area

Are there articles dealing with right of way projects in the area? Is there any mention of pending legislation, which would affect the right of way profession? Are there reports of unusual right of way problems and/or unusual solutions?

6. Total Chapter Participation

Are all Chapter committees publicized more or less evenly over the year (not necessarily in every issue)? Do several members write articles, or does the editor write everything?

IV. GRAPHIC DESIGN

A. Purpose

To reward those who lay out their newsletter well.

B. Total Points: 10

1. Readability

Is the newsletter easy to read, with an appropriate type size and font (style)? Is there good use of white space?

2. Image Enhancement

Does the newsletter look professional or unpolished? Does it look like the publication of a professional organization, or the calendar for the local club?

3. Proper Use of Photos

Do the photos help tell the story or do they just fill up empty spaces? Are the photos clear and the captions legible and understandable to someone who wasn't there?

4. General Graphics Selection

Do the graphics add to or detract from the newsletter? Consider masthead, borders, IRWA and chapter logos, cartoon, and miscellaneous graphics appropriate to the season.

The committee of judges will consist of the Vice-Chair of the International Nominations and Elections Committee (INEC) who will act as the chair of the panel. The panel will include two other INEC members to be selected by the Vice-Chair.

Each Chapter should submit three (3) copies of each newsletter published during the calendar year (between January 1 and December 31) to the INEC Vice Chair in order to be considered. **To be considered, it is important to note that your submission must include a minimum of three different newsletters that were published between January 1 and December 31. The deadline for submitting newsletters is the 1st business day in February verified by the postage date** Submissions are forwarded to

INEC Vice-Chair
Name
Address
Phone Number
Fax Number

STATE ASSOCIATION OF REAL PROPERTY AGENTS (SARPA) **SCHOLARSHIP**

The International Right of Way Association entered into an agreement in 1991 with the State Association of Real Property Agents (SARPA) whereby SARPA granted the International Right of Way Association a certain sum of money to be held as principal in the "SARPA Scholarship Trust", the interest from which may be distributed annually by the International Right-of-Way Association as administered by the INEC.

The SARPA Scholarship may be awarded annually to an eligible applicant who is majoring in a course of studies related to the right of way profession and/or public works administration. Eligible majors include, but are not limited to, real estate, civil engineering, law, property management, and business and public administration.

The amount of the scholarship, which may vary from year to year, shall represent the annual amount of money earned as interest from the initial SARPA Scholarship Trust deposit, plus any additional principal contributions to the trust fund.

The **INEC** will award the SARPA Scholarship based on the following minimum criteria:

1. Applicants must be enrolled as full-time undergraduates or postgraduates in a bona fide four-year college or university, or in bona fide two or three-year junior college.
2. Applicants shall be majoring in a course of studies related to the right of way and/or public works administration areas (e.g., real estate, engineering, law, property management, public works administration, business or public administration, etc.).
3. Applicants shall be a member **or** family member of a current member of the International Right of Way Association who are in good standing, (The term "family member" shall include the spouse, son, daughter, stepson, stepdaughter, grandchildren or great-grandchildren.)
4. The applicant shall submit transcripts, course credit information, etc. and shall complete a written essay on his or her plans and goals in the right-of-way field.

5. The applicant shall maintain a minimum grade point average of 3.0 to qualify.
6. The applicant must submit a current photo and a written bio with the application.
7. The applicant shall make application upon a scholarship application form, which shall be endorsed and forwarded by the chapter. **Eleven copies of the nomination form must be forwarded to the INEC Chair on or before the 1st business day in February, verified by the postage date. Submissions received after the deadline date will not be considered**
8. Please note that the submittal of an application gives the INEC consent to utilize the photo and written bio as promotional material if that applicant is selected as the recipient of the award.

The INEC shall also advise as to the desirability of making the scholarship check payable directly to the institution the recipient attends thereby demonstrating that the particular scholarship was used precisely in the manner intended by the SARPA grant.

The award is presented at the Annual Conference Awards Luncheon.

EMPLOYER OF THE YEAR AWARD

The INEC shall solicit and receive nominations for the Employer of the Year Awards. The awards are as follows:

- 1: Employers with more than 20 Right of Way Staff;
- 2: Employers with 20 or less Right of Way Staff.

All nominations shall be forwarded to the INEC Chair **on or before the 1st business day in February, verified by the postage date.** Nominations received after the deadline date shall not be considered.

A nominee for this award must be an active supporter of it's employees as members of the IRWA and will have demonstrated strong employee support and commitment at the Chapter, Region and International levels of the Association in terms of participation, financing, time allowance, facilities, services, etc.

The INEC shall select the winner of this award at its annual spring meeting.

The INEC shall report its findings and make its recommendations to the International Executive Committee within thirty days (30) after their meeting.

The award is presented at the Annual Conference Awards Luncheon.

MARK A. GREEN AWARD

The Mark A. Green Award is given to a writer who has demonstrated journalistic excellence for the best technical article published in the *Right of Way magazine* during the year. The article is judged by a subcommittee of the INEC on quality of writing skills, style, research and visuals. These contributors are experts in the fields such as engineering, appraisal, title, environmental, negotiations, relocation assistance, surveying, property management, real estate law, etc.

An annual \$500 scholarship award and plaque is given to the recipient. The recipient is to be notified by the INEC and the recipient will designate the scholarship to the college or university of his or her choice. Once this designation has been made, the INEC is to notify the President of the Foundation as to which institution a check should be made payable. This notification should occur prior to June 1st of each year. The Treasurer of the Foundation will then issue the check to the designated institution.

The following criteria are to be used as a guideline when reviewing the articles:

- Writing Skills: 30 points
- Is the manuscript clear and concise?
 - Pace/Timing (is enough time spent on important issues of the article or is it skimmed?)
 - Is there enough depth of information on those important issues or is their too much "fluff" or "filler"?
 - Does the article "flow" easily for the reader?
 - Are there any "dead" spots in the article that bog down the reader?
- Style: 15 points
- When referring to an association or business for the first time, does the Author use the full name, followed by its acronym in parentheses used? Example: International Right of Way Association (IRWA).
 - Capitalization on formal titles? Are formal titles capitalized?
 - Does the Author use a person's full name and job title in the first reference?
 - Does the Author avoid using courtesy titles such as Mr., Mrs., Ms., Miss and Dr. except in direct quotations?
 - Does the Author spell out numbers one through nine and use Arabic numerals from 10 on?
 - Does the Author use endnotes rather than footnotes?

Research	20 points Has the writer researched the topic and included other professional's point of view or is it just the writer's story?
Visuals:	10 points (If visuals are not appropriate for article, apply points to another category.) Are there Tables and Figures that go with the article? Are the Tables and Figures clearly labeled in the order they are referred to in the text? Are there photos that go with the article? Are the photos referenced in the text by photo number and/or caption? Does the photo serve to illustrate points in the article?
Feature Article: 2,500-3,500 words	10 points (If a feature article, give 10 points)
Short Features: 1,000-2,000 words	5 points (if a short feature article, give 5 points)
Bibliography:	5 points Is bibliography crediting all sources consulted? Are all entries citing authors? Are all entries listed in alphabetical order by last name? Are all entries listed include title of work? Are all entries listed include title of publication? Are all entries listed with publisher, date published and volume number (if any) and pages cited?
Biographical:	5 points Is the Author's graphical information current (up to 200 words) and does it highlight the author's professional activities and credentials? Is there a recent photograph of Author?
IRWA Member:	5 points

CHAPTER OF THE YEAR AWARD

The **Chapter of the Year Award** honors chapters whose goals and accomplishments focus on the Strategic Plan of the IRWA. These objectives are:

- Membership
- Professional Development
- Education
- Overall health of the local chapter defined as: meetings, goals, innovative ideas/recommendations
- Chapters who submit candidates to the INEC for International Award consideration. These awards are: Mark A. Green Award, Balfour Award, Employer of the Year, Newsletter of the Year and SARPA

The INEC shall solicit and receive nominations from Association Chapters and Chapter Affiliates. To ensure an equitable assessment of all chapters, the **Chapter of the Year Award** shall consist of two categories. These are:

- Chapter Under 100 members and
- Chapter Over 100 members.

Chapter seeking the **Chapter of the Year Award** should prepare and submit the attached form to the INEC Chair no later than the first business day of February, as verified by the postage date. Nominations received after the deadline date shall not be considered by the INEC. The winner in each category will receive an award of \$500 and a plaque. Winners of the awards will be announced at the "Annual Awards Luncheon" during IRWA's Annual International Education Conference.

The Chapter of the Year Award application form can be accessed via the IRWA website under the heading International Awards.



INEC CALENDAR OF EVENTS

EACH MONTH FROM SEPTEMBER TO MARCH INCLUSIVE	
1.	Attend Chapter and Region Meeting to report on events. Congratulate anyone from your various chapters that was nominated for awards at the first meetings following the June International Education Conference.
2.	When attending various meetings, inform them of all the awards they can apply for and encourage any outstanding members to run for the Executive.
3.	To inform members to watch the Newsletter or go online for the information regarding awards.
4.	If you are unable to attend meetings, send a written report.
SEPTEMBER TO JANUARY	
5.	Any subcommittees assigned tasks to have their reports to the Chair and Vice-Chair by September 1.
6.	If you know of anyone running for IEC, advise the Chair immediately to ensure that cut off dates for the magazine are passed along with any other necessary information. November 1 is cut off date for January/February magazine.
7.	Review your manual submitting any recommended changes or updates to the Chair and Vice-Chair by October 1.
8.	Review all the awards and forms to see if there are improvements required to the existing forms or if there is an opportunity for a new award. Should do by October 1.
9.	Read November/December magazine and make all Chapter Presidents aware of the article either by phoning them or sending them a copy.
10.	Read January/February magazine for all nominees for IEC and be sure to start the process of gathering information on their strengths and weaknesses for discussion at our spring meeting.

February, March

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|--|
| 1. Forward any applications you receive prior to the 1 st business day in February to the Chair who will distribute to all members of your committee. |
| 2. Review all nominations and complete your scoring. |
| 3. Forward your marks for each award to the Chair and Vice-Chair prior to the April meeting. |

April, May

- | |
|--|
| 1. Prepare for attendance at INEC meeting |
| 2. Immediately following April meeting, prepare a written report for Chapter and Region Meetings outlining highlights of INEC meeting. |
| 3. Contact any award recipients to congratulate them and report it to the appropriate chapters and region. |
| 4. Submit expense claim to Chair within 30 days of spring meeting. |
| 5. Confirm with the Chair and Vice-Chair if you are attending the June Conference by June 1; if unable to attend, advise the name of the person who will be taking your place to help carry out your duties at the Conference. |

June

- | |
|--|
| 1. Attend International Education Conference. |
| 2. Attend Committee meeting on Sunday. |
| 3. Attend Region Caucus meeting on Monday. Obtain signatures for Registration Books. Make yourself aware of who the award winners/or their representatives are from your region that will be receiving an award at the Awards Luncheon. |
| 4. Attend Luncheon Awards to ensure the award winners in your Region are seated at the reserved tables at the front of the room. |
| 5. Have all voting members from your Region sign the Registration Book before Tuesday at noon and return your books to the Chair or Vice-Chair |
| 6. Attend Board of Directors Meeting on Wednesday- Approximately one hour prior to the Board of Directors Meeting, you or your representative, should be at the registration desk outside the meeting room to provide your voting members with their voting chip. Your attendance is required at the INEC table in the meeting room to aid in any voting process that may be required. |

DUTIES OF REGIONAL REPRESENTATIVE

It is your duty as an INEC Regional Representative to determine who are the members in your region and the Association who would excel as an International Officer. Talk to them about the possibility of running for international office. Talk to others about who they think would be good; suggest those people, and talk to potential candidates. In general, raise awareness, get people thinking and get people involved. This process starts immediately and is ongoing through your term.

At the spring INEC meeting, each Regional Representative should be prepared to openly discuss and listen to both positive and negative traits and qualifications of each nominee. It is important that you present any pertinent information you have about the candidate. The Chair will review any information sheets that have been received. It is important to discuss the entire IEC as it relates to the strength and position of each officer and candidate. The specific content of these discussions remains confidential; however, information of a general nature may be related to others.

The decision reached at the conclusion of these discussions becomes the position of the committee as dictated by the by-laws.

It is your duty to solicit nominations for all the awards at each chapter and region meeting.

Each INEC Regional Representative will rate each nomination for each award and forward your final marks to the chair and Vice Chair prior to the April meeting.

For the Frank Balfour Award, the rating is most commonly completed by taking each candidate's form as submitted and assigning points to each box by dividing the total points for each section by the number of information boxes. Rate according to how active the person has been. Make every attempt to be consistent in your rating – doing the ratings twice will help. **Only give marks for information once; if the information is repeated on another sheet, do not give it any weight.** Questions about accuracy when the candidate filled in the form will be discussed at the Spring INEC meeting, so that all can have the benefit of hearing the questions and having input.

If necessary, INEC members may re-rate any forms deemed necessary as a result of new information received at this meeting. The Chair and Vice Chair do the final tally together.

Each Regional Representative will report the finalists to their respective regions after the Chair advises it is appropriate.

NEWSLETTER AWARD

Two Regional Representatives will be appointed by the INEC Vice Chair to assist in grading newsletters submitted for the **Newsletter of the Year Award**. These Regional Representatives will score all the submitted newsletters and transmit the scores to the Vice Chair. The Vice-Chair does a tally and resolves questions if there are any. The finalists are announced at the INEC Spring meeting.

Each Regional Representative will report the newsletter finalists to their respective regions.

SCHOLARSHIP AWARD

Each INEC Regional Representative will review and grade all applications for the **State Association of Real Property Agents Scholarship** (SARPA Scholarship) in advance of the spring meeting. Each representative should forward your marks and comments to the Chair and Vice-Chair prior to the Spring Meeting. Each Regional Representative should come to the spring meeting ready to discuss the applications and award an applicant with this scholarship.

CHAPTER OF THE YEAR AWARD

Each INEC Regional Representative will review and grade all applications for the **Chapter of the Year Award** for each category. Each representative should forward your marks and comments to the Chair and Vice-Chair prior to the Spring Meeting. You should come to the spring meeting ready to discuss the nominations and select the nominees for this award.

MARK A. GREEN AWARD

The magazine articles will be reviewed and graded in advance of the spring meeting. The Chair will appoint a subcommittee to review the articles and evaluate them according to the criteria noted in the manual. The results should be forwarded to the Chair and Vice-Chair

EMPLOYER AWARD

Employer of the Year Awards will be reviewed and graded in advance of the Spring meeting. You should forward your marks and comments to the Chair and Vice-Chair. You should come to the spring meeting ready to discuss the nominations and select the nominees for this award.

Each Regional Representative is funded to attend the spring INEC meeting, which is usually held in April. Funded items will include your travel, two nights hotel, and meals. You will receive reimbursement only after filling out the required IRWA Business Travel Expense Statement found on the IRWA website under forms, and submitting it together with originals of all receipts, to your committee chair.

At the Spring INEC meeting you will complete the following tasks:

- A. Review IEC candidates and propose a slate of IEC officers for the coming year.
- B. Review the Frank C. Balfour Award candidates and select the six finalists.
- C. Review the Newsletter of the Year Award presented by the assigned subcommittee.
- D. Review the applications for, and select a recipient of the State Association of Real Property Agents Scholarship (SARPA).
- E. Review the nominations for, and select recipients of the Employer of the Year Award in each category.
- F. Review the Mark A. Green Award presented by the assigned subcommittee.
- G. Review the nominations for, and select recipients of the Chapter of the Year Award.
- H. Assist the Chair with special assignments.

If you are unable to attend the IRWA Annual Education Conference, it is imperative that each Regional Representative inform the Chair and Vice-Chair if they cannot attend the Annual Education Conference. If you cannot attend, you are to provide the name of the person who will be carrying out your responsibilities at the Caucus Meeting on Monday morning, Luncheon Awards on Monday afternoon and the Board of Directors meeting on Wednesday afternoon. **This must be done on or before June 1.** Only the Chair and Vice Chair are funded to attend the Conference due to their responsibilities in the presentation of awards to be given at the Conference.

There will be an INEC Committee meeting on Sunday, at the beginning of the conference which you are required to attend. You will be notified of the time and place.

INEC Chair to provide you with Registration Books for the Directors. You will then attend your respective Region Caucus **meeting on Monday** morning and conduct the preliminary registration of Directors and alternate Directors. Directors whose names are already printed in the book may simply sign in. Alternate Directors may cross out the name of the Director they are replacing, print their name on the alternate line and sign in, if they have provided evidence of the resignation of the Director whose place they are taking and their election, as a replacement by the chapter (Board of Directors' Credentials Certification Form). Please ensure your Region Chair is advised of the status of registration for the Directors in his/her Region. **If you do not get all the required signatures at this meeting, advise everyone at the Regional meeting that you will be available until noon on Tuesday to obtain the remaining signatures.** You will then return the Board of Directors Registration Books and a Directors Form indicating resignation of the Director and election of a new Director to the INEC Chair or Vice-Chair before noon on Tuesday.

On Wednesday one hour prior to the Board of Directors Meeting, you will help staff a registration table outside the entrance to the meeting room. The International Board of Directors Registration Books used for preliminary registration at the Monday Region Caucuses will be provided at the registration table. The Director has previously signed in during your preliminary registration so all he/she has to do is initial his/her attendance next to his/her signature and receive a chip or token.

At the **Wednesday** afternoon Board of Directors meeting, each Regional Representative is responsible for dispensing and collecting ballots from the voting directors of their region. If an INEC member is also a voting director, he or she will be excused from the dispensing and collecting ballots and will have their representative take their place at the INEC table. If a vote is required for some reason, voting slips will be handed out to those directors that have blue chips. The Region Representative will collect the blue chips to ensure the correct number of votes is reported for that particular Region. If additional voting is required the blue chips will be distributed prior to the vote.

By agreeing to serve on the INEC, you agree to make the commitment to attend your region forums and chapter meetings, where possible and economical. This is your opportunity to represent your Committee to solicit and encourage members to apply for the many awards and positions. Be prepared to answer questions. If you are unable to attend, you have a responsibility to provide current nomination and award forms and communicate the deadlines associated with each office and award at the **Fall Regional Forum** meeting. If INEC has met prior to the **Spring Regional Forum** meeting, a written report should be provided to the meeting even if you are able to attend.

Each INEC Regional Representative is expected to make the commitment to attend any IEC meeting that is held in their region.

Forward your expense accounts to the Chair for approval as quickly as possible after the expense has occurred. **Expense claims must be received by International Headquarters within 60 days of the expense.** **The Association requires original receipts for any expense associated with airfare, hotel, meals and local travel charges.**

DUTIES OF VICE-CHAIR

It is the duty as INEC Vice Chair to think of people in your region and the association who would be good international officer candidates. Talk to them about the possibility of running for international office. Talk to others in your region and association about who they think would be good; suggest those people, and talk to potential candidates. In general, raise awareness, get people thinking.

As INEC Vice Chair you will maintain and update the INEC manual between July and March ensuring the members have the most updated version of the manual by the Spring Meeting. Any changes and additions should also be forwarded to the Executive Vice President and the IEC liaison at this time.

At the spring meeting the Vice-Chair should be prepared to discuss the proposed candidates for international office - relate input you've had from others about the candidates and your experiences. Be prepared to offer and listen to both positive and negative traits and qualifications of the candidates, review any information sheets, discuss the strength of the entire IEC as it relates to the strength and position of each officer and candidate.

The Vice-Chair acting as a Regional Representative will rate all **Award** forms and transmit all scores to the INEC Chair as directed. Please refer to "Duties of Regional Representative" for more details.

The INEC Vice Chair is responsible to perform all duties necessary in the scoring and presentation of the **Newsletter of the Year Award**. A list of these duties is as follows:

- A. Communicate with all Chapter Newsletter Editors soliciting newsletters to be submitted before the 1st business day in February.

- B. Establish your committee by soliciting two members to review and score the newsletters.
- C. All newsletters will be received by the Vice-Chair, who will forward them to the appointed Regional Representatives for review and scoring, requesting their results prior to the Spring Meeting.
- D. The Vice-Chair will tally newsletter scores and meet with the Chair to review the final scores prior to the announcement of the finalists at the INEC Spring meeting. (The order of finish is to be kept confidential).
- E. Immediately following the Spring INEC meeting the Vice Chair will be responsible to notify the finalists in writing advising them of their success or congratulating them for their applications.
- F. Immediately following the Spring INEC meeting either the Chair or Vice Chair will be responsible to notify the International Executive Vice President of the finalists and the order of their finish. This is necessary so that the awards can be prepared.
- G. It is the responsibility of the Vice Chair to present the Newsletter of the Year Awards to the finalists at the annual IRWA Conference at the Awards luncheon.

At the Spring INEC meeting you will complete the following tasks:

- A. Review IEC candidates and propose a slate of IEC officers for the coming year.
- B. Review the Frank C. Balfour Award candidates.
- C. Present a review of the Newsletter of the year Award.
- D. Tally the newsletter scores and announce the finalists.
- E. Review the applications and select a recipient of the State Association of Real Property Agents Scholarship (SARPA Scholarship).
- F. Review the nominations and select recipients of the Employer of the year Awards.

- G. Review the results of the Mark A. Green Award presented by the subcommittee.
- H. Review the nominations and select recipients of the Chapter of the Year Awards
- I. Assist the Chair with special assignments.
- J. Assist the Chair with conducting the spring meeting.
- K. Assume the duties of the Chair in his/her absences.

The INEC Vice Chair is funded to attend the IRWA annual Conference held in June and the Spring meeting, which is held in April of each year. The Vice Chair is expected to be at the Conference in order to meet the new committee members, to present the Newsletter of the Year Award and to assist with the credentials and election process at the business meeting. The Vice Chair will assist the Chair in the dispensing, collecting and counting of ballots.

Other duties and responsibilities of the Vice-Chair are detailed under your responsibilities as a Regional Member.

DUTIES OF CHAIR

The Chair shall preside at all meetings of the INEC.

The Chair shall gather all items of business to be brought before the committee and shall provide a written agenda to each member of the INEC prior to the spring meeting and meeting at the International Education Conference.

The Chair shall contact and inform new and old committee members as directed by the International President in order to fill the Regional Representative positions.

The Chair shall prepare and submit an annual operating budget for the INEC to the International President-Elect, International Treasurer, and assigned IEC liaison and be responsible for the proper expenditure and control of funds allocated to the INEC. **This must be done after the Annual International Education Conference and before September 1.** Changes in the budget as submitted must be submitted to the IEC liaison as required.

The Chair shall plan, make arrangements and notify the Regional Representatives of the date, location and meeting place for the Spring INEC meeting. Care should be taken in making these arrangements so as to hold the meeting in the most economical location possible.

The Chair shall motivate the Regional Representatives to seek out people in the association who would be good international officer candidates.

The Chair should be prepared to discuss the proposed candidates for international office - relate input you've had from others about the candidates and your experiences, be prepared to offer and listen to both positive and negative traits and qualifications of the candidates, review the information sheets, discuss the strength of the entire IEC as it relates to the strength and position of each officer and candidate.

The Chair is to remind IRWA Headquarters annually to send out the Evaluation Form for IEC representatives to the Chapter Chairs, Committee Chairs, Region Chairs, including Vice-Chairs of each of the above and IEC members by January 2 of each year.

A copy of this form is located in Exhibit A.

At the spring meeting the Chair will be responsible for presiding over nominating and preparing a slate of proposed officers for the coming year.

The Chair shall notify each candidate for international office of whether or not they have been nominated to the slate of officers as proposed by the INEC. Each candidate shall be notified immediately following the Spring INEC meeting.

A report must be submitted to the International President with a copy to the International Secretary/Treasurer containing the names of the persons it proposes to nomination for each office, except those of International President, Regional Chairs and Vice-Chairs, not less than 40 days prior to the date of the Annual Meeting of the Board of Directors.

The Chair shall present the slate of proposed officers to the Board of Directors at the annual International Education Conference.

The Chair will receive all Frank C. Balfour Award forms as they are sent in by the association membership.

The Chair shall transmit copies of all forms to the Regional Representatives for rating before the spring meeting.

Questions about accuracy when the candidate filled in the form are discussed at the Spring INEC meeting, so that all can have the benefit of hearing the questions and having input. If necessary, INEC members re-rate any forms deemed necessary by the Regional Representatives and after a discussion; the Chair and Vice Chair do the final tally together.

The Chair with the concurrence of Vice Chair will tally all scores prior to the Spring INEC meeting to find out whom the INEC members see as the finalists, then report and discuss the results at the Spring meeting. Immediately following the Spring INEC meeting the Chair will file a "Notice to Board of Directors" with the candidates names along with the winner and send it to the International Executive Vice-President following the spring Meeting. This is necessary so that the award can be prepared. The Chair shall also notify each candidate.

The Vice Chair will meet with the Chair to review the final scores of the Newsletter of the Year Award prior to the announcement of the two finalists in each category at the INEC Spring meeting. (The order of finish is to be kept confidential)

The INEC Chair shall review all applications for the Chapter of the Years Awards in advance of the spring meeting. The Chair shall advise the International President and the International Executive Vice President of the recipients, immediately following the Spring INEC meeting.

The INEC Chair shall review the evaluations of the Mark A. Green Award submitted by the subcommittee.. The Chair shall advise the International President and the International Executive Vice President of the recipients, immediately following the Spring INEC meeting.

The INEC Chair shall review all applications for the SARPA Scholarship in advance of the spring meeting. The Chair shall advise the International President and the International Executive Vice President of the recipient, immediately following the Spring INEC meeting.

The Chair shall also advise as to the Association's desirability of making the scholarship check payable directly to the institution of higher education, which the recipient attends thereby demonstrating that the particular scholarship was used precisely in the manner intended by the SARPA grant.

Chair to notify recipient(s) that he/she has been chosen and request name and address of chosen college or university for cheque. This information is also forward to the Executive Vice-President & RWIEF for funds disbursement.

The Chair will receive all Employer of the Year nomination forms as Association members send them in. Upon the forms being received, the Chair shall transmit

copies of all forms to the Regional Representatives for rating as soon after March 1, as possible. The chair should receive all marks from the Regional Representatives **prior to the Spring Meeting.**

The Chair should come to the spring meeting ready to lead discussion and select nominees to receive this award.

The Chair shall advise the International President, International Executive Vice President, and the International Membership Committee of the recipient, immediately following the Spring INEC meeting.

At the Spring INEC meeting the Chair will preside over and complete the following tasks:

- A. Review IEC candidates and propose a slate of IEC officers for the coming year.
- B. Review the Frank C. Balfour Award.
- C. Review of the Newsletter of the year Award. Tally the newsletter scores with the Vice Chair.
- D. Review and award the State Association of Real Property Agents Scholarship (SARPA Scholarship).
- E. Review and award the Employer of the Year Awards.
- F. Review and award the Mark A. Green Award.
- G. Review and award the Chapter of the Year Awards.
- H. Review all committee expense reimbursement requests and forward them to International for disbursement.
- I. Ensure representatives are familiar with registration process for Board of Directors. Determine which representatives are available for Board of Directors and names of any replacements.
- J. Immediately following spring meeting, INEC Chair to telephone the International President and report action taken by Committee. INEC Chair to phone each proposed nominee advising him/her as to whether or not they have been recommended for office. This is to be confirmed by a letter to the International President.

- K. Review/conduct any new business including requests for new awards. Delegate special task forces for review/research of any item before committee.
- L. Contact IRWA Headquarters by June 1 with the names of the Regional Representatives who will be attending, or their representatives, and direct Headquarters to include the International Board of Directors' Registration Books in their registration packages.
- M. Prior to Annual Conference contact Conference Chair to assist with awards luncheon script. This is a layout of who is at head table, which is awarding what and when.
- N. Chair is responsible for obtaining signatures of IEC and Advisory Council for Board of Directors meeting.
- O. The Chair will receive nomination forms from members who will be running from the floor of the Board of Directors meeting.

The Chair is funded to attend the Spring Meeting held in April and the IRWA annual Conference, which is held in June of each year.

Funded items will include travel, hotel and meals. You will receive your reimbursement only after filling out the required IRWA reimbursement form, and submitting it together with originals of all receipts, to the International Treasurer/Executive VP

At the IRWA Annual Conference the Chair will perform the following duties and complete the following tasks:

- A. Conduct an INEC Business meeting with both old and new members present.
- B. Receive Director Registration Books along with any signed proxy forms from the Executive Vice President along with an adequate supply of blank proxy forms, poker chips and a listing of the total number of authorized voters/votes possible for the meeting.
- C. Present the award for the State Association of Real Property Agents Scholarship (SARPA Scholarship) at the **Awards' Luncheon**.
- D. Present the awards for the finalists for the Frank C. Balfour Award at **Awards' Luncheon**.
- E. Present the award for the State Association of Real Property Agents

Scholarship (SARPA Scholarship) at the **Awards' Luncheon**.

F. Present the award for the Mark A. Green Award.

G. Present the award for the Chapter of Year Awards.

H. Chair is responsible for having INEC members attend sign in one hour prior to AGM. A list of all newly appointed voting members must be made and provided to IEC Secretary/Treasurer prior to the meeting.

I. Present the proposed slate of International Officers at the International Board of Directors meeting Thursday afternoon.

J. Assist the International Secretary/Treasurer with the credentials and election process at the business meeting by dispensing, collecting and counting of ballots.

K. Present the award to the winner of the Frank C. Balfour Award and mention the finalists at the banquet.

The Chair is expected to make the commitment to attend any IEC meeting that is held in his/her region.

The Duties of the Chair at the Annual International Education Conference are:

Sunday: To hold a Committee Meeting.

International Headquarters will provide to the INEC the following items:

- 1) Director sign in sheets for each Chapter, organized into ten bound Director Registration Books, each book containing the sheets for all of the Chapters in each Region. The books shall be clearly labeled by Region. The top one-half of each sheet shall contain the printed name of the designated two-year Director and a signature line for that Director to sign followed by a blank line labeled "ALTERNATE" for the printed name of an alternate Director, if any, and a signature line for the alternate Director. The bottom half of the sheet shall contain the same information for the one year Director. Each chapter sheet shall be tabbed for quick access to any chapter in the region book.
- 2) The International Executive Committee and Advisory Council sign in sheets shall be placed in two separate Registration Books with the cover sheet clearly labeled. Since there are no alternates for these votes, only the printed name line and the signature line are needed for each eligible position or member. The Advisory Council pages should first follow the IEC page. Chair to obtain these signatures.

- 3) Any updated BOD Credentials Certification Forms received by International Headquarters after the Director Registration Books were prepared.
- 4) An adequate supply of blank International Board of Directors Credential Certification Forms.
- 5) An adequate supply of poker chips or tokens for each authorized member of the Board of Directors to enable that member to vote.
- 6) An adequate supply of blank written ballot forms.

Sunday/Monday

The INEC Chair provide each Region Rep or alternate with the International Board of Directors' Registration Books for their Region, so they may take them to their Region Caucus meeting. Arrangements to be made to have the Books returned to the Chair by noon on Tuesday.

Awards Luncheon

Ensure tables are reserved at the front of the room for the award recipients. Attend with Headquarters to evaluate set up for awards presentation. Review script for awards luncheon and present awards. Have Vice-Chair in attendance.

Wednesday

The INEC will conduct sign in for the actual meeting at a registration table located just outside the Board of Directors' meeting room **one hour in advance of the meeting**. You will ensure you have a person for each Region. The International Board of Directors Registration Books are distributed to the Region reps or alternate to acquire proof of attendance for the Board of Directors' meeting and provide the voting chips for any motions.

It may be appropriate for the International Secretary/Treasure and/or the International General Counsel to be present at the registration in case eligibility rulings are necessary. The INEC Chair will turn the completed registration books and completed Board of Directors Credential Certification Forms in to the International Secretary along with a final tally of:

1. number of voting directors
2. **Chapter number and names of alternates or new directors**

only.

NB: This will not include “corrections” where headquarters has supplied old directors’ names and the Chapter President has corrected.

Your representatives should be familiar with their Chapter Presidents to ensure their information is correct.

Chair reads Nominees at Board of Directors meeting.

Should Board of Directors require a vote, the Regional Representatives are sent to their Regional Table and collect chips ensuring they collect the same number of blank votes as were handed out. When voting is completed, the chips will be returned to each director in exchange for a folded vote. The Chair will take votes to INEC table and the Chair along with the Vice Chair will tally the ballots. The Chair will then proceed to inform the President of the results.

Banquet – present Balfour Finalist Award.

Review the website to ensure all winners are acknowledged.

You must have your write up into International regarding the awards and their respective deadlines before mid September. You can refer to the November/December magazine for the year prior to review the write up for any changes.

Anyone who is running for IEC will have to have their applications, resumes and photos into Headquarters by first business day in November. If you know of anyone who is running, advise them of this.

INEC BUDGET

It shall be the responsibility of the Chair to prepare and submit an annual operating budget.

This budget shall be submitted to the International President Elect, the International Treasurer, and the Executive Vice President following the annual IRWA Conference and prior to September 1 of that year. Changes in the budget as submitted must be submitted to the IEC liaison as required.

The annual operating budget should include allowances for the following expenditures:

1. INEC Spring Meeting

- A. Airfare - based on discounted airfare rates for the entire committee.
- B. Hotel Expenses - based on rooms for the entire committee for two nights
And Chair/Vice Chair for three nights.
- C. Meal Expenses - based on three meals per day for two days for the entire committee.
- D. Meeting Room Expenses - two days.

2. IRWA Annual Conference

- A. Airfare - based on discounted rates for the Chair and Vice Chair.
- B. Hotel Expenses - based on rooms for the Chair and Vice Chair for five nights.
- C. Conference registration fees for the Chair and Vice Chair.
- D. Meal Expenses - based on three meals per day for five days for the Chair and Vice Chair.

3. Committee Operating Expenses

Estimated postage, printing, telephone and other related expenses in conjunction with the Newsletter of the Year Awards, Frank C. Balfour Award, SARPA Scholarship and Employer of the Year Awards.

Committee expenses should be kept at a minimum.

When selecting a location for the Spring meeting a location should be selected that is economical for all committee members if possible.

Sample Budget Request

INEC BUDGET REQUEST
_____ BUDGET YEAR

This budget request reflects anticipated cost for travel expenses, meeting room cost and other related expenses.

INEC Spring Meeting

Air Fare, Hotel, Meals & possible Meeting Room Expenses (2 people 3 nights)
(9 people 2 nights)

\$ _____

International Educational Conference Chairman & Vice Chairman

Conference Registration \$ _____

Air Fare \$ _____

Hotel \$ _____

Meals \$ _____

SUBTOTAL \$ _____

Postage, Printing, Telephone and other related expenses
(Newsletter - Balfour - SARPA - Employer)

\$ _____

TOTAL \$ _____

INEC REIMBURSEMENT GUIDELINES

1. **Expense claims must be received by International Headquarters within 60 days of the expense.** The Association requires original receipts for any expense associated with airfare, hotel, meals and local travel charges.
2. Air – Only advance purchase, discounted coach class is authorized (travelers may pay the difference for business or first class upgrades). If the traveler chooses to drive to a meeting in lieu of using commercial transportation, reimbursement will be based on reasonable cost, but in no case will expense be reimbursed that exceeds the applicable coach fare.
3. Personal Automobile - Reimbursement is authorized at the IRS regulated amount. Parking and toll fees will be reimbursed as incurred. Mileage reimbursement will be limited to reasonable mileage, not to exceed 1,000 miles round trip when used in lieu of airfare with the reimbursement amount based on the actual documented mileage incurred times the approved IRS rate. Note: Use discretion when choosing method of transportation to and from the airport, because in many cases if one is out of town for more than five days, it may be less expensive to use an airport limo or taxi verses parking your personal automobile at the airport. When traveling to and from an IRWA event by personal automobile, a maximum of one day's lodging and meals to and from the event will be reimbursed.
4. Bus, Limo, and Taxi – Reimbursement is authorized for actual business related cost plus tip.
5. Rental Vehicle – Consult, in advance, the International Executive Vice President if a rental vehicle is required. Rental vehicles are reimbursed only when other methods of transportation are not reasonably obtainable or when it is more cost effective for a large group to rent a vehicle. If a vehicle is rented a collision damage waiver must be purchased unless traveler has current personal insurance which covers rental vehicles. Parking and toll fees will be reimbursed as incurred.
6. Lodging – Lodging expenses are reimbursed up to the rate and only at the hotel as contracted by IRWA for the specific meeting attended.
7. Meals – Meals will be reimbursed, including tips, on a daily basis not to exceed \$75.00 per day per traveler. When dining with other authorized IRWA travelers record the expense amount share for each person if you pay for the entire bill.

8. Certain miscellaneous expenses are also reimbursable. Included are tips to porters, bellmen, etc. The Association will reimburse for telephone calls only when incurred in Association related activities. If there is a cost for a meeting room such cost should be charged only by the Chair. However, the cost of hospitality rooms is not reimbursable.
9. Reimbursable expenses are limited to Committee activities only. Here are some examples of allowable expenses:
 - A. Rental for meeting rooms, visual aids, etc., for the Committee.
 - B. Expenses for postage, stenographic work, reproduction, etc.
 - C. Direct expenses for approved Committee projects.
 - D. International Conference Registration Fee for the Committee Chair and Vice Chair only.

Before submitting your expense account please use the following checklist:

1. Are original airline receipts attached?
2. Is the original hotel bill attached?
3. Have you provided receipts for all meals?
4. Is documentation for car travel provided and prior approval obtained?
5. Are the dates and location of your activity correct?
6. Did you include receipts for ground transportation?
7. Are registration receipts, if appropriate, included?
8. Is documentation for miscellaneous items provided?
9. Are all expense claims allowed under current policy?
10. Does your expense form require chair approval?
11. Have you signed and dated the form in the proper place?
12. Are all items claimed under the appropriate heading?
13. Are room charges, meals, etc. separated on the claim by day?

EXHIBIT A

The following pages include the Evaluation Form and application forms for Chapter of the Year Award, Employer of the Year, SARPA and Frank C. Balfour Award.

INTERNATIONAL RIGHT OF WAY ASSOCIATION

INTERNATIONAL NOMINATIONS AND ELECTIONS COMMITTEE

**TO: Region Chairs and Vice-Chairs
Committee Chairs and Vice-Chairs
Chapter Presidents**

FROM: Chair, International Nominations and Elections Committee

It is the beginning of a new year and INEC will be meeting in April to review applications for the various awards along with applications for those who wish to serve as International Officers for the coming year.

The following is a list of the members being considered:

President Elect _____

Vice-President _____

**International Treasurer/
Secretary** _____

**International Executive
Committee Member(s):** _____

Candidate

Candidate

We are asking you to provide our committee with your insight on each of the individuals. Would you please take the time to complete a copy of the attached questionnaire for EACH position.

To ensure confidentiality, these comments are to be forwarded directly to the INEC Chair and you are not required to sign the form. Also enclosed is a postage-paid self-addressed envelope for your use and to reinforce anonymity.

This is an extremely important exercise. It helps to ensure that the individuals recommended for these positions are the people we want as leaders of our Association. Do not consider a comment too small – these comments can help improve a leader who is already doing a great job but who might be able to improve on a certain aspect that will make him/her even better. You need to complete a form for each of the members that are being considered whether they have an existing position on IEC or they are a new candidate running for IEC.

THESE FORMS HAVE TO BE RETURNED TO THE CHAIR OF INEC BY the 1st business day in March.

YOUR OBSERVATIONS REGARDING A POSSIBLE INTERNATIONAL EXECUTIVE CANDIDATE SEEKING OUR RECOMMENDATION

IEC CANDIDATE MEMBER _____

- 1. Have you had any contact with this person since June last year? If so how much?**

- 2. Was this person approachable or reserved?**

- 3. Were you impressed with the interaction?**

- 4. Did he/she have to handle any delicate or controversial items; and if so, how well did he/she do this?**

5. **If he/she attended any of your meetings, were they prepared and did they participate and contribute to discussion items? Did they give a clear indication of their position on the items?**

6. **Were they attentive during the meeting or did they seem preoccupied by other issues?**

7. **Did they follow through on any commitments made at your meeting; and did they do so in a timely fashion?**

8. **Is there any reason why this person shouldn't be considered for this position?**

9. **Add any additional comments both positive and improvement orientated.**

THANK YOU FOR YOUR TIME. This document means a lot to our great Association and to the individual being considered.

CHAPTER OF THE YEAR AWARD

CALENDAR YEAR: _____ CHAPTER # _____ REGION # _____

CITY/STATE _____

Check one: () Chapters Under 100 members () Chapters Over 100 members

(Chapter President - Please prepare this form and submit to the INEC Chair with a copy to your Region Chair no later than 1st business day of February.) Winners of the previous 3 years are not eligible.

MEMBERSHIP: (INEC Maximum Score: 15 points)

Current Total: _____

Net gain since last year: _____ Net Loss since last year: _____

PROFESSIONAL DEVELOPMENT (INEC Maximum Score: 20 points)

SR/WA /CERTIFICATION PROGRAMS: (Total for Chapter)

SR/WA'S: _____ Candidates: _____

Members with Certifications: _____

EDUCATION COURSES: (INEC Maximum Score: 15 points)

Courses presented last year: _____

Seminars presented last year: _____

Courses scheduled this year: _____

Courses scheduled next year: _____

CHAPTER MEETINGS: (INEC Maximum Score: 10 points)

Monthly Membership Business Meetings (Luncheon meetings) Number Per Year: _____

Average Attendance: _____ At Satellite Locations: _____

Non-member Attendance: _____

CHAPTER EXECUTIVE BOARD MEETINGS: (INEC Maximum Score: 10 points)

How Often? _____

Average Attendance: _____

GOALS CHAPTER IS WORKING ON AND NEW IDEAS, SUCCESSES, AND RECOMMENDATIONS THAT HAVE BEEN IMPLEMENTED: (INEC Maximum Score: 20 points) If necessary, additional pages may be attached.

AWARD NOMINATIONS SUBMITTED TO INTERNATIONAL NOMINATIONS & ELECTION COMMITTEE (Submissions pertaining to calendar year as indicated on Page 1)
(INEC Maximum Score: 10 points)

Frank C. Balfour Professional of the Year Award: _____
Name

SARPA Award (Scholarship): _____
Name

Employer of the Year Award: (Under 20 Employees): _____
Company Name

Employer of the Year Award: (Over 20 Employees): _____
Company Name

Newsletter of the Year Award: (Indicate by checking one category only) YES_____ NO_____

Chapter President : _____ (Please Print Name)

Signature: _____ Date: _____



**OFFICIAL NOMINATION FORM
FOR THE
EMPLOYER OF THE YEAR AWARD
FOR COMPANIES WITH LESS THAN 20 RIGHT OF WAY PERSONNEL**

The nominee must be an active supporter of their employees, who are members of the International Right of Way Association. To qualify as a candidate for the award, a nominee must have made outstanding support contributions to the activities of the Association and its member employees. **Winners of the 3 previous years are not eligible.**

NOMINEE'S NAME: _____

ADDRESS: _____

CITY: _____ ST/PR: _____ ZIP/POSTAL CODE: _____

PHONE NUMBER: _____ E-Mail: _____

NOMINATED BY: _____

ADDRESS: _____

CITY: _____ ST/PR: _____ ZIP/POSTAL CODE: _____

PHONE NUMBER: _____ CHAPTER NUMBER: _____ REGION: _____

1. How large is the nominee's staff involved in Right of Way activities?
Of that staff what percentage of the employees are members of the IRWA? (10 Points)

2. Does the nominee pay full or partial payment for it's employees' IRWA membership dues? (5 Points)

3. Does the nominee pay for their employees' IRWA course registration fees? How many courses did employer give full or partial support? (10 Points)

4. Is there a salary incentive for SR/WA or certification designation? Explain in detail. (10 Points)

5. Does the nominee pay for their employees to attend the annual International Educational Seminar, Regional Forums, and/or Chapter meetings? If so, is it full or partial support? Please explain in detail. (10 Points)

6. Does the nominee promote IRWA participation by its member employees at the Chapter, Regional, and International levels? Please explain in detail. (15 Points)

7. How often does the nominee provide facilities for IRWA meetings, etc.? (10 Points)



**OFFICIAL NOMINATION FORM
FOR THE
EMPLOYER OF THE YEAR AWARD
FOR COMPANIES WITH OVER 20 RIGHT OF WAY PERSONNEL**

The nominee must be an active supporter of their employees, who are members of the International Right of Way Association. To qualify as a candidate for the award, a nominee must have made outstanding support contributions to the activities of the Association and its member employees. **Winners of the 3 previous years are not eligible**

NOMINEE'S NAME: _____

ADDRESS: _____

CITY: _____ ST/PR: _____ ZIP/POSTAL CODE: _____

PHONE NUMBER: _____ E-Mail: _____

NOMINATED BY: _____

ADDRESS: _____

CITY: _____ ST/PR: _____ ZIP/POSTAL CODE: _____

PHONE NUMBER: _____ CHAPTER NUMBER: _____ REGION: _____

1. How large is the nominee's staff involved in Right of Way activities?
Of that staff what percentage of the employees are members of the IRWA? (10 Points)

2. Does the nominee pay full or partial payment for it's employees' IRWA membership dues? (5 Points)

3. Does the nominee pay for their employees' IRWA course registration fees? How many courses did employer give full or partial support? (10 Points)

4. Is there a salary incentive for SR/WA or certification designation? Explain in detail. (10 Points)

5. Does the nominee pay for their employees to attend the annual International Educational Seminar, Regional Forums, and/or Chapter meetings? If so, is it full or partial support? Please explain in detail. (10 Points)

6. Does the nominee promote IRWA participation by its member employees at the Chapter, Regional, and International levels? Please explain in detail. (15 Points)

7. How often does the nominee provide facilities for IRWA meetings, etc.? (10 Points)



International Right of Way Association

STATE ASSOCIATION OF REAL PROPERTY AGENTS SCHOLARSHIP

OFFICIAL APPLICATION

Name _____

Address _____

City _____ State/Prov _____ ZIP/Postal Code _____

Phone Number _____ E-Mail _____

Under which category are you applying? (Check only one)

IRWA Member- **(10 pts)** Family member of an IRWA member – **(5 pts)**

If applying as a family member, please give the name of the IRWA member to whom you are related and their relationship.

College Where Accepted _____

Location _____

Degree Matriculated For (Check One):

Associate MA or MS

Three Year Certificate Six Year Certificate

BA or BS Doctorate

Intended Major (20 Points) _____

Area of Specialization _____

Credit Hours (15 pts)

Total Credits Required For Degree _____

Credits Successfully Completed _____

Current Credit Load _____

Anticipated Credit Load Next Term _____

Month and Year Degree Expected _____

Current Grade Point Average (Based on A = 4.0) (20 Points) _____

List all colleges you have attended, beginning with the most recent first. If you have not completed one full year of college, include high school.

Name of School & Location	Dates Attended	Credits Earned	Major Course of Study	Degree Received

The following materials should be attached to and submitted with this application: (10 Points)

Official transcripts of ALL studies taken beyond high school level.

Official high school transcript if you have not completed at least one full year of study beyond the high school level.

A letter of recommendation from a faculty advisor or guidance counselor.

A letter of recommendation from an employer or professional associate. If you have not had significant professional employment, the letter may be from a community leader or clergyman with whom you are personally acquainted.

If you are applying on the basis of IRWA membership, the application must be submitted to the IRWA chapter where the member holds primary membership.

Please provide a current picture and a brief bio.

ESSAY (25 Points)

In the space provided below, write an essay of 250 words or less on your plans and goals in the right of way and/or public works administration profession.

I hereby apply for the IRWA SARPA Scholarship and agree that if selected as the recipient I will comply with all terms and conditions concerning its use. I further agree that if selected as the recipient I will allow the International Right of Way Association to publish my name in its literature and press releases along with picture and bio. I hereby certify that all information in this application is correct and true to the best of my knowledge and belief and that I have not previously been a recipient of this scholarship.

Signature of Applicant _____ DATE _____

THIS SECTION IS TO BE COMPLETED BY IRWA CHAPTER

Chapter Name _____ No. _____

We have reviewed this application and believe the applicant to be eligible to apply for and meets all requirements to qualify for the IRWA SARPA Scholarship.

Date approved by Chapter Scholarship Committee _____

Chapter President (Signature) _____

This original application, transcripts of all college level work (and high school work if the applicant has not completed one full year of college) and two letters of recommendation, together with three copies of all materials must be received by the chairperson of the International Nominations and Elections Committee no later than 1st business day in February as verified by the postage date.

Applications and supporting materials will not be returned.

For additional information and addresses of local IRWA chapters, contact:

International Right of Way Association
Pacifica Harbor Business Center, Suite 220
19750 South Vermont Avenue
Torrance, CA. 90502-1144
Telephone: (310) 538-0233

INEC Chair – Jennifer Logan, SR/WA
New Brunswick Department of Transportation
440 King Street, Suite 300
Fredericton, N.B. E3B 5H8
Phone: (506) 453-5767
FAX: (506) 444-5207
E-mail: jennifer.logan@gnb.ca

I R W A

INTERNATIONAL RIGHT OF WAY ASSOCIATION

OFFICIAL NOMINATION FORM FOR THE FRANK C. BALFOUR

1. NAME: _____ SR/WA # _____
2. ADDRESS: _____ CITY _____
STATE/PROV: _____ ZIP/POSTAL CODE: _____
3. REGION #: _____ CHAPTER NAME AND #: _____
4. BUSINESS PHONE () _____ HOME PHONE () _____
5. E-MAIL ADDRESS _____ FAX () _____
6. EMPLOYED BY: _____
7. BUSINESS ADDRESS: _____

8. JOB TITLE (INDICATE YEARS IN SAID POSITION) _____

**NOMINEE'S REVIEW & CONCURRENCE
OF ACCURACY OF DATA IN THIS FORM**

**CHAPTER NOMINATING MEMBER FOR
FRANK C. BALFOUR AWARD**

SIGNED: _____

PRINT NAME: _____

DATE: _____

CHAPTER AND TITLE: _____

**INSTRUCTIONS FOR COMPLETING THE NOMINATION FORM
FOR
FRANK C. BALFOUR AWARD**

The Chapter President, Chapter Nominations & Awards Committee Chair, or other designated or appointed Chapter representative will complete the Nomination form, and ask the Nominee to review the form content for accuracy and completeness before signing.

The Chapter President, on behalf of the Chapter, **will prepare a general letter relative to the nomination**. If the Chapter President is also the Nominee, another Chapter Officer will prepare the letter.

The Chapter President, Chapter Nominations & Awards Committee Chair, or other designated or appointed Chapter representative will forward **eleven** copies of the completed nomination packet, **including the President's letter** and the executed copy of the Nomination Form to the Chair of the International Nominations and Elections Committee (INEC), at the address displayed in *right of way Magazine*.

To ensure that the Nomination Form was received by the INEC Chair, send the nomination form by certified mail or follow up with a phone call to confirm the nomination form was received.

The deadline for submission is **the first business day in FEBRUARY, verified by the postage date**, of the year in which the award is to be presented. Activities for the consecutive five-year period ending **December 31 of the preceding year** are to be noted on Sections I through V of the Nomination form. Activities prior to the five (5) year period are to be noted on Section VI of the Nomination form. **IMPORTANT: DO NOT ENTER AN ACTIVITY MORE THAN ONCE IN THE ENTIRE FORM.**

If it is necessary to use additional space for the data, please **attach one page** and **identify the information by Section Number** to ensure proper credit. If more than one page is attached for a section, only the information on the first page will be considered by the INEC.

Please provide concise information in order for the INEC to properly review the nomination.

For additional information, please contact your INEC Regional Rep as listed on IRWA web site.

For those of you who reproduce the form in your own word processor, **PLEASE** reproduce everything, including the score sheet. It is preferred, however, to receive the actual INEC version of the form.

**SECTION I
OFFICES & COMMITTEES**

Year	2007	2006	2005	2004	2003	INEC Use Only
CHAPTER Offices/Positions						
CHAPTER Committees						
REGIONAL Offices/Positions						
INTERNATION- AL Committees (Name/ Position)						

(Maximum 40 points)**

**SECTION II
EDUCATIONAL COURSES AND ACTIVITIES**

Year	2007	2006	2005	2004	2003	INEC Use Only
IRWA Courses Completed Course Name/#						
IRWA Course Instructed Course Name/#						
Other Courses/Seminar Completed Hot topic/workshops College/appraisal Institute etc.						
Other Property Courses and Seminars Instructed Hot topic...etc. (as Noted above)						

(Maximum 20 points)**

**SECTION III
REGIONAL AND INTERNATIONAL PARTICIPATION**

Year	2007	2006	2005	2004	2003	INEC Use Only
International Seminar Attendance						
International Seminar or Program Participation** (Provide Details)						
Regional Seminar or Forum Attendance						
Regional Seminar or Forum Program Participation (Provide Details)						

(Maximum 20 points)**

****Young Leaders/Instructor/Speaker/Director**

**SECTION IV
CONTRIBUTIONS TO THE RIGHT OF WAY PROFESSION**

Year	2007	2006	2005	2004	2003	INEC Use Only
Awards Received Relating to Property Fields						
Articles published for Professional Magazines re property related issues						
Donations to IRWA: Region, Chapter Level* *instructing IRWA class for free, donation that benefits the IRWA Organization						
Special Projects That enhance the Profession (<u>not</u> work related projects completed for employers)						

(Maximum 20 points)**

**SECTION V
PRIOR ACTIVITIES**

IRWA PROFESSIONAL ACTIVITIES FOR PAST FIVE YEARS PRIOR TO 2001
**List Activity and any pertinent information:
2002
2001
2000
1999
1998

(Maximum 20 points)**

**SECTION VI
IRWA PROFESSIONAL DESIGNATION**

<p>Senior Member of IRWA (25 points) _____</p> <p style="text-align: center;">OR</p>	<p>Year of Designation _____</p>
<p>Declaration of Specialty (maximum 10 points)</p> <p>_____ 5 Points</p> <p>_____ 5 Points</p>	<p style="text-align: center;">Name of Declaration of Specialty and Year</p> <p>1. _____</p> <p>2. _____</p>
<p>Candidate for SR/WA (5 points) _____</p>	<p>Year of Candidacy _____</p>

(Maximum 25 Points)**

**Maximum allowable points per section. Actual points will be determined by INEC.