



## ACEC Member Organization Fellow Nomination Form

(Attach 3 x 5 Photo)

Nominee's Name:

Nominee's Firm:

Business Address:

Business Phone:

Business Email:

Home Address:

Home Phone:

Home Email:

**Application Fee: \$200.00**

**Note:** The application must respond specifically to all requests for information contained herein. Failure to do so may result in rejection of nomination. Application information shall be limited to spaces provided.



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## A. PREFACE

The Bylaws of ACEC established the principle for Membership as a Fellow of ACEC, and recognize members who have, by their special service, elevated the standards of our engineering profession.

The Bylaws provide for Classes of Membership entitled Fellow and Life Fellow as outlined in Article II, Membership, and Article III, Admission and Separation.

The ACEC Rules of Policy and Procedure delegate administrative responsibility for the College of Fellows to the Committee of Fellows (COF), including the processing of nominations and the election of Fellows membership. The COF utilizes the ACEC COMMITTEE OF FELLOWS GUIDANCE MANUAL as a guide to admission and administration of the ACEC Fellows Program. The manual also defines the rules and regulations as well as the standards and activities of the College of Fellows.

This document, "Fellow Nomination Form," shall be used for the nomination of Fellows candidates to assist the COF in their election of Fellows. Both the nominating entity and the nominee should also refer to the ACEC Bylaws, Rules of Policy and Procedure, and the COF Guidance Manual to insure that all requirements are complete and properly authenticated.

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## B. NOMINATION FOR FELLOW

Each submitted application for nomination for Fellow of the American Council of Engineering Companies (ACEC) shall be made using the ACEC Fellow Nomination format herein, by either:

- a) The ACEC Member Organization (MO of which they are a member), or
- b) Three (3) or more Fellows of ACEC who are not members of the ACEC Committee of Fellows or the ACEC Executive Committee.

The nominee shall not initiate his/her own application, but, having been nominated, shall then assist in the preparation of the required submittal data. The nominee shall agree to accept Fellow grade if so elected, and shall indicate this permission on the application form.

The Nomination Format shall include the following:

- 1) Nomination by a Member Organization (See Section D): Signature of the President of the Member Organization certifying that a two-thirds majority of the current MO Board of Directors has voted affirmatively for the nominee. No current member of the ACEC COF or Executive Committee shall be permitted to vote.

-- or --

Nomination by Fellows (See Section E): The signature of three (3) or more Fellows of ACEC (who are not members of either the ACEC Executive Committee or the Committee of Fellows) recommending nomination of the candidate, and the signature of the President of the candidate's own MO confirming and approving the nomination.



- 2) Five (5) letters of endorsement describing the qualifications of the nominee, including:
  - Two (2) letters from current ACEC Fellows (who are not members of the COF).
  - Three (3) letters from current ACEC members personally acquainted with the nominee.

Endorsement letters should not come from the applicant's current firm.

Letters must be on firm letterhead or personal letterhead. MO letterhead and e-mails are not acceptable.

Letters from current Fellows may be from the same nominating Fellows described in 1) above. Letters shall be typewritten and no more than 200 words in length. Endorsers should consider that the COF must depend on the letters to confirm the nomination and supporting data as they may not know the candidate personally or be aware of his/her qualifications.

- 3) Data in support of the qualifications lists in Section C below.

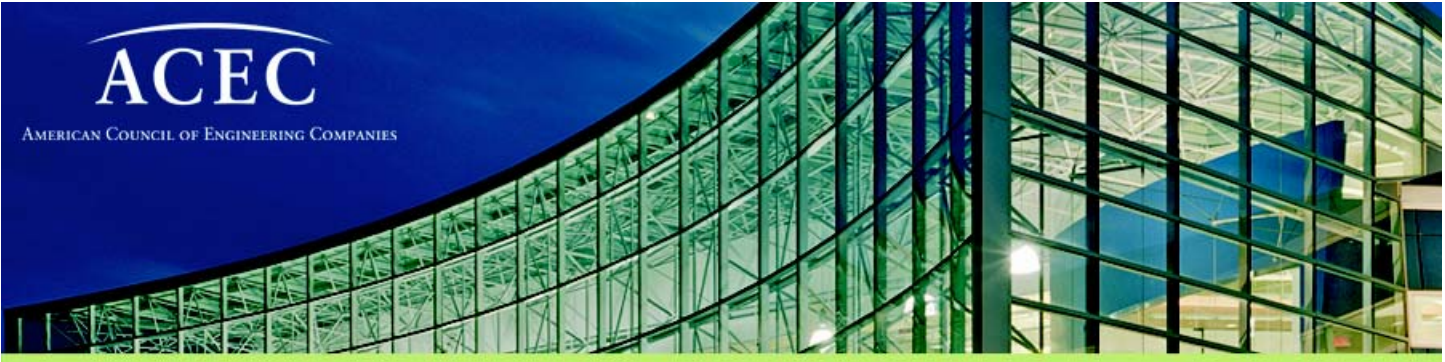
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## C. QUALIFICATIONS FOR FELLOW

- 1) Individuals qualifying for nomination to the grade of Fellow of ACEC shall have academic and professional qualifications and accomplishments demonstrating notable contributions to the objectives of ACEC.
- 2) Such accomplishments shall include:
  - a) Being a principal for not less than five (5) years of a firm(s) which has been a member of ACEC or an organization which has merged with an ACEC Member Organization, for not less than five (5) years.

List Member Firms and dates nominee has been a principal in each firm:

Firm	Position	Dates
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b) Service as an ACEC officer, director, or active Committee member, and service to a Member Organization as an officer, director or Committee Chairman.

List ACEC and Member Organization Service:

Organization	Positions	Dates
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3) Education:

College or University	Degree	Year
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4) Professional:

a) Professional Registrations

State

Discipline

Year

b) Professional Experience



c) Professional and Technical Society Affiliations

Society

Dates

Positions Held

- 5) The individual nominee for Fellow shall also demonstrate that he/she has made notable contributions to the objectives of ACEC in more than one of the following categories:

a) Administrative Leadership:

b) Design:



c) Science:

d) Literature:

e) Education:



f) Service to the Profession:

g) Outstanding Civic Leadership:





#### D. NOMINATION BY A MEMBER ORGANIZATION

NAME OF NOMINEE for grade of Fellow:

MEMBER ORGANIZATION:

We, the undersigned Directors, from personal knowledge, believe the above named nominee to be thoroughly qualified in accordance with the Bylaws and Rules of Policy and Procedure of the American Council of Engineering Companies, to be an individual of high integrity, and to be worthy in every respect to be a Fellow of the Council and herewith so nominate him/her.

Printed or Typed Name of Director

Signature

Firm Affiliation

_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

Affirmed By: \_\_\_\_\_ Date:

M.O. President



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#### **E. NOMINATION BY FELLOWS**

NAME OF NOMINEE for grade of Fellow:

MEMBER ORGANIZATION:

We, the undersigned Fellows of ACEC, from personal knowledge, believe the above named nominee to be thoroughly qualified in accordance with the Bylaws and Rules of Policy and Procedure of the American Council of Engineering Companies, to be an individual of high integrity, and to be worthy in every respect to be a Fellow of the Council and herewith so nominate him/her.

Printed or Typed Name of Fellow

Signature

M.O.

Firm


Confirmed and Approved By: \_\_\_\_\_ Date:

M.O. President

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#### **F. ACTION OF NOMINEE**

I hereby acknowledge my nomination to the ACEC grade of Fellow and agree to accept such membership and to pay the annual dues if so elected.

\_\_\_\_\_ Date:

Signature of Nominee



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#### **G. ACTION OF THE COMMITTEE OF FELLOWS**

The nomination of \_\_\_\_\_ for election to Fellow of the American Council of Engineering Companies has been acted upon this date by the Committee of Fellows:

Received their unanimous approval. The nominee is therefore declared elected.

Received approval of all COF members with only one (1) dissenting vote. The nominee is therefore declared elected.

The nominee did not receive required approval and nomination submittal is returned to the nominating entity.

\_\_\_\_\_ Date:  
Chairman, Committee of Fellows