

Sustainability Awards - Selection Process

The Environmental Sustainability Advisory Committee (ESAC), which reports jointly to the TRU Board and the Senate, will recommend recipients for each year's [Sustainability Awards](#).

1. The Awards Sub-committee of ESAC will consist of:
 - The Chair of the ESAC, or designate;
 - The Manager of the Sustainability Office, or designate;
 - The President of the TRU-Eco Club, or designate; and
 - Two additional people appointed annually by the ESAC, or designates.
2. Quorum for the committee will be 50% +1 of the committee present, excluding vacancies. If quorum is not achieved, the chair of the committee shall call a special meeting within two days, and a decision will be made at that time based on committee members present.
3. ESAC's awards committee will make recommendations for all Sustainability Awards to the full committee of ESAC for consideration.
4. The awards committee will issue calls for nominations for all awards starting the last week of October and ending on the nomination deadline. The call will go out to all TRU faculty members, staff, and students by email and will be advertised on social media and various websites at TRU.
5. The nomination deadline will be posted on the ESAC website.
6. At least one nominator must sign each nomination. Nominations must include a written submission from the nominator(s) outlining specific reasons for the nomination.
7. Nominations must include:
 - a. A statement prepared by the nominator(s) (500 words or less) describing the nominee's contributions to sustainability and transformation of culture;
 - b. Relevant materials documenting the nominee's sustainability involvement.
8. The awards committee will meet after the nomination and recommend the successful candidates to ESAC at the first available meeting.
9. Award will be presented to the recipients at a suitable event prior to the next academic year.

10. Award recipients are not eligible for nomination in future years.