



Citizen of the Year Award Nominating and Selection Procedure

The Nomination Committee consists of the following:

- Irwindale Chamber of Commerce Executive Board
- Irwindale City Manager (or appointee to represent the city manager)
- Chief of Police
- Current Citizen of the Year (or a past Citizen of the Year who was honored within last 5 years)

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, they can contact you.
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, not just for extraordinary performance in the individual's business or employment.
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 4 areas of criteria.
8. The Chair verifies the votes and results of the committee.
9. The nominee with the most committee votes is selected
10. The Chair of the Board for the Irwindale Chamber of Commerce will notify the selected honoree and the nominator.
11. The Chair (or appointee to represent the Chair) will notify the nominees not selected and their nominators.
12. Award will be made at the annual Irwindale Chamber of Commerce Installation Dinner.

Recommended deadline dates: Nomination forms available October 15, application submission deadline November 15th, honoree selection December 15th, honoree notification January 8th. Dates are subject to change annually. See current year application for applicable dates.