



American Planning Association
California Chapter

Making Great Communities Happen

TO: APA CALIFORNIA BOARD OF DIRECTORS

FROM: DEREK WONG, VP ADMINISTRATION

DATE: JANUARY 24, 2020

SUBJECT: AWARDS PROGRAM POLICY CHANGES

RECOMMENDED ACTION: *Adopt awards program changes to 1) Increase State awards jury to 8 appointed members representing each Section; 2) Standardize the timing of annual State awards application submittal to be in mid-May (generally May 15th). Require each Section to notify local award recipients no later than 30 days before May 15th to give time for State award submittal, and; 3) Require that all State award applicants must first apply at the Section level where the project, plan or work occurred in order to be eligible for a Chapter award.*

BACKGROUND: In October 2018, a committee was appointed to review the awards selection criteria at both the Section and Chapter level. The subcommittee met in June 2019 to discuss potential changes to awards policy and process. Among the issues, the committee was asked to suggest ways to provide more consistency and structure to the awards policies and provide a final recommendation to the Board. A post-Chapter conference awards program debrief also occurred with the VP Administration and co-awards coordinators to review and suggest additional proposed changes to be recommended. Changes were shared with the Section Directors for their input.

EXPLANATION OF CHANGES: The committee proposed the following changes to the awards selection criteria:

- **Current criteria/practice:** 5 APACA members plus 2 alternates are selected by the Awards Committee to serve on the awards jury from a pool of applicants. Criteria used include geography (north/south), private/public sector or academia, gender, and areas of expertise.
Issue: Lack of representation from all Sections. Smaller Sections have no applicants.

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Proposed criteria/practice: Increase jury to 8 appointed members representing each Section. Chapter Awards Committee coordinates with Section Directors to solicit applicants to get each Section represented on the jury. Each Section appoints a juror to serve on the State jury, which could include a section member who served on the local awards committee. If a Section fails to appoint a juror for the State Awards Committee, or the appointed juror does not fulfill their duties for the State Jury, the jury committee is reduced to the remaining appointed members. There will be no alternate juror pool to replace that member. In the case of ties in votes from the appointed jury, VP Administration and co-awards coordinators will serve as voting members.

- Current criteria/practice: Coordination and timing of local Section and State Awards submittal.

Issue: Sections have different times for awards selection prior to State nomination. State Awards submittal have varied depending on date of State Conference. Some Section awards are decided too close to State Awards submittal which minimizes time to submit for State Award.

Proposed criteria/practice: Standardize the timing of annual State awards application submittal to be in mid-May (generally May 15th). Require each Section to notify local award recipients no later than 30 days before May 15th to give time for State award submittal.

- Current criteria/practice: State award applications are not required to first apply at the Section level.

Issue: Eligibility requirements are unclear whether all State award applications are required to first apply at the Section level. Only applications for State awards that require a win at the local level must be submitted to the Section first prior to being submitted to the State for consideration.

Proposed criteria/practice: Require that all State award applicants must first apply at the Section level where the project, plan or work occurred in order to be eligible for a Chapter award.

***ACTION:** Adopt awards program changes to 1) Increase State awards jury to 8 appointed members representing each Section; 2) Standardize the timing of annual State awards application submittal to be in mid-May (generally May 15th). Require each Section to notify local award recipients no later than 30 days before May 15th to give time for State award submittal, and; 3) Require that all State award applicants must first apply at the Section level where the project, plan or work occurred in order to be eligible for a Chapter award.*