

PETER W. WALSH AWARD

Guidelines, Procedures and Protocol

In 1978 Mr. Peter W. Walsh of Oakland, California donated a bronze sculpture to the Maintenance Superintendents Association. Ronald Herron, a world-renowned sculptor from Helena, Montana, created this original work of art. The sculpture depicts the various phases of work a Maintenance Superintendent is involved in on a daily basis.

Each year, all chapters are encouraged to select a worthy nominee. The Association Executive Board then reviews each Chapter's nominees, and a deserving individual is selected for the award by a secret ballot vote by the Executive Board. The Peter W. Walsh Award is the Association's most prestigious award.

SECTION I NOMINEE QUALIFICATIONS

Nomination of members shall comply with the following qualifications:

- A. Shall be a member in good standing who has been in the organization a minimum of five (5) years.
- B. Shall be a member in a supervisory position that is in charge of and responsible for services that encompass major functions in the maintenance field.
- C. Retired members may be nominated who held a supervisory position and were responsible for services that encompass major functions in the maintenance field.
- D. Shall be a member who has demonstrated the ability to lead his/her chapter towards recognition of the organization. Shall be a member who has contributed to or participated in the development of new concepts that have or are benefiting the organization, their respective agency, or the community as a whole.
- E. Shall be a member who does not discriminate against others and is sensitive in their communications with others.
- F. Shall be a member who maintains a high degree of self-control under difficult circumstances.
- G. Shall be a member who demonstrates high degree of consistency of actions, values and principles.

SECTION II NOMINATION PROCESS

- A. Each Chapter President shall provide a one page letter summarizing the nominee's service to the chapter, career achievements, community contributions and family background. The nomination shall consist of a completed Peter W. Walsh Nomination Form. The Nomination Form may include the following:
- B. Letters of support from the nominee's agency such as Mayor, City Manager, and/or supervisor; community/civic organization or group executive; or other civic representative. Not more than five (5) such letters will be accepted.
- C. A single photo of the nominee shall be submitted.
- D. Brief personal statement by the nominee that expresses why they believe they are the most deserving nominee for the award.
- E. Nominations must be received electronically no later than midnight March 31, by the Executive Board Secretary (Secretary). The Secretary will forward each nomination to all voting Executive Board members on the following business day.

SECTION III VOTING MEMBER RESPONSIBILITY

- A. It is the Executive Board voting members responsibility to vote for the best qualified nominee and that they not be prejudiced by outside influences. Executive Board members shall not discuss any opinion of the nominees received. Voting members shall not lobby for, nor accept any lobby efforts for any nominee. Any such act may result in the disqualification of the nominee by the Executive Board President.

SECTION IV VOTING AND SELECTION PROCESS

- A. During the May Executive Board meeting, prior to the distribution of ballots, the President (or designee) shall initiate the voting process by reading a list of nominees names and their Chapter.
- B. Nominees at the Executive Board Meeting shall remain in the meeting during the voting process.
- C. No one in attendance of the meeting shall express any support or opposition to any nominee.
- D. The nominee names shall be listed in alphabetical order by their last name on the left side of the ballot and their chapter.

- E. The ballot shall be completed by placing a number 1 for first choice, a number 2 for second choice, a number 3 for third choice, etc. until each nominee has a number next to his/her name.
- F. The process and all results shall be conducted in total confidentiality. Voting members shall be present in order to vote (no proxies). Each chapter delegate in attendance and each Vendor Representative in attendance are eligible to vote.
- G. In the event that any voter is not present, their alternate shall be eligible to vote providing they had an opportunity to review all the nominations before the May meeting.
- H. In the event that more than one chapter nominates the same candidate, the nominee's name will appear on the ballot only once and shall have one vote attributed to that nominee on the ballot.
- I. The winner will be selected based on the lowest numerical point score. First choice votes are valued at one point each, second choice votes are valued at two points, third choice votes are valued at three points, etc.
- J. In the event of a tie, the winner will be selected based on which nominee had the most First Choice votes. If the results remain a tie, the winner will be selected based on Second Choice votes. If the results remain a tie, the winner will be selected based on Third Choice votes and continue in this manner until a winner is selected.
- K. The Executive Board President, or designee, shall distribute the voting ballots, one to each voting member. Voting members shall fold their ballot to assure confidentiality.
- L. The President, or designee, shall collect all ballots. The designee's, shall confidentially tabulate all ballots and in the event that a ballot is unclear or incompletely marked, the ballot shall not be counted.

SECTION V PREPARATION OF AWARD

The President, or designee, conducting and tabulating the ballots shall be responsible for the preparation of the Peter W. Walsh Award for presentation, This shall consist of purchasing and preparing an engraved plate to be affixed to the Perpetual Award. The plate shall contain the nominee's name, agency and year presented. The President, or designee, shall also purchase a wall plaque or similar recognition to be retained by the recipient.

SECTION VI PRESENTATION OF AWARD

- A. Presentation of the Peter Walsh Award shall take place at the evening dinner dance of the annual conference.
- B. The Peter Walsh Award is MSA's most prestigious award and the decorum of the presentation shall be respectful and professional.
- C. The presentation shall be choreographed by the Executive Board President, the current Award recipient and be coordinated with the conference chairperson.
- D. The current recipient will recognize all previous recipients present in the audience.
- E. The Executive Board President (or designee) shall briefly summarize the qualifications of the nominees and present to the current award recipient, an envelope containing the name of the new recipient.
- F. The current award recipient shall announce the name of the new recipient.
- G. The Executive Board President shall present each nominee with a certificate or other appropriate item acknowledging their nomination for the Peter W. Walsh Award at the appropriate lunch meeting prior to the dinner dance.
- H. Upon announcement of the recipient, the Perpetual Award becomes the trust of the new recipient. The recipient shall be responsible for possessing, transporting and protecting the award. The Peter W. Walsh Award shall remain with the selected nominee from the date of presentation until the next conference awards and dinner ceremony.

SECTION VI CHAPTER PRESENTATION OF AWARD

- A. The award shall be officially presented to the recipient at the recipient's choice of venue, which typically is done at the official governing body, such as a city council meeting. A presentation may also take place at the recipient's regular or special Association Chapter meeting.
- B. The Executive Board President, immediate past Walsh Award recipient, and other members as approved/invited by the Executive Board President may attend the presentation.

- C. The Executive Board President, or his/her designee, usually addresses the recipient's governing body acknowledging the recipient's contributions to MSA and other highlights as appropriate.
- D. An official MSA Proclamation of Presentation of the Peter W. Walsh Award is also presented at this time.

SECTION VII CHAPTER DINNER CELEBRATION

- A. It is customary following the presentation of the Award before elected officials that the recipient be honored at a dinner hosted by the respective Chapter.
- B. All costs for the dinner are the responsibility of the recipient's Chapter.
- C. The four chairs of the Executive Board are encouraged to attend the dinner with travel expenses paid for by the Executive Board. Travel costs for others participating in this presentation shall be approved in advance by the Executive Board President.

SECTION VIII PETER WALSH AWARD RING

- A. The recipient of the Award is eligible for a ring with an MSA Logo insert. Members of the Los Angeles/Orange Area Chapter have established a prototype ring with the MSA logo depicted on it.
- B. It is the responsibility of the recipient's Chapter to pay for the ring.

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