

Appendix A to Personnel Advisory Committee Charter
RECOGNITION OF ACHIEVEMENT PROGRAM

Section 2. Nomination Guidelines and Approval Procedures. Nominations are encouraged from member companies and staff of the Asphalt Institute, and will be considered at the summer meeting of the PAC.

- A. The intent of these awards is to recognize individuals who have contributed significantly to the asphalt industry.
- B. Nominations should generally follow the format detailed in Appendix B of the PAC Charter.
- C. All award nominations should be submitted to: President, Asphalt Institute, 2696 Research Park Drive, Lexington, KY 40511 not later than June 1st of each year or later date if so established by the President. If nominations are received after the deadline, then these may be considered by the PAC Chairman in a special meeting of the PAC or they may be held until the following year.
- D. Written nomination proposals shall be forwarded by the President to all PAC members in sufficient time to be reviewed prior to the summer meeting of the Committee.
- E. At the summer meeting, the members of the PAC shall consider nominations for recommendation to the Executive Committee for election to the appropriate award level.
- F. Prior to the PAC's award recommendation decision, a nominating representative may make a brief presentation to the PAC.
- G. The PAC has the authority to recommend the award level as submitted, downgrade the award level, return the nomination for more information, or to disapprove the nomination.
- H. Following the PAC's decision, the nomination shall be forwarded to the Executive Committee for action. The Executive Committee acts on the recommendation of the PAC, typically also during their summer meeting. Individuals approved for awards shall be contacted by the Institute's staff for the purpose of inviting them to the Annual Meeting.