

COAL & ENERGY DIVISION DISTINGUISHED SERVICE AWARD

Guidelines and Procedures

OVERVIEW AND ELIGIBILITY

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 Coal & Energy Division Distinguished Service Award typically adheres to the following timeline:

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 Conference & Expo	Award is presented

NOMINATIONS

Nominations for the Coal & Energy Division Distinguished Service Award require the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. **Required:** One letter of support detailing the nominee's qualification for the award. Should address qualities that are mentioned in the guidelines. Should focus on quality over quantity introducing the candidate to the committee (1 page).
3. **Not required:** Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each).
4. Nominee's biography (2 page maximum).
5. Nominee's CV/resume (abbreviated version – 3 page maximum).
6. List of papers/publications (abbreviated version – 3 page maximum).
7. 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: smenet.org/awards-recognition



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ADMINISTRATION	<p>The award is administered by SME's Coal & Energy Division. The Award Committee consists of the following eight 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).</p> <ul style="list-style-type: none"> • A minimum of three nominations need to be received and evaluated for each award in order to select a winner. • Current members of the SME Board of Directors, SME Division Executive Committees, Award Committees, or Foundation Board of Trustees are NOT eligible for any awards that they are responsible for approving during their term, with the exception of "past chair" recognitions. • No person is eligible to receive more than one SME or SME/AIME award in a single year.
SELECTION OF RECIPIENTS	<p>Recipients of the award shall be selected by a majority vote by the Award Committee, 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.</p>
AWARD	<p>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.</p>
PRESENTATION OF AWARD	<p>The award will be presented at the Coal & Energy Division's Annual Awards Luncheon, held in conjunction with the SME Annual Conference & Expo. The award recipient will receive one complimentary ticket to the luncheon (provided by the C&E Division).</p>
FUNDING	<p>All expenses incurred with respect to the award shall be the financial responsibility of the Coal & Energy Division.</p>
AMENDMENTS	<p>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.</p>
QUESTIONS	<p>Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p>