

## MINING & EXPLORATION DIVISION DISTINGUISHED SERVICE AWARD Guidelines & Procedures

**Overview and Eligibility** The Mining & Exploration Division Distinguished Service Award was established by the Mining & Exploration (M&E) Division in 1985 and was first awarded in 1986. The Award is presented to a member of SME based on their contribution to the M&E Division. M&E Division officers are not eligible to receive the award during their time of service.

**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 the Mining & Exploration Division (M&E Division) of the Society, under the direction of the SME Board of Directors. The M&E Distinguished Service Award Committee shall be composed of six (6) members, including the Chairperson of the Division who shall act as Chairperson of the Committee, the immediate Past Chairperson, the Chairperson-Elect, the Vice Chairperson for Programs, the Vice Chairperson for Program Planning, and the Assistant Vice Chairperson for Program Planning.

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<b>Selection of Recipients</b>	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.
<b>Award</b>	The Award consists of a plaque upon which the recipient's name, award citation (if applicable), and year of award will be engraved.
<b>Presentation of Award</b>	The Award will be presented at the Mining & Exploration Division's Annual Luncheon, held in conjunction with SME's Annual Meeting.
<b>Funding</b>	All expenses incurred in respect of the Award shall be the financial responsibility of the M&E Division.
<b>Amendments</b>	These regulations may be amended by the Award Committee, subject to approval by the SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.
<b>Questions</b>	Questions may be directed to: Awards Coordinator, SME Member Services Department Phone: 303-948-4208 E-mail: <a href="mailto:awards@smenet.org">awards@smenet.org</a>

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