

## **American Institute of Constructors**

### **Constructor Certification Commission Policy and Procedures No. 5.16**

#### **Stephen P. Byrne Industry Achievement Award**

Policy – To recognize and support constructor certification, the Constructor Certification Commission has developed a national award to recognize individuals who have supported the advancement of Constructor Certification at a high level.

Responsibility – Constructor Certification Commission

Reference Commission Documents – None

Procedures – The following procedures will be followed in recognizing individuals who have supported the advancement of Constructor Certification at a high level.

1. The criteria to be used by the Commission to select the Stephen P. Byrne Achievement Award is as follows:
  - a. Has actively supported and promoted Constructor Certification within their respected organization and the industry at large.
  - b. The individual does not need to hold a certification or membership within the AIC.
  - c. The individual may only win the award once.
2. The nomination process used by the Commission is as follows:
  - a. Request for nominations sent out no later than October 1. A signed letter for each nomination must be submitted to the Commission by November 1. The letter must be word processed, double spaced, and cannot exceed 3 pages in length. The letter must clearly demonstrate how the individual has actively supported and promoted Constructor Certification within their respected organization and the industry at large. Include examples of success in recruiting CPC Candidates, development of exam locations, use of Certification in hiring and developing personnel, and recruitment. Include supporting documents for specific examples. Supporting documentation may be provided in addition to this letter.
3. The selection process used by the Commission to select a winner(s) is as follows:
  - a. All Commission members will receive and review all nominations from the Certification Manager by November 30.
  - b. If a member of the Commission is nominated, the member shall excuse themselves from the review and selection process.
  - c. Each Commission Member will review the materials independently and be prepared to vote on the nominations at the February meeting of the Commission.
  - d. The Commission will hold a vote at its February. Members unable to attend may vote by proxy as indicated to the Commission Chair at least 24 hours in advance of the meeting. The vote will be a simple majority.
  - e. In case of a tie vote, multiple awards can result.

- f. The winning nomination will be notified in writing by the Certification Manager by February 1. The Certification Manager will notify all nominees who did not receive an award of the decision and encourage them to resubmit the following year.
  - g. The award(s) will be conferred at the AIC Annual Meeting as part of the AIC national awards presentation function. In addition, the Certification Manager shall prepare and send out news releases to the appropriate sources along with posting the winners on the Commission website.
- 4. The Stephen P. Byrne Industry Achievement Award criteria, nomination, and selection process will be posted and maintained by the Certification Manager on the Commission's Website.
- 5. Copies of all documents, including the nominating letters and supporting documentation generated in complying with this policy will be placed by the Certification Manager in the respective applicant's secured Commission file.

### **Revision History**

Last Revision: 04/07/2023