

COAL & ENERGY DIVISION DISTINGUISHED SERVICE AWARD Guidelines & Procedures

Overview

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.

All candidates must be SME members in good standing and must be living at the time of their selection in order to receive the Award. Members of the current award committee are not eligible to receive the award during their term of service on the award committee.

Timeline

The Award typically adheres to the following timeline:

Due Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
SME Annual Meeting	Award is presented

Nominations

Nominations for the Award should contain the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).
3. Nominee's biography (2 page maximum).
4. Nominee's CV/resume (abbreviated version – 3 page maximum).
5. List of papers/publications (abbreviated version – 3 page maximum).
6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here:

<http://www.smenet.org/awards/>

Administration The Award is administered by SME’s Coal & Energy Division. The Award Committee consists of the following eight (8) Coal & Energy Division Officers: Current Chair (serving as Committee Chair), Past Chairs (2) for the past two years, Chair-Elect, Chair-Elect Designate, Outgoing Elected Executive Board Members (3).

Selection of Recipients Recipients of the Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Coal & Energy Distinguished Service Award shall consist of a suitable plaque engraved with the Award winner's name and the year of the Award.

Presentation of the Award The Award will be presented at the Coal & Energy Division’s Annual Awards Luncheon, held in conjunction with SME’s Annual Meeting. The award recipient will receive one complimentary ticket to the luncheon (provided by the C&E Division).

Funding All expenses incurred in respect of the Award shall be the financial responsibility of the Coal & Energy Division.

Amendments These guidelines may be amended by the Award Committee, subject to approval by the C&E Executive Committee and SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.

Questions Questions may be directed to:
Awards Coordinator, SME Member Services Department
Phone: 303-948-4208
E-mail: awards@smenet.org
