



Annual Business Awards Nominating and Selection Procedure

The Nomination Committee consists of members of the following:

- Irwindale Chamber of Commerce Executive Board
- Irwindale Chamber of Commerce Business Ambassador Chair
- Irwindale Chamber of Commerce President / CEO

The nomination committee will follow the following steps in the selections process:

1. Nomination must be submitted on the official nomination form in writing.
2. Nomination form must be an original written and signed form. Photocopies will be discarded.
3. The nominator must submit their name, address and phone number in case the nomination committee requires clarification or more information.
4. The committee will be charged to base their decision solely on the nominee's accomplishments as documented on the nomination form.
5. The selection will be made on the basis of all around contributions to Irwindale and surrounding communities.
6. The committee will be charged to ensure that the nominee has a consistent track record of accomplishments rather than being honored for a single act of merit, although a single contribution or achievement is not ruled out if it is of sufficient importance.
7. Each committee member will review the nominations. A vote will be taken with each committee member ranking each nominee in the areas of criteria.
8. The Business Development Committee Chair and the Irwindale Chamber of Commerce President /CEO will verify the votes and results of the committee.
9. The nominee with the most committee votes is selected.
10. In case of a tie the committee will cast a second round vote of the tied candidates only.
11. The Chair of the Board for the Irwindale Chamber of Commerce (or appointee) will notify the selected honoree and the nominator.
12. The Chair (or appointee) will notify the nominees not selected and their nominators (if applicable).
13. Award will be made at the annual Irwindale Chamber of Commerce Installation Dinner in January.