



CITIZEN OF THE YEAR SELECTION CRITERIA AND PROCESS

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

1. Two eligible submittals **MUST** be received to award.
2. Current seated city councilmembers of the City of Irwindale shall not be eligible for the award.
3. Nomination must be submitted on the official nomination form in writing **BY THE DEADLINE TO BE CONSIDERED**
4. Nomination form must be an original written and signed form. Photocopies will be discarded.
5. The nominator must submit their name, address and phone number. In case the nomination committee requires clarification or more information, they can contact you.
6. The committee will be charged to base their decision solely on the nominee's accomplishments as documented on the nomination form.
7. 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.
8. 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.
9. 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.
10. The Chair verifies the votes and results of the committee.
11. The nominee with the most committee votes is selected
12. The Chair of the Board for the Irwindale Chamber of Commerce will notify the selected honoree and the nominator.
13. The Chair (or appointee to represent the Chair) will notify the nominees not selected and their nominators.
14. Award will be made at the annual Irwindale Chamber of Commerce Installation Dinner.

Recommended deadline dates: Nomination forms available October 31, application submission deadline December 7, honoree selection no later than December 24, honoree notification January 8th. **Dates are subject to change annually. See current year application for applicable dates.**

Irwindale Chamber of Commerce

16102 Arrow Hwy * PO Box 2307 * Irwindale, California 91706
(626) 960-6606 * FAX (262) 960-3868 * www.irwindalechamber.org