



**Bylaws of the
Coal & Energy Division**

As Revised in February 2009; December 2016

COAL & ENERGY DIVISION BYLAWS
SOCIETY FOR MINING, METALLURGY & EXPLORATION, INC.
Revised February 2009; December 2016

Article I
Name and Objective

Section 1. This Division shall be known as the Coal & Energy Division of the Society for Mining, Metallurgy & Exploration, Inc. (SME).

Section 2. The objective of the Coal & Energy Division shall be to provide a forum for those interested in any way in coal and other mining-related energy sources (including geothermal, oil sands, oil shales, coal bed/mine methane, uranium, unconventional oil sources through mining, etc.), and to advance the technologies in exploration, mining, utilization, reclamation and sustainability through meetings, programs, publications, and encouraging continuing education. Recognizing its roots in coal, the Division will further promote the use of coal as a major source of energy, to create interest in coal as a profession and to educate the public about coal.

Article II
Members

Section 1. Any Member or Associate Member of SME in good standing may become a Member or Associate Member of this Division by specifying the Division as their primary area of interest with SME.

Article III
Dues, Assessments and Disbursements

Section 1. Dues or assessments may be fixed by the Executive Committee of the Division subject to the approval of the Board of Directors of SME.

Section 2. Disbursements. Funds received by or assigned to the Division shall be deposited with the Executive Director of SME, or at any other place and under the

responsibility of an officer of the Division as deemed necessary by the Executive Committee for the efficient operation of the Division. The SME Executive Director or other responsible party shall submit a statement of receipts and disbursements to the Chair of the Division in time for a report for the annual business meeting. Disbursements from Division funds may be made by the Executive Director of SME upon the authorization of both the Division Chair and the Division Vice Chair, for such purposes as have been authorized by the Executive Committee of the Division. Exceptions to this general rule can be made by order of the Executive Committee of the Division.

Section 3. Disposal of Funds on Dissolution. On the dissolution of this Division all funds remaining after payment of its debts and obligations shall be turned over and paid to an organization exempted under Section 501(c)(3) of the Internal Revenue Code of 1954. This section of the Bylaws is not amendable during the existence of the Division.

Article IV
Meetings

Section 1. The Division annual business meeting shall meet at the same time and place as the Annual Meeting of SME for the installation of officers and the transaction of any other business, and at such other times and places as may be determined by the Executive Committee or Chair.

Section 2. Notice to Division members must be given 10 days prior to a business meeting of the Executive Committee, except the regularly scheduled annual meeting from section 1 of this Article. Notice may be given by telephone, post, email to members or by notification in *Mining Engineering*. During this meeting, routine business may

be transacted in accordance with these by-laws.

Section 3. For the transaction of business, the presence of at least one officer and a quorum of not less than ten (10) members of the Division or four (4) members of the Executive Committee shall be necessary. Participation via phone or internet is acceptable. Minutes must be recorded and filed with SME.

Article V Officers and Government

Section 1. The officers of the Division shall consist of a Chair, a Vice Chair, (who shall also serve as Assistant Secretary), and a Secretary (who shall also serve as Assistant Vice Chair).

Section 2. The government of the affairs of the Division shall rest on an Executive Committee, insofar as is consistent with the Bylaws of the Division and the Articles of Incorporation and Bylaws of SME.

Section 3. The Executive Committee shall consist of the officers, the Program Committee Chair, the Program Committee Vice Chair, and nine elected members. The Vice Chair shall act as Assistant Secretary and the Secretary shall act as the Assistant Vice Chair of the Executive Committee.

Section 4. The Chair, Vice Chair, and Secretary shall serve for a period of one year, or until their successors have been elected. Each elected member of the Executive Committee shall serve for a period of three years. Any vacancies occurring in the elected membership of the Executive Committee shall be filled by the Chair of the Division with an appointee to serve until the next election.

Article VI Committees

Section 1. The Program Committee shall consist of a Chair, a Vice Chair, and the Chair of each of the technical committees.

Section 2. The Technical Unit Committees are: Energy & Environment, Mine Improvements and Innovations, Mine Safety, Mine Operations, and Underground Ventilation (joint committee with M&E Division). The Executive Committee may adjust the number, topics and duties of the Technical Unit Committees as needed including creating joint committees with other Divisions.

Section 3. The Service Committees are Scholarship and Membership.

Section 4. The Award Committees are: Erskine Ramsay, Howard N. Eavenson, J. W. Woomer, Young Engineer, Robert Stefanko Best Paper, Distinguished Service, Rock Mechanics Award (joint with M&E Division), and Percy Nicholls. Appointments of committee members and chairs for the Ramsay and Eavenson Award Committees are made by the SME President with recommendations from the Chair of the Coal & Energy Division. Appointments to the Percy Nicholls Award Committee are made by the Chair of the Coal & Energy Division. Appointments to the J. W. Woomer Young Engineer Award Committee, Rock Mechanics Award Committee, and Stefanko Best Paper Award Committee shall be made by the Secretary of the Coal & Energy Division.

Section 5. The Program Committee and each Technical and Service Committee shall be headed by a Program Chair who shall serve for one year. Each Chair shall normally advance automatically from the position of Vice Program Chair of the Committee.

Article VII Nominations and Elections of Officers and SME Committees

Section 1. Each year the Division shall elect a Chair, a Vice Chair, a Secretary, and

three new members of the Executive Committee.

Should the Chair, Vice Chair or Secretary be unable or willing to fulfill their duties they may resign by announcement via telephone, email or post to the Executive Committee members. The Chair, Vice Chair and Secretary may be removed by a supermajority vote of the Executive Committee. Officers removed prematurely will be succeeded by the next officer. The Secretary will be replaced by a member of the Executive Committee appointed by the chair until the next election.

Section 2. The Nominating Committee shall consist of the following Division members: Chair, Vice Chair, Secretary, and the three most recent Past Chairs.

Section 3. The Chair shall normally advance from the position of Vice Chair. The Vice Chair shall normally advance from the position of Secretary. The Program Chair of the Division shall normally be nominated as Secretary by the Nominating Committee. Should the Program Chair decline the nomination, the Program Vice Chair shall be nominated as Secretary by the Nominating Committee; if the Program Vice Chair also declines the nomination an elected member of the Executive Committee will be chosen for the Secretary position.

Section 4. The three members nominated to three-year terms on the Executive Committee shall normally be selected from among those currently serving, or in the past two years have served as Chair of one of the Technical or Service Committees. Balanced geographic and practice area (academic, government, industry, manufacturing and sales, etc.) distribution of the Executive Committee should be a strong consideration in these nominations.

Section 5. The Nominating Committee shall recommend one member each for Division Chair, Vice Chair, and Secretary, and three committee members to the Executive Committee on or before April 1. After approval by the Executive Committee, the

nominees shall be announced in *MINING ENGINEERING* as described in Article VII, Section 7.

Section 6. Any members of the Division may submit nominations for one or more Division officers to the Executive Committee, and the persons so nominated shall be included in the official ballot.

Section 7. The names, photos and biographies of the nominees approved by the Executive Committee shall be published in the July issue of *MINING ENGINEERING*. Any additional nominations made in accordance with Article VII, Section 6 must be received by the Executive Director of SME, Division Chair or Vice Chair no later than September 1 of that year.

If additional nominations are not received by September 1, the President of the Society shall declare the nominees approved by the Executive Committee elected automatically.

If additional nominations are received, notice of the additional nominees for the position(s) shall then be published in the October or November issue of *MINING ENGINEERING*. If additional nominations are received for any position, the individual to serve in that position shall be elected by a vote of the Coal & Energy Division members via email or conference call before the annual business meeting.

Section 8. Appointment of the Coal & Energy Division representatives to various SME committees shall be made by the Chair of the Division.

Section 9. The Division Chair or other Nominator shall obtain acceptance from each nominee and give SME staff the proper name, title, and contact information, including email address, for each appointee.

Article VIII

Selection of Members and Chairs of Technical and Service Committees

Section 1. The incoming Division Secretary, with the advice of the Committee Vice Chairs shall recommend to the Division Chair, who shall appoint two members to each Technical and Service Committee for three-year terms by September 15 of the year preceding the Annual Meeting at which the Secretary takes office.

Section 2. The Division Secretary shall recommend to the Division Chair who shall appoint a Program Committee Vice Chair on or before September 15. This position should normally be filled by a member of the Division who is currently or has within the past two years served as Chair of a Technical Committee.

Section 3. The Division Vice Chair shall appoint a Vice Chair of the Scholarship Committee, and with the advice of the Program Vice Chair shall appoint a Vice Chair for each Technical Unit Committee and Publications Committee by July 15 of the same. Normally, the Technical Vice Chair will be selected from the two members who are in their second year of committee membership.

Section 4. The Program Vice Chair and Technical Unit Committee Vice Chairs shall normally advance to Chairs of their respective committees.

Section 5. The Division Chair or the person recommending appointments shall obtain acceptance from each nominee and give SME staff the proper name, title, and contact information, including email address, for each appointee in the annual Nomination Packet.

Article IX Amendments

Section 1. Proposals to amend these Bylaws shall be made in writing to the Executive Committee. They shall be considered by the Executive Committee and announced to the members through a venue at the discretion of SME staff, such as Mining Engineering magazine, post on the SME website, or on-line, together with any comments or amendments made by the Executive Committee thereon. They shall be voted upon at the Annual Meeting of the Division or by said venue, as may be directed by the Executive Committee subject to the approval of the Board of Directors of the Society for Mining, Metallurgy & Exploration, Inc.

Section 2. Exceptions. Article III, Section 3 - Disposal of Funds on Dissolution may not be amended.

**DUTIES AND RESPONSIBILITIES OF
OFFICERS
AND COMMITTEES
COAL & ENERGY DIVISION - SME**

TERM OF OFFICE

All officers and Committee Chairs take office at the close of one Annual Meeting after the SME Annual Banquet of the previous year and leave office at the close of the Annual Meeting of the same year. Selection of officers and Chairs is made some months in advance of assumption of duties to enable adequate planning to be done.

Although the Program Committee and those others associated with this function serve the same official term of office, they begin to function several months prior to assuming office. This is necessary in order to have adequate time to assemble the program for the Annual Meeting, which is their initial responsibility. The program for the Annual Meeting at which they leave office is their final responsibility.

CHAIR

Selected by the Nominating Committee with approval of Executive Committee and automatically elected to office if no petition for additional nominees is received by September 1 (see Bylaws). Normally succeeds to the Chair from the position of Vice Chair.

Duties and Responsibilities:

1. Presides at all Executive Committee meetings and business meetings of the Division.
2. Appoints all necessary committees and representatives not provided for in the Bylaws. This includes ad hoc committees that may be needed during the year and the Coal & Energy Division representatives to various committees of SME as requested.

3. Fills any vacancy in elected membership of Executive Committee to serve until the next election.

4. Makes appointments to Percy Nicholls Award Committee and recommendations to the SME president on appointments to the Erskine Ramsay and Howard N. Eavenson Award Committees.

5. Transacts all Divisional business not specifically delegated to other officers by the Bylaws.

6. Arranges for program of annual the luncheon meeting of Division held at the conclusion of his/her term as Chair.

- a. Speaker (if one is desired).
- b. Invites guests (other Divisional, Society, and Institute officers) and makes seating arrangements.
- c. Installs incoming officers at the end of the Annual Business Meeting.

7. Sends copies of all correspondence to the SME Board Secretary-Treasurer, Vice-Chair, and Executive Director of SME.

8. Acts as Chair of the Nominating Committee (Bylaws Article VII, Sections 2, 5.).

VICE CHAIR

Selected by the Nominating Committee with approval of Executive Committee and automatically elected to office if no petition for additional nominees are received by September 1 (see Bylaws). Normally succeeds to Vice Chair from the position of Secretary (see Bylaws).

Duties and Responsibilities:

1. Serves as member of Executive Committee and assists Chair as needed. Helps prepare agenda for Executive Committee meetings and prepares and distributes copies of meeting minutes to Executive Committee members and the Executive Director of SME. Helps prepare agenda for Division business meetings and prepares and distributes copies of meeting

minutes to attendees at the meeting, to Executive Committee members, and to the SME Executive Director. Keeps current files of the Division.

2. With the advice of the Program Vice Chair and the current Technical Unit Committee Chair shall appoint a Vice Chair for each Technical Unit Committee by July 15 (Bylaws Article VIII, Section 3).

3. Obtains acceptance from Vice Chairs of Program, Technical, and Service Committees and gives the SME staff the proper name, title, and contact information, including email address of each appointee, notwithstanding the fact that these Vice-Chairs normally advance to Chair of their respective Committees.

4. Makes clear to the Committee Vice Chairs the objectives of the committee activities during the coming year.

5. Stands ready to assume the office of Chair in case of the resignation, death, or disability of the incumbent Chair or to take his/her place during temporary absence.

6. Performs such other duties as may be assigned by the Division Chair.

7. Sends copies of all correspondence to the Chair, Secretary, and to Executive Director of SME for records.

8. Functions as Newsletter Editor and is responsible for preparing or selecting authors to prepare the Coal & Energy Division Views page in *MINING ENGINEERING*. This responsibility begins with the March issue and ends with the February issue.

9. Not later than August 1, submits for approval to the Executive Committee all proposed appointments that are subject to Executive Committee approval. Barring Executive Committee's disapproval of any such nomination, the Vice Chair shall make the appointments by September 1.

SECRETARY

Selected by the Nominating Committee with approval of the Executive Committee and automatically elected to office if no petition for additional nominees are received by September 1 (see Bylaws). Normally selected from among those who are currently serving or in the past two years have served as an elected member of the Executive Committee.

Duties and Responsibilities:

1. Member of Executive Committee.

2. With the advice of Committee Vice Chair and the Division Chair shall appoint two members for three year terms to each Technical Committee and the appropriate Service Committee by September 15 of the year preceding the Annual Meeting at which he/she takes office as Secretary. Provides SME staff the proper name, title, address, telephone number, fax number, and e-mail address of each appointee.

3. With the advice of Vice Chair, shall appoint a Program Committee Vice Chair on or before September 15. The position should normally be filled by a member who is currently or has within the past two years served as a Chair of a Technical Unit Committee.

4. Stands ready to assume the office of Vice Chair in case of the resignation, death, or disability of the Vice Chair or to take his/her place during a temporary absence.

5. Performs such other duties as may be assigned to him/her by the Chair. Normally will serve on any Topical or Regional Meeting planning committee at which the Coal & Energy Division will have a programming role.

6. Sends copies of all correspondence to the Chair, Vice Chair, and to the SME Executive Director for records.

ALL TECHNICAL UNIT COMMITTEE
CHAIRS

Includes: Mine Safety, Energy &
Environment, Mine Operations,

Mine Improvement & Innovations
and Underground Ventilation
(joint committee with M&E
Division)

Automatic from Vice Chair of the respective Technical Unit Committee (the UVC Chair alternates annually with a member of the Mining and Exploration Division). Each Technical Committee Vice Chair is appointed by the Division Vice Chair with the advice of the Program Vice Chair by July 15 (see Bylaws).

Duties and Responsibilities:

1. Responsible for the proper functioning of his/her Committee and for maintaining communications between the Technical Unit Committees, his/her Committee Vice Chair, the Program Chair, the Division Vice Chair, and the SME Executive Director.
2. Serves as member of the Program Committee and assists the Program Chair in assembling an interesting and timely program and obtaining authors for the SME Annual Conference & Expo. Program goals should be finalized by the deadline established by the SME Program Committee. Each Technical Unit Committee Chair should advise the number and focus of sessions desired and the number of papers planned for the SME Annual Conference.
3. Program Chair responsible for seeing that all authors receive a copy of the program forms for the SME Annual Conference for completion by deadlines established by the SME Program Committee.
4. Responsible for appointing Session Chairs who preside over the appropriate sessions at meetings and who see that proper arrangements are made for the sessions.

ALL TECHNICAL UNIT COMMITTEE VICE
CHAIRS

Appointed by the incoming Division Vice Chair with the advice of the incoming Program Vice Chair by July 15. Normally

succeeds to Chair of the Committee for the next year.

Duties:

1. Assist Committee Chairs.
2. Supply information to the SME Staff not later than January 31 for the Annual Review in *MINING ENGINEERING*.
3. Begin to function in capacity of Program Chair several months before taking office to enable timely planning to be done for the Annual Meeting.

MEMBERSHIP CHAIR

Automatic from Vice Chair of Membership Committee. Membership Vice Chair is appointed by the Division Vice Chair.

Duties and Responsibilities:

1. Members are appointed to the Committee by the incoming Division Secretary.
2. Sees that the Local Sections in his/her area actively campaign for new members.
3. Be available to advise and help sections and subsections in recruiting new members who are coal & energy industry oriented.
4. Keep Vice Chair and SME Executive Director informed of progress.
5. Report membership activities in writing to Division Chair at the Annual Business Meeting.

PROGRAM CHAIR

The Program Chair is automatic from Program Vice Chair at the Annual Meeting. Term is for one year. The Division Secretary, with the advice of the Division Vice Chair, shall appoint a Program Committee Vice Chair on or before September 15.

Duties and Responsibilities:

1. Member of Executive Committee.
2. Represents Coal & Energy Division on SME Program Committee.
3. Coordinates joint session between Coal & Energy Division and other Divisions within SME.
4. Coordinates through the Technical Unit Committee Chairs the program for various meetings. Sets the technical program theme if needed.
5. Responsible for scheduling sessions.
6. Organize program with Technical Committee Chairs for the Annual Conference. Responsible to see that the program kits including deadline schedule and criteria for submitting abstracts, preprints, and peer reviewed papers are sent to each Session Chair by the SME staff.
7. Assemble and send to SME Program Manager a tentative program for the SME Annual Meeting by deadline specified by Program Committee.
8. See that the SME Program Manager receives all abstract forms by the established deadline.
9. Submit written report of program activities to the Coal & Energy Division Chair at the Annual Business Meeting.
10. Send copies of all correspondence to the Division Vice Chair and to the SME Executive Director for their records.

PROGRAM VICE CHAIR

Appointed by the Division Secretary with the advice of the Division Vice Chair on or before September 15 (Bylaws Article VII, Section 2.). The Program Vice Chair shall normally advance to Chair of the Program Committee. During his/her year as Vice Chair, he/she will assist the Program Chair wherever possible, learning responsibility for the SME Annual Conference program.

NOMINATING COMMITTEE

The Nominating Committee consists of six members: the three immediate past Division Chairs, the present Chair who will act as Chair of the Nominating Committee, the Vice Chair, and the Secretary.

Duties and Responsibilities:

The Nominating Committee shall report to the Executive Committee on or before April 1 its nominees for the following offices:

1. Chair
2. Vice Chair
3. Secretary
4. Three members of the Executive Committee

Criteria for nominations:

1. The Chair shall normally advance from the office of Vice Chair.
2. The Vice Chair shall normally advance from the office of Secretary.
3. The Secretary shall normally advance from the office of Program Chair of the Division. Should the Program Chair decline the nomination, the Program Vice Chair shall advance; if the nomination is again declined a nominee shall be selected from among those who are currently serving, or in the past two years have served as an elected member of the Executive Committee.
4. The three nominees for the Executive Committee shall normally be selected from among those currently serving, or in the past two years have served, as Chair of one of the Technical or Service Committees.
5. Balanced geographic and practice area (academic, government, industry, manufacturing and sales, etc.) distribution of the Executive Committee should be a strong consideration in these nominations.

NEWSLETTER EDITOR

This function is a responsibility of the Division Vice Chair.

Duties and Responsibilities:

1. Responsible for the editorial "Coal & Energy Division Views" in *MINING ENGINEERING* from the March issue through the following February.
2. Articles must be reviewed by another Coal & Energy Division Officer before publication.
3. The Technical Unit Committee Chairs assist in selecting authors and articles.

SME COMMITTEES

The Chair with the approval of the Executive Committee shall appoint representatives as necessary to serve a term on SME Committees as requested by the SME President. This list currently includes the following SME Committees:

1. Government Relations and Public Affairs Committee (1 member, two-year term)
2. Information Publishing Committee (3 members, three-year term)
3. *MINING ENGINEERING* Committee (1 member, two-year term)
4. Professional Engineers Exam Committee (3 members, three-year term)
5. Sustainable Development Committee (1 member, two-year term)
6. Accreditation & Curricular Issues Committee (3 members, three-year term)
7. Research Council (3 members, three-year term)
8. Student Affairs Committee (3 members, three-year term)

SCHOLARSHIP COMMITTEE CHAIR

Automatic from Vice Chair of Scholarship Committee. The Vice Chair is appointed by the Division Vice Chair with the approval of the Executive Committee.

Duties and Responsibilities:

1. Write letters to all members of the Coal & Energy Division and coal companies soliciting funds to provide scholarships to deserving students interested in areas/topics covered by the Coal & Energy Division.
2. Prepare written report of activities and funds for the Annual Meeting.
3. Send copies of all correspondence to Secretary-Treasurer and to the Executive Director of SME for their records.
4. Receives all applications for scholarship funds and with his/her Committee selects the recipients in accordance with established selection criteria and, the funds available at that time, as determined by the Executive Committee at the Annual Meeting. Reports to Coal & Energy Division Chair and Vice Chair (for distribution of information to the Executive Committee) the names of the recipients and schools and the amounts of each scholarship to be awarded during the next year.
5. Scholarships managed by the Committee include the C&E Division Scholarships (jointly funded by the Division and the Howard N. Eavenson Fund of AIME), the John Sidney Marshall Scholarships, and any other scholarships that may be added in the future.

ERSKINE RAMSAY MEDAL AWARD COMMITTEE

The Erskine Ramsay Medal (AIME) is intended to recognize distinguished achievement in coal mining, to include both bituminous, sub-bituminous, lignite and anthracite coal, and may be awarded from time to time upon affirmative advice from

the Board of Directors and under the conditions as herein defined.

The presentation will be made at such time and place as the Directors may designate, preferably at the ensuing Annual Conference of the Society.

The Medal will be accompanied by an engraved diploma containing a citation of the service or achievement upon which the award is based.

1. The Award Committee shall consist of nine members of SME, two appointed annually by the President, subject to the approval of the Board of Directors. The tenure of office shall be four years. The President of SME shall be an ex officio member of the Award Committee (included in the nine members).
2. Any vacancies occurring shall be filled by the SME President, subject to approval of the Board of Directors.
3. Committee members shall be people interested in the production, beneficiation, or utilization of lignite, bituminous, or anthracite coal. While the majority of the members of the Committee shall be identified with lignite or bituminous coal, an effort should be made as well to include members identified with anthracite coal. Geographical distribution of membership shall be as wide as practicable (foreign members shall not be excluded.)
4. The President of SME will submit to the Board of Directors the name of the Chair of the Committee, to be selected from the senior group of membership.

Eligibility

1. There are no limitations regarding nationality, membership in AIME Member Societies, or otherwise. All other factors being equal, it is suggested that preference be given to members of AIME.
2. A candidate must be a living person able and willing to present himself/herself in person to receive the award at the time and place designated by the Board of Directors.

However, the death of a candidate subsequent to May 1 does not render him/her ineligible during that year; and if he/she is duly selected for the award, the presentation shall be made posthumously in accordance with special procedure to be prescribed by the Board of Directors.

3. No person who has been awarded any of the nine major AIME awards (Douglas, Saunders, Lucas, Rand, Ramsay, Richards, Fairless, Hardinge and McConnell) is eligible for consideration for any other of the eight honors. To avoid the possibility of one person being considered by more than one committee of award at the same time, the Chair of each of the nine committees, between the 15th and 25th day of May each year, shall communicate in writing to the Chairs of the other eight committees the names of the persons on the "Active List" for consideration by his/her committee for the current year; and should it appear that any individual be a candidate for more than one award, the nine Chairs, as a special committee, shall determine on which eligible list the candidate should be retained for that year. In the event of failure to agree, advice may be asked of the Board of Directors.

Duties and Responsibilities:

1. If, after the meeting of the Board of Directors, the Committee received affirmative advice from the Board of Directors that an award may be made, and the Committee is directed to undertake the selection of a candidate, the procedure shall be as follows:
 - a. By February 15, the Chair of the Committee shall send to each member the names of those living candidates then on the Active List as mentioned under Rule 3 above, and shall invite further nominations from the members of the Committee. Such nominations should be in the hands of the Chair before May 15, and shall be accompanied by a memorandum giving a full and complete statement of the reasons for proposing the candidate, with a record of his/her professional and industrial achievements in sufficient detail to enable the Committee to pass judgment on the

candidate's worthiness to receive the award.

b. On or before June 15, the Chair of the Committee shall send to each member a list of all eligible candidates, together with the names of the proposers, and the detailed professional and industrial records of the candidates. Each member will be asked for a letter ballot to be in the hands of the Chair not later than July 15 indicating his/her preference of the names submitted. If any candidate receives two-thirds of the votes of the entire Committee, he/she shall be considered formally selected.

c. In the event no candidate receives said two-thirds vote, the Chair shall send to each member of the Committee a list of the candidates who received two or more votes in the first letter ballot. If two-thirds favorable votes are not received by any candidate on the second letter ballot, a third ballot will be undertaken. Should no candidate receive the stipulated number of votes on the third ballot, no award shall be made for the current year.

d. The unsuccessful candidates shall constitute an Active List, but after being considered by three committees of award, a candidate will be dropped from the list. This, however, does not make him/her ineligible for re-nomination.

e. If a candidate is selected, the Chair of the Committee shall prepare a citation not exceeding 25 words; and shall submit the name of the candidate with the citation to the Board of Directors.

2. After the Committee has made its selection, and not later than two weeks prior to the submission of its report to the Directors, the records of the candidates shall be deposited with the Executive Director of SME, who shall act as custodian of the same until the appointment and confirmation of the new Chair. In the interim, such records shall be accessible to the members of the Committee, and the Board of Directors of SME. The records will be preserved for a period of three years, at the expiration of which they will be destroyed.

3. In all questions coming before the Committee, the President of the Society, an ex officio member, and the Chair of the Committee shall have a vote. Except in the selection of a candidate, all questions shall be decided by a majority vote.

4. The Award Committee shall have power to decide any questions not specifically covered by these Rules.

HOWARD N. EAVENSON AWARD COMMITTEE

Rules:

Section 1. Name. This Award shall be known as the Howard N. Eavenson Award (AIME).

Section 2. Scope and Eligibility. This Award will be given for distinguished contributions to the advancement of coal mining. This Award shall be given to a resident of the United States, preferably but not necessarily a member of an AIME Member Society, who shall within a two-year period in advance of his/her selection for the Award have contributed the most to the advancement of the coal industry, whether by research, invention, publication, or advances in mining or development methods (labor relations not included).

Section 3. Committee of Award. The administration of the Award shall be vested in a committee of six appointed by the SME President from among members of the Institute. The term of service shall be three years. The majority of members of the Committee shall be engaged in the Coal industry and the minority of members shall be older mining members of the Society. The Chair shall be chosen from those who are senior in length of service on the Committee.

Section 4. The Award. The Howard N. Eavenson Award shall consist of a suitably engraved Certificate of Award containing a citation of the service or achievement upon which the Award is based. Further, the Award shall include a check for \$1,000

which can be increased in amount by increments of \$250 for recognition of a particularly outstanding contribution upon recommendation of the Award Committee and approval of the AIME Board of Trustees.

Section 5. Method of Selection. The Award Committee shall develop a list of suitable nominees who meet the eligibility requirements as outlined in Section 2. Once the list of nominees has been developed, the Committee Chair shall then ask each member of the Award Committee for their ranking of the nominees (first, second, third, etc.). Each Award Committee member shall assign one point for a first-place vote, two for a second-place, and three for a third-place vote, etc. The Committee Chair shall collect the votes and develop an aggregate score. The nominee with the lowest aggregate score will be the winner. In cases of a tie or close vote for first place, only the top candidates will be referred to the Award Committee for another round of voting using the procedures outlined herein. In the event of second tie or close vote, the Committee Chair will select the winner from the top candidates subject to the approval of the SME Board of Directors.

The Committee Chair shall submit the results of the vote to the Coal Division Chair and the Executive Director of SME no later than October 10 of each year. The Award shall be made only when considered by the Award Committee and the SME Board of Directors to be fully merited, and the Award will not necessarily be presented at any regular period of time.

Section 6. Presentation of the Award. The Award shall be conferred at such time and place as the SME Board of Directors may designate, but normally at the Coal & Energy Division Luncheon at the ensuing Annual Conference.

Section 7. Funds. All expenses incurred in respect of the Award shall come from the Howard N. Eavenson Award Fund.

Section 8. Amendments. These regulations may be amended by the Board of Directors

of SME, on recommendation of the Committee of Award as approved by the Executive Committee of the Coal & Energy Division.

J. W. WOOMER YOUNG ENGINEER AWARD COMMITTEE

Rules:

Section 1. Name. This award shall be known as the J. W. Woomer Young Engineer Award.

Section 2. Purpose and Scope. This award is to recognize accomplishments and engineering professionalism of young engineers working in the coal industry.

Section 3. Eligibility. The nominee for the award must:

1. Be a member of the Society for Mining, Metallurgy, and Exploration.
2. Hold a Bachelor's degree in engineering. Registration as a professional engineer is required for those holding Bachelor's degree in closely associated fields of study.
3. Not reach his/her 35th birthday before the award is to be presented at the Annual meeting.
4. Be working in the coal industry or be closely associated with it.
5. Have presented or published a technical paper(s) on an engineering accomplishment(s) at any coal industry meeting or in any coal industry journal or transactions.

Section 4. Committee of Award. The administration of the Award shall be vested in a committee of six. The Secretary of the Coal & Energy Division shall appoint two members from among members of the Coal & Energy Division. The term of service shall be three years. The Chair shall be chosen from those who are senior in length of service on the Committee by the Chair of the Coal & Energy Division.

Section 5. The Award. The Young Engineer Award shall consist of a statuette and a cash gift of \$1,000 to be presented to the recipient of this Award at the Annual Conference.

Section 6. Nomination Procedures.

1. The nomination to the award must be made by an SME local section on the J. W. Woome Young Engineer Nomination form.
2. The SME local section must conduct an investigation of the nominee's accomplishments.
3. The nomination petition must include the following in writing:
 - a. The description(s) of the engineering project(s) in which the nominee has participated.
 - b. The description(s) of the specific involvement of the nominee in the project(s).
 - c. The description(s) of the specific engineering contribution(s) of the nominee.
 - d. The description(s) of any special award or recognition that the nominee has received for the contribution(s).
4. The nomination petition must be reviewed by the Executive Committee of the SME local section and endorsed by it in writing.
5. The written endorsement of the Executive Committee of the SME local section must include (a) a certification that the nominee meets all the eligibility requirements, (b) a description of its investigation of the nominee's engineering accomplishments.
6. The nomination petition must be submitted to the SME.

Section 7. Selection of Recipients.

1. The SME staff member will review the nominations for compliance with the nomination procedures. All nominations will be forwarded to the Committee of Award by the staff member noting any deviations from the nomination procedures.

2. The Committee of Award may reject nomination petitions which have not complied with the nomination procedures.

3. Method of Selection Upon receipt of the nominating forms the Committee Chair shall distribute these to the committee then ask each member for their ranking of the nominees (first, second, third, etc.). Each Award Committee member shall assign one point for a first-place vote, two for a second-place, and three for a third-place vote, etc. The Committee Chair shall collect the votes and develop an aggregate score. The nominee with the lowest aggregate score will be the winner. In cases of a tie or close vote for first place, only the top candidates will be referred to the Award Committee for another round of voting using the procedures outlined herein. In the event of second tie or close vote, the Committee Chair will select the winner from the top candidates.

4. Recipients of the Award shall be selected by the Committee of Award, subject to the approval of the Board of Directors through the Coal & Energy Division Executive Committee.

Section 8. Presentation of the Award. The Award shall be conferred at such time and place as the SME Board of Directors may designate, but normally at the Coal & Energy Division Luncheon at the ensuing Annual Conference.

Section 9. Funds. All expenses incurred in respect of the Award shall come from the Howard N. Eavenson Award Fund.

Section 10. Amendments. These regulations may be amended by the Board of Directors of SME, on recommendation of the Committee of Award as approved by the Executive Committee of the Coal & Energy Division.

STEFANKO BEST PAPER AWARD COMMITTEE

Rules:

Section 1. Objective. The award is to recognize authors presenting papers in the Coal & Energy Division technical sessions for their contributions to the body of knowledge. The award shall consider (1) technical quality of the paper and (2) quality of presentation.

Section 2. Award.

1. The Stefanko Best Paper Award shall consist of a cash gift of \$1,000 and suitably inscribed certificate(s) for the author(s). In case of multiple authors, the cash gift shall be divided equally among the authors.

2. There shall be designated one award for the Annual Conference of SME.

Section 3. Requirements. The papers for consideration for the award (1) should have been preprinted prior to the meeting and (2) must be presented at the conference by the author(s).

Section 4. Committee of Award.

1. The administration of the award shall be vested in a committee of six consisting of the past, present and incoming Chair of the Coal & Energy Division program committee and three "other" members.

2. The Chair of the Award Committee shall be from among the three "other" members and the one who is senior in length of service on the committee.

3. The Secretary of the Coal & Energy Division shall appoint one member to the committee from among the numbers of the Coal & Energy Division. The term of service shall be three years.

4. The Chair of the Award Committee shall supervise the timely progression of the Stefanko Award selection process. The Chair, working with the SME staff member, should ensure that:

a. The preprints and the technical and presentation evaluation forms have been sent to the session chairs approximately two weeks before the meeting.

b. The session chairs have sent their evaluations to SME within four weeks after the meeting.

c. The award committee members get the preprints of the "best" paper from the session chairs within six weeks of the meeting.

d. The committee's right to decide on the basis of the available information on any problems arising during the evaluation process including not to recommend an award shall be absolute.

Section 5. Evaluation.

1. The session chair (along with co-chairs, if any) should have read and evaluated the technical quality of the paper prior to the meeting. The technical quality of each preprinted paper in the session shall be evaluated on the Award criteria.

2. The quality of presentation should be evaluated by the session chair (along with co-chairs, if any). The quality of presentation of each preprinted paper shall be evaluated on the presentation criteria.

Section 6. Selection. The selection of the best paper for the award shall be a four-step process:

1. Each session chair shall select only one paper from the session on the basis of the highest combined score of the technical and presentation evaluation scores above. Multiple selections will disqualify the papers from the session. The session chairs shall send their evaluations to SME headquarters.

2. The selected papers from the sessions shall be evaluated by the individual members of the Award Committee. The evaluation will be for the technical quality of the paper on the Award criteria. All

members shall send their evaluations to SME headquarters.

3. The average of the six Step 2 technical evaluation scores shall be calculated for each paper by the SME staff member. To that shall be added the presentation evaluation score from Step 1, determining the combined score for the paper.

4. The paper for the Stefanko Best Paper Award shall be selected by the Committee of Award on the review of the Step 3 total scores, and is subject to the approval of the Board of Directors through the Coal & Energy Division Executive Committee.

Note: In each step, if any ties are encountered, the tie shall be broken by giving preference to the paper with the highest technical quality score.

Section 7. Award Presentation. The Award shall be conferred at such time and place as the SME Board of Directors may designate, but normally the Coal & Energy Division Luncheon at the ensuing Annual Conference.

COAL & ENERGY DIVISION DISTINGUISHED SERVICE AWARD

1. The Coal & Energy Division Distinguished Service Award was established by the Coal & Energy Division in 1989 and the first award was given in 1990. This award will be presented to an individual for achievements in the coal mining industry.

2. The Award Committee is to consist of the following eight (8) Coal & Energy Division officers: Current Chair (Committee Chair), Past Chairs (2) for the past two years, Vice Chair, Secretary, and Outgoing Elected Executive Board Members (3).

3. The Award Winner is to be chosen by the SME Board of Directors upon recommendation of the Award Committee. The award need not be given each year.

4. The Award is to consist of a suitable plaque engraved with the award winner's name and the year of award.

5. Cost of the award is to be covered by general Coal & Energy Division funds.

6. Presentation of the award is to be made during the Coal Luncheon at the Annual Conference.

7. Committee Duties:

a) Schedule - The Chair shall issue a call for nominations by June 15. The first ballot listing all nominees shall be distributed by July 15. Final voting, including a second ballot if necessary, is to be concluded by August 30.

b) Candidates - Each committee member may submit one candidate. Candidates may also be nominated by other SME members. Each submission must be made on the standard nominating form. If the standard form is not used, the Chair must contact the nominator and request resubmission of the nomination.

c) Restrictions - The award is limited to SME members. A further restriction is that members of the current Award Committee are ineligible for the award.

d) Method of Selection Upon receipt of the nominating forms the Committee Chair shall distribute these to the committee and ask for then ask each member for their ranking of the nominees (first, second, third, etc.). Each Award Committee member shall assign one point for a first-place vote, two for a second-place, and three for a third-place vote, etc. The Committee Chair shall collect the votes and develop an aggregate score. The nominee with the lowest aggregate score will be the winner. In cases of a tie or close vote for first place, only the top candidates will be referred to the Award Committee for another round of voting using the procedures outlined herein. In the event of second tie or close vote, the Committee Chair will select the winner from the top candidates.

e) Duties of the Chair - after the selection is made:

1. Notify the Committee of the voting results.

2. Notify SME Executive Director of the results. SME Director will request SME Board approval.

3. Notify recipient after SME Board approval. Be sure recipient will attend Coal & Energy Division Luncheon to receive award.

HOWARD L. HARTMAN AWARD COMMITTEE

Rules:

Section 1. Name. This award shall be known as the Howard L. Hartman Award.

Section 2. Purpose and Scope. This award is to recognize distinguished contributions in the practice, teaching, or research in the field of underground ventilation engineering.

Section 3. Eligibility. There are no limitations regarding the nationality, professional field, membership in the Institute, or otherwise. Election to this honor is by the Executive Committee of both divisions and the SME Board of Directors.

Section 4. Committee of Award. The administration of the award shall be vested in the six members of the Underground Ventilation Committee plus the most recent Past Chairman of the Committee. The Committee shall report to the Mining and Exploration Division and the Coal & Energy Division of SME. To alternate the Chairmanship of the award committee between Divisions, depending on the year, either the Chairman or Past Chairman of the Underground Ventilation Committee shall serve as Chairman of the award committee.

Section 5. The Award. The Howard L. Hartman Award shall consist of a plaque engraved with the name of the award and the recipient.

Section 6. Nomination Procedures.

1. Prior to December 31, the chair or any member of the Underground Ventilation

Committee should receive any nominations to be presented to the full Committee.

2. Nominations should give a full and complete statement of the reasons for proposing the candidate, with a record of his/her professional and industrial achievements in sufficient detail to enable the committee to pass judgment on the candidate's worthiness to receive the award.

3. The committee will select the Award nominee by the SME Annual Meeting and will submit the nominee to SME by March 15 for approval.

4. Should a committee member, including either committee Co-Chairperson, be nominated for the Award, he/she will be disqualified from the Award committee. The UVC Chairperson will also designate a new committee Co-Chairperson should this be required.

5. When there are more than two nominees, voting for the award shall be on the basis of voting 1 for the first choice, 2 for the second choice, and 3 for the third choice, etc. In the case of a close vote, the top candidates may again be referred to the committee.

Section 7. Selection of Recipients.

1. Recipients of the award shall be selected by the Award Committee, subject to the approval of the M&E Division Executive Committee, Coal & Energy Division Executive Committee, with notification to the SME Board of Directors.

2. The award shall be made every two years; not more than one award shall be made in an award year. An achievement by a team of two or more may be recognized in a manner designated by the Award Committee.

3. If in any award year the Committee of award shall not find a nominee whose contribution merits the award, or if the available funds are not sufficient to merit the costs of an award, it may recommend that no award be made.

Section 8. Presentation of the Award. The award shall be conferred at such time and place as the SME Board of Directors may designate, but normally at the biennial U.S. Mine Ventilation Symposium.

Section 9. Funds. All expenses incurred in respect to the award shall be paid by the M&E Division or the Coal & Energy Division.