

Utah CCIM Chapter Business Excellence Awards

RULES AND REGULATIONS GOVERNING THE NOMINATION AND SELECTION OF WINNERS

The following are the Rules and Regulations Governing Nomination and Selection of Winners ("**Rules**") established by the Selection Committee ("**Committee**") for the **Utah CCIM Chapter Business Excellence Awards ("Awards")**. These Rules shall govern both the completion of the application and forms that are used to nominate each candidate for an award ("**Candidate**") and the Committee's election of the winners. The Candidate's submission of a nomination form, or the submission of a nomination form on behalf of the Candidate with the Candidate's tacit or express permission, shall constitute the Candidate's agreement to be bound by these Rules and any revisions or amendments hereto made by the Committee from time to time in its sole discretion.

The Business Excellence Awards event was established to recognize the accomplishments of individuals in the commercial real estate arena and all of its disciplines.

1. Categories

a. A total of eleven (11) awards may be given. One (1) award will be given in each of the following categories (each of which is individually referred to as a "**Category**"), with the exception of Platinum Performers which will have multiple winners recognized:

INDUSTRY AWARD CATEGORIES

1. Development or Redevelopment of the Year
2. Contractor of the Year
3. Green Leader in sustainable business practices
4. Lender of the Year
5. Architectural Design of the Year
6. Business Excellence Hall of Fame

BROKER AWARD CATEGORIES

7. Industrial Broker of the Year
8. Office Broker of the Year
9. Retail Broker of the Year Broker of the Year
10. Investment Broker of the Year
11. Platinum Performers (Top tier of real estate agents/brokers)

2. Eligibility Requirements for Industry Award Categories

For a candidate to be eligible in any of the Industry Award Categories, he or she must

- a. Have a principal place of business located in the State of Utah;
- b. Devote a minimum of 90% of his or he time to the category in which they are nominated;
- c. Exemplify good business practices;
- d. Conduct him or herself in a professional and ethical manner;
- e. Enjoy a reputation of cooperation and high standards among his or her peers.

3. Eligibility Requirements for Broker Award Categories

For a Candidate to be eligible in the Broke/Agents Categories, he or she must:

- a. Have a current Utah real estate license with no restrictions; and
- b. Devote a minimum of 90% of his or her working time to the real estate brokerage business (managers of brokerage houses are, therefore, eligible so long as they (i) are actually involved in the transactions that they list on the nomination forms, and (ii) meet the other eligibility requirements set forth in these Rules); and
- c. Have a principal place of business located in the State of Utah.

The transactions disclosed on the nomination forms need to occur within the State of Utah.

All candidates should:

- a. Exemplify good brokerage practices;
- b. Conduct him or herself in a professional and ethical manner;
- c. Enjoy a reputation of cooperation and high standards among his or her peers.

4. Nomination Process

- a. Candidates may nominate themselves or may be nominated by any other broker, developer, or other person associated with the commercial real estate industry. The Committee reserves the right to limit the number of Candidates in any single Category as it deems appropriate.
- b. ***All nomination forms must be typewritten or word processed.*** As a courtesy to the Committee and the evaluation of numerous nomination forms, the Committee reserves the right to disqualify any nomination form that (i) is not typewritten or word processed and legible after being photocopied, or (ii) which contains errors. The nomination form and these Rules are available from the Utah CCIM Chapter at www.ccimutah.com and are also available online at www.CCIMBusinessExcellenceAwards.com. The CCIM e-mail address is utahccimchapter@qwestoffice.net.
- c. Nomination forms must be submitted electronically along with the following additional required information:
 - 1. Candidate Bio
 - 2. Candidate Photo
 - 3. Project photos & graphics (if applicable)
 - 4. Candidates Resume
 - 5. Supporting Documentation

5. Nomination Process for Brokers/Agents

- a. The nomination form must indicate the Category in which the Candidate will compete. All Gross Commission Income (see definition in Section 6 below) can be included, even those outside the Candidate's Category, so long as at least seventy-five percent (75%) of the Gross Commissions are attributable to transactions in the Candidate's Category. For example, a Candidate competing in the Industrial Category will be permitted to have Gross Commissions attributable to *non-industrial* transactions in an amount not to exceed twenty-five percent (25%) of the Candidate's total Gross Commissions.

Examples of transactions that would be properly considered as being within the Candidate's specialty Category include, but are not necessarily limited to:

- 1. The sale or lease of an office building (or land zoned for office use) by an office broker;

2. The sale or lease of an industrial property (or land zoned for industrial use) by an industrial broker;
3. The sale or lease of a retail property (or land zoned for retail use) by a retail broker;
4. The sale of any type of commercial property by an investment specialist;
5. The sale of any type land by a land specialist.

In the case of a sale of a mixed use property (e.g., a business park with industrial and office components), the Candidate may consider the transaction as being within his or her specialty so long as at least 30% of the project's square footage is devoted to a use that is within the Candidate's specialty.

b. The following transactions cannot be included in the nomination form:

1. Loans; and
2. Transactions in which the Candidate was a principal and prior to the consummation of the transaction, the Candidate's interest in the property exceeded ten percent (10%) of the value of that property.

c. The nomination form must be reviewed and certified as accurate by the Candidate or nominating party. Additionally, if the Candidate works for a brokerage company: (i) the nomination form must be reviewed and certified as accurate by the company's managing or principal broker, and (ii) any questions or comments to the Committee regarding the nomination form or the AWARDS process must be submitted to the Committee by the company's manager (the Committee shall not have an obligation to respond to inquiries from individual Candidates). If the Candidate works for more than one brokerage company during the year, the Candidate's manager at the time that any given Gross Commissions (as defined in Section 5 below) were collected must certify the nomination form as to those transactions.

d. The Committee reserves the right, in its sole discretion, to limit the Candidates eligible to compete in any Category to a number the Committee deems appropriate.

6. Gross Commissions

Candidates shall be judged based on "**Gross Commission Income**," which shall be the total commission dollars the Candidate *actually collected*, with no deduction for the brokerage house's split, but adjusted to exclude (i) any commission split allocated to brokers or agents within or without the Candidate's brokerage house, and (ii) any bonuses. Gross Commissions shall not be reduced by any payments made by the Candidate to the Candidate's employees that came out of Candidate's taxable income (in other words, what the Candidate does with his or her taxable income has no bearing on the calculation of Gross Commissions).

7. Voting Procedures

After reviewing all of the nominations the Committee, in its sole discretion, will determine which candidates and nominees will be listed on the ballots to be provided to the Judges.

Judges are to be selected by the Awards Committee and will be representative of a diverse background of industry professionals. The Judges Committee in turn will vote independently on the candidates they deem in their sole discretion are most deserving of the particular award. The criteria used by the judges shall include the following items, not weighted, or in order of importance, but taken as a whole and valued independently by the voting Judges.

7.a INDUSTRY AWARDS CRITERIA

The following criteria shall be used in the selection of winners of the other award categories; Development, Contactor, Lender, Architectural Design, Green Leader.

- a. Nominee Application (Scope and Breadth of detail provide on applications)

7.b BUSINESS EXCELLENCE HALL OF FAME CRITERIA

The CCIM Board, in its sole and absolute discretion may select an individual or the Business Excellence Hall of Fame Award. This individual may be from any of the commercial real estate disciplines and shall be selected based upon his or her lifetime of contributions to commercial real estate.

7.c BROKER AWARDS CRITERIA

The following criteria shall be used in the selection of winners of the broker award categories; Industrial, Office, Retail, Investment.

- a. Gross Commissions;
- b. Transaction Volume(# of deals);
- c. Deal Significance (Value and Market Impact);
- d. Nominee Application (Scope and Breadth of detail provide on applications).

7.d PLATINUM PERFORMERS CRITERIA

The committee will determine who they believe represent the top performers of the real estate brokerage community based on total gross commission income as reported by the managing or principal broker of all participating brokerage firms. It is the responsibility of any and all interested agents and brokers who wish to be considered for the Platinum Performer Award to encourage their managing or principal broker to submit a list of their top performers along showing individual gross commission income generation for each agent or broker who will be considered for the award.

8. Publications

Candidate acknowledges and consents that the Committee may share the information on the nomination form and other information submitted by the Candidate with news or other sources for Utah CCIM Chapter Business Excellence Awards publicity purposes. The Committee and CCIM Awards Committee shall have no liability whatsoever for any errors, omissions or editorial decisions made in such publications

9. Effect of Confidentiality Agreements

In situations where the Candidate is unable to provide all of the information required by the nomination form as to a particular transaction due to confidentiality or nondisclosure agreements, the names of the parties to the transaction need not be disclosed; however, the Candidate must provide as much relevant information as is permitted under those agreements & enough for the Committee to make a decision, and in any event, information respecting the Gross Commissions must be completed in order for the nomination form to be valid, and the nomination form must state that the reason that the parties are not named is because of a confidentiality agreement. In addition, because the AWARDS event may feature a slide presentation and video testimonials concerning the winners of each Category, a Candidate whose transactions are confidential may be disfavored by the Committee.

10. Verification

The Committee reserves the right (but does not have the obligation) to verify the information in the nomination forms, without the prior consent of the Candidate. In no event will the Utah CCIM Chapter (or any officer, director or employee thereof) or the Committee (or any member or other representative thereof) have any liability of any kind whatsoever to any Candidate as a result of their participation in the AWARDS nomination and winner-selection process.

11. Deadline for Submission of Nomination Forms

Completed nomination forms are to be sent to emailed to: nominations@ccimbusinessexcellenceawards.com CCIM Nominations, Attn: Dominique Anderson, CCIM Chapter, PO Box 1412, Sandy, UT 84091 and must be *received* by noon, _____. Candidates are encouraged to verify candidate's receipt of a return email from the Committee confirming Committee receipt of the nomination. . **The Committee, in its sole and absolute discretion, may disqualify any Candidate whose nomination form is not timely received or fully completed in strict accordance with these Rules.**

12. Errors in Nomination Forms'

Candidates may be disqualified for providing inaccurate, miscalculated, misleading, or false information.

13. Presentation

The awards will be presented at the annual CCIM Business Excellence Awards event, January 21, 2010.

14. CCIM Membership

Utah CCIM Business Excellence Awards is sponsored by the Utah CCIM Chapter. All Candidates are encouraged to become members of the Utah CCIM Chapter and to participate in the many local networking and educational programs. More information is available at www.ccimutah.com.

15. Questions?

Any questions should be sent via electronic mail to the Utah CCIM Chapter at info@ccimbusinessexcellenceawards.com.