



**Institution of
Surveyors of
Kenya**

**ISK GUIDELINES FOR
RECOGNITION OF PROFESSIONAL EXCELLENCE AWARDS**

Approved 15th May 2026

Part I – Preliminary

These guidelines for recognition shall be cited as Guidelines for Recognition of Professional Excellence Awards, 2025 for purposes of handling nomination, submission and awarding of members for outstanding professional practice and conduct.

Part II – Award Categories

The professional Excellence award shall have the following categories

- a) **Valuers Excellence Award:** This award will be made to the most outstanding Valuer under these guidelines
- b) **Land Surveyors Excellence Award:** This award will be made to the most outstanding Land Surveyor under these guidelines
- c) **Engineering Surveyors Excellence Award:** This award will be made to the most outstanding Engineering Surveyor under these guidelines
- d) **GIS Excellence Award:** This award will be made to the most outstanding GIS Chapter Member under these guidelines
- e) **Building Surveyors Excellence Award:** This award will be made to the most outstanding Building Surveyor under these guidelines
- f) **Land Administration Management Excellence Award:** This award will be made to the most outstanding Land Administrator under these guidelines.
- g) **Estate Agents Excellence Award:** This award will be made to the most outstanding Estate Agent under these guidelines.
- h) **Property Managers Excellence Award:** This award will be made to the most outstanding Property Manager under these guidelines
- i) **Emerging Practitioner Award:** This award will be made to the most outstanding Young Surveyor of age 35 years and below under these guidelines
- j) **Lifetime Achievement Award:** This award will be made to the most outstanding Life time achievement for a member who has practiced for at least 30 years' post-ISK Full Membership under these guidelines

PART III – Criteria for Nomination for Awards¹

The criteria for nomination of members qualified for recognition of outstanding professional practice and conduct shall:

- a) Be a Full Member of the Institution of Surveyors of Kenya (except for Awards for Emerging Practitioners)
- b) Demonstrate active participation in ISK affairs and have an average 50 CPD points for the last 2 years (in the event of tie the number of accumulated CPD points will prevail).
- c) Have no outstanding dues to ISK.
- d) Not be undergoing any disciplinary action by ISK and/or the respective regulatory body.

e) Demonstrate experience, innovations and achievements in the respective category.

- i. Demonstrate service to the community
- ii. Demonstrated contribution to the growth of the surveying profession
- iii. Demonstrated number of voluntary hours offered to the Institution
- iv. Thought leadership and publications
- v. Trailblazing in any category of diversity
- vi. Mentorship and coaching of young professionals

f) Adhere to provisions of Code of Conduct as read together with Rule 9 of ISK Constitution and Chapter Six of the Kenya Constitution 2010

Provided that any member who may have been found culpable of professional misconduct by Council or a regulatory body within the last 3 years shall not be eligible for nomination

Part IV - Process of Nomination

The nomination, submission, voting and award process shall be as follows:

- a) The award committee shall conduct the award process.
- b) **Call for Nominations:** The CEO shall circulate the call for Nominations of persons who meet the criteria for recognition at least 3 months before the End Year Gala Dinner. The call for nominations will be made via WhatsApp groups, the website/portal, and through Chapter leadership. A digital form will be issued to all members for submissions. The form shall be comprehensive and include all the nomination criteria.
- c) **Special Chapter Meetings:** Chapters will hold special meetings to review nominations received, select a shortlist of three nominees for each Awards category and present the names of the shortlisted nominees to the Awards Committee.
- d) **Review of nominations:** The Award Committee shall review the nominees against the criteria under these Guidelines and flag any issues or gaps that may require input from Secretariat and Chapter Leadership.
- e) **Due Diligence:** Once the final list of nominees has been received from the secretariat, the Committee will then carry out any additional due diligence as necessary.
- f) **Selection of Winners:** The Awards Committee shall select one member from the list of three presented to it by each chapter based on a pre-determined scoring criterion.
- g) **Announcement of Results:** The Chairperson of the Award Committee shall announce the nominees and award winners results during the ISK End Year Gala Dinner.

¹ Serving ISK Council Members are not eligible for the award



Part V – Awards Nomination Form

The CEO shall circulate a nomination form with minimum contents as follows:

- a) Full Name;
- b) Membership No.;
- c) Membership Chapter;
- d) Membership Category
- e) No. of CPD Points for the last 2 years;
- f) Academic and Professional qualifications
- g) For emerging practitioner award, the age of nominee
- h) For lifetime achievement award, number of years practiced post ISK Full Membership
- i) Reasons for Nomination including experience, achievement, innovation or vision warranting recognition; and
- j) Name and Membership No. of Proposer - (Proposer **must** be a Full Member/Fellow Member for all Categories **other than** Emerging Practitioner Award)

Part VI - Awards Ceremony

The Award Ceremony shall be held every year during the Gala Dinner in Nairobi.

Part VII – Award Adhoc Committee

The award committee shall:

- a) Be composed of an eminent representative from each chapter.
- b) Elect their chairperson at their first sitting
- c) Serve for a term of two years provided that 50% of the committee shall retire at the end of the first term while the remaining 50% will serve for a second term. Those to retire at the end of the first term shall be determined through balloting.

Part VIII – Review of the Guidelines

The Nomination guidelines may be reviewed by the ISK Council from time to time and ratified at the AGM.