



2020 MEMBERSHIP NOMINATIONS

SUBMITTAL DATE: Membership nominations are accepted at any time prior to the deadline. We encourage early submissions.

DEADLINE: Friday, February 7, 2020.

Please read this carefully as the nomination requirements have changed.

The Ely Chapter of Lambda Alpha International continually seeks nominations for new members and will annually initiate a new class of highly accomplished leaders representing the diverse professional disciplines related to land economics. Please read the following membership criteria and directions carefully before submitting a nomination.

Criteria for Membership

- The **foremost criterion** for membership is an individual who has made an outstanding contribution to the development, redevelopment, preservation, or enhanced utilization of the world's land resources.

The nomination should demonstrate the candidate has distinguished him or herself in the civic realm through **noteworthy community and public service within the last five (5) years**. The nominee's service contributions must be documented in the nomination form and in the submitted résumé and/or cover letter. Examples include:

- Service on a not-for-profit organization or society board of directors (minimum six months of service by Ely Nomination deadline).
 - Leadership role in a related industry organization.
 - Continued service in a volunteer-based organization multiple times over a 12-month span.
 - Community service that does not fall in a specific board, society or organization multiple times over a specified time span.
- Candidates must have a minimum of ten (10) years of professional work experience **in a field related to land economics**.
 - **Candidates must attend a minimum of two (2) LAI events** prior to (or including) the March 2020 Monthly Luncheon.

The Ely Chapter seeks members who will be active in the organization and willing to contribute to our professional community. We are eager for our chapter membership to reflect racial, ethnic, and gender diversity.

Nomination Process

Submissions to the Membership Committee must include the following:

- **A cover letter**, signed by the **sponsor and co-sponsor**, highlighting the qualifications of the nominee and the reasons why the candidate should be considered for membership.
- The candidate's **résumé**.
- A completed **nomination form** (see attached) that includes a brief citation that will appear on the membership certificate should the nominee be admitted to the Chapter.
- A photo (head shot) in jpg format to be used at the Initiation Banquet.
- A signed copy of the LAI Ely Member Code of Conduct
- All membership nominations for the 2020 class are due by 5:00 p.m. Friday, February 7, 2020. Nominations received after that time will be considered for the 2021 class.

*Please send the letter of nomination, candidate's résumé and nomination form with citation electronically (**all documents except photo combined in one PDF file is appreciated**) to: nominations@ely-chicago.org*

The email subject line should read: Lambda Alpha Membership Nomination.

All correspondence and deliberations will be kept strictly confidential.

PLEASE NOTE: SUBMITTALS WILL ONLY BE CONSIDERED IF THEY ARE SENT TO THE ABOVE EMAIL ADDRESS. NOMINATIONS SUBMITTED THROUGH ANY OTHER MEANS WILL NOT BE CONSIDERED.

Rules and Responsibilities for Sponsors

- Sponsors and co-sponsors must be members in good financial standing (including current dues paid) with Ely Chapter and Lambda Alpha International and have a signed Member Code of Conduct on file with chapter administrator.
- A member may sponsor only one candidate per year and co-sponsor only one other candidate per year.
- **Sponsor, co-sponsor and nominee must each be employed by separate firms.**
- Sponsors are expected to ensure their nominees are interested in membership and active participation in the Chapter.

- Sponsors and co-sponsors are expected to accompany their nominees to the New Member Initiation Banquet, which will take place **Wednesday, June 17**.
- We **strongly** encourage sponsors to accompany new members to luncheons and other programs throughout the year to help new members gain a level of comfort and familiarity with the organization and its membership.

Thank you. We look forward to your nominations!

The Ely Chapter Membership Committee



Nomination Form

**Applications are accepted at any time prior to the deadline.
Deadline: Friday, February 7, 2020.
Please ensure accuracy of all spelling and contact information.**

Nominee's Name: _____

Professional Designations (if applicable): _____

Company or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Phone: _____ Mobile: _____

Professional Awards & Honors

LAI Ely Event Attendance (2 events minimum required for nomination; List event name and month/year)

Sponsorship Information

Sponsor's Name: _____ Phone: _____

Company: _____ E-mail: _____

Co-Sponsor's Name: _____ Phone: _____

Company: _____ E-mail: _____

Community and Public Service

(Must be within five years of nomination)

Organization Name: _____

Title Held: _____ Dates of Service: _____

Detailed Explanation of Responsibilities:

Organization Name: _____

Title Held: _____ Dates of Service: _____

Detailed Explanation of Responsibilities:

Organization Name: _____

Title Held: _____ Dates of Service: _____

Detailed Explanation of Responsibilities:

Add additional pages if necessary

Citation

Please complete the following statement in less than 20 words for the nominee's citation.

"In recognition of his/her contribution to:

”

To be considered, the nomination must include:

- Completed Nomination Form with citation
- Cover Letter of Nomination from Sponsor/Co-Sponsor
- Nominee's Resume
- Nominee's Photo (head shot) in jpg format
- Signed copy of the Member Code of Conduct
- 2 Chapter programs attended

Incomplete applications will NOT be considered.

Please send applications electronically with the subject line as follows: **Lambda Alpha Membership Nomination** to:

Ely Chapter Membership Committee Chair
nominations@ely-chicago.org

ELY CHAPTER
MEMBER CODE OF CONDUCT

STATEMENT OF POLICY

Lambda Alpha International (“LAI”) is a not-for-profit professional organization created for the study and discussion of land economics and supported by a system of local chapters whose members are selected pursuant to established membership criteria. LAI promotes a culture of respect, courtesy, civility, common decency, diversity and inclusion. Membership in LAI is honorary, open and inclusive to all person’s regardless of, and including but not limited to, gender, race, creed, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, age, medical condition, or mental or physical disability.

CONDUCT OF MEMBERS

All members of the Ely Chapter of LAI (“Members”) shall act with respect, courtesy, civility, common decency, and inclusiveness towards other Members, any staff of LAI or the Ely Chapter, any vendor and any guest. The Ely Chapter will not tolerate any harassment of, or discrimination against, any Member, staff, or vendor based upon, but not limited to, gender, race, creed, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, age, medical condition, or mental or physical disability and such conduct by any Member, staff or vendor is strictly prohibited.

Harassment or discrimination includes, but is not limited to, any verbal, physical, visual or graphic conduct, racial epithets, slurs, and offensive remarks or jokes. Sexual harassment can include unwanted sexual advances, leering, making sexual gestures, displaying of sexually suggestive objects or pictures, verbal sexual advances or propositions, verbal abuse of a sexual nature, and unwanted physical contact.

COMPLAINT PROCEDURE

Any Member, staff, vendor or guest who feels they have been harassed or discriminated against, or who witnesses any harassment or discrimination by a Member, staff or vendor, is encouraged to promptly proceed as follows:

1. Report the incident verbally or in writing to the President of the Ely Chapter, and/or another member of the Ely Chapter Board of Directors with whom you feel most comfortable sharing the information.
2. If the incident is committed by the President or other member of the Ely Chapter Board of Directors, you may report the incident to any other member of the Ely Chapter Board or Directors and/or to the LAI Board of Directors, as appropriate.
3. All complaints of misconduct received by a member of the Ely Chapter Board of Directors or LAI Board of Directors shall be promptly investigated by a subcommittee to be formed for such purpose. The subcommittee of the Ely Chapter Board of Directors or LAI Board of Directors, as applicable, shall be composed of not less than five (5) nor more than (7) members of the Board of Directors. All investigations shall be conducted by the subcommittee in a fair, impartial, timely and thorough manner that provides all relevant parties with the opportunity to be heard and to present any information he or she

believes is relevant or important for consideration.

4. The investigation will be conducted as discretely as reasonably possible, all persons involved with the investigation will maintain confidentiality of the matter to the greatest extent reasonably possible, subject to the need to conduct a full and fair investigation.
5. Appropriate measures will be taken by the Ely Chapter and/or LAI, as needed, to stop and remedy all reported misconduct during the period of investigation, including but not limited to suspension of the violator's participation in any Ely Chapter or LAI event and/or suspension of membership, employment or engagement until the investigation is concluded and a decision is made
6. Upon completion of any investigation, a decision shall be made by the subcommittee as to whether a violation of this Code of Conduct has occurred. A decision by the subcommittee shall be made by a majority vote of the members of the subcommittee. If the subcommittee concludes a violation of this Code of Conduct was committed, the subcommittee shall proceed as set forth below to determine the appropriate disciplinary action for Violation of Code of Conduct. All decisions by the subcommittee shall be discretely communicated to both the accuser and accused upon completion of the investigation.

RETALIATION PROHIBITED

Retaliation against anyone who makes a report or complaint under this Code of Conduct is strictly prohibited. Any person encountering retaliatory conduct, or who witnesses retaliatory conduct, is encouraged to report such retaliation to the Ely Chapter President, a member of the Ely Chapter Board of Directors or the LAI Board of Directors, as appropriate.

VIOLATION OF CODE OF CONDUCT

Any Member who is found to violate this Code of Conduct upon completion of an investigation shall be subject to disciplinary action, up to and including permanent termination of the violator's membership in the Ely Chapter and LAI. Any staff or vendor of the Ely Chapter who is found to violate this Code of Conduct upon completion of an investigation shall be subject to disciplinary action, up to and including termination of the violator's employment or engagement. The subcommittee shall discuss the appropriate disciplinary action for a particular violation of this Code of Conduct and such disciplinary action shall be approved by a vote of a majority vote of the members of the subcommittee.

ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and understand the Ely Chapter Code of Conduct and that I am responsible for follow the Code of Conduct.

Signature: _____

Printed Name: _____

Date: _____

Approved and Adopted by the LAI Ely-Chicago Chapter Board of Directors on April 10, 2019.

Sample Nomination Letter

February 1, 2020

Mitch Carrell
Ely Chapter Membership Committee Chair
nominations@ely-chicago.org

Re: Lambda Alpha Membership Nomination of _____

Dear Mitch:

It is my pleasure to nominate architect _____ for membership in Lambda Alpha International. I have known _____ for more than _____ years in his capacity as principal of _____.

Since 1990, _____ has applied his passion for practical, engaging architecture to many of _____'s most successful commissions, large and small.

As leader of the firm's hospitality practice, _____ has helped his clients realize their vision for their hotels, conference centers, and restaurants. He remains a champion of the firm's belief that the adaptation or rehabilitation of an old building, whether historic or not, is frequently the best course of action to reposition a building into a viable financial model. From single buildings to planned communities, Rick has led projects that improve the built environment for existing tenants, new users, and surrounding communities.

_____ skill and knowledge have contributed to the success of award-winning residential, commercial, and hotel projects as diverse as the adaptation of a historic office building into a 441-bed student housing facility, the complete overhaul and repositioning of a series of hotel properties under the _____ flag, the 65-acre _____ Public Housing complex, and a _____.

In addition to his professional responsibilities, _____ volunteers his time with _____, _____ School and _____ School, both in Chicago. _____ holds memberships in the Urban Land Institute and the National Trust for Historic Preservation.

The Ely Chapter would be well served to include _____ among its members.

If you have any questions about this nomination, please call me.

Very truly yours,

Sample Citations

In recognition of her contribution to the field of architecture through a design approach to sustainable and affordable housing, particularly benefitting residents with special needs.

In recognition of his significant contribution to the commercial real estate industry specializing in urban infill and adaptive re-use, brokerage, design and development.

In recognition of her contribution to improving neighborhoods and communities through innovative approaches to trails, parks, zoning, and planning.

In recognition of her contribution to both the public and private sectors by adding value to underutilized assets and creating vibrant urban environments, both large and small scale.