



RULES AND PROCEDURES TO GOVERN THE ANNUAL GREEN CITY AWARDS PROGRAM

1. These Rules and Procedures are presented to govern the Annual Green City Awards Program.

There are four nominee categories: Individual Adult (ages over 21); Individual Youth (age 21 and younger); Business (for-profit); and Organization/School (not-for-profit).

Each year the Public Facilities Commission (the “Commission”) may bestow a Green City Award (the “Award”) for completed or ongoing projects to one recipient (winner) in each nominee category and in at least one of the following areas of environmental sustainability: energy, water, waste, materials, trees and plants, biodiversity, and other. There is an exception: Individual Youth may also submit concept projects for Award consideration. There are four (4) Awards in total.

Each year the Commission may also bestow a Green Seedlings Prize (the “Prize”) for ideas and conceptual projects to one recipient (winner) in each nominee category, with exception to Individual Youth, and in at least one of the following areas of environmental sustainability: energy, water, waste, materials, trees and plants, biodiversity, and other. Conceptual projects are defined as projects that have not been completed, implemented, and are not current or ongoing projects. There is one (1) Prize in total.

2. The Awards and Prize will be presented to the winners at the Commission’s televised live-broadcast meeting.

3. The seven (7) Public Facilities Commissioners are the evaluation panel formed to choose the winners. The panel will evaluate nominations based on how well each project meets the three award criteria. Award criteria for the Green City Award: leadership, community impact/environmental impact, and aspirational. Award criteria for the Green Seedlings Prize: clarity, community impact/environmental impact, and aspirational.

4. The panel may elect to decline awarding in any category(ies), regardless of the number of submissions.

- 5. Commissioners are requested to encourage application submissions; however, after the application has been submitted the Commissioners shall not discuss nominations with nominees/nominators and the nominees/nominators may not discuss or lobby for their submission with any members of the Commission. Failure to follow this rule or any interference during the Commission's Selection Process may result in the immediate disqualification of the application by the nominee/nominator and their ability to resubmit in the next one-year award cycle.**
- 6. Commissioners must recuse themselves and may not evaluate the nominations in which they hold financial interests.**
- 7. The Commission shall only bestow an Award/Prize if the project is deemed beneficial to the environment and has incorporated principles of environmental sustainability. City staff and experts in the field of sustainability will be available to answer questions by the Commissioners.**
- 8. Prior to soliciting nominations, the Commission must set a deadline date and time for submission of nominations.**
- 9. A nomination received after the deadline date and time may not be considered by the Commission. Only completed nominations will be considered for an Award/Prize.**
- 10. A nomination of an individual employed by the City of West Hollywood or serving on the Commission shall not be considered by the Commission.**
- 11. If the Commission decides that a nominee has been nominated in an incorrect category, the Commission may decide to switch that nominee to another more appropriate category.**
- 12. Nominees and nominators can withdraw their nomination submission for any reason up until the scheduled submission deadline.**
- 13. After the submission deadline, and prior to voting, the Commissioners have the option to submit follow-up questions to staff who will then coordinate with the nominees/nominators. All questions shall be distributed without Commissioner names and consolidated by staff and sent to the nominees/nominators. The written responses will be shared by staff with the Commission in the evaluation package provided during the Selection Process.**
- 14. Voting by the Commission shall be conducted at a regularly scheduled meeting of the Commission and prior to the awards ceremony. Voting shall be cast by a roll call vote. The Commissioners will use an evaluation sheet which will be shared in the meeting agenda packet and is to be used as an aid to the Commission's discussion.**

- 15.** Each Commissioner may vote for only one Award in each category (for a total of four Awards) and may vote for only one Prize. A Commissioner may abstain from voting if in that member's opinion none of those nominated are worthy of special recognition.
- 16.** The winner in each category shall be the nomination receiving the most votes cast. In the event of no majority or a tie, there will be a discussion among the Commissioners followed immediately by a runoff among the two nominations receiving the most votes. The nomination receiving the most votes cast in the runoff wins an Award/Prize.
- 17.** A letter shall be sent on behalf of the Commission to announce the winners and to express gratitude and acknowledgement of all nominee submissions. All nominees will be invited to attend the awards ceremony.
- 18.** At the next regularly scheduled meeting of the Commission, directly following the completion of the awards ceremony, the Commission shall review these rules and procedures to make any updates it deems necessary to the Green City Awards Program.
- 19.** No rule may be amended, nor exception to a rule made, once public solicitation of nominees has commenced except by vote of two-thirds by the Commission.
- 20.** No Commission member may be nominated until twelve (12) months have passed of terminating service on the Commission from the date of the submission deadline.