

**OPERATION GUIDE FOR THE
GENERAL AWARDS COMMITTEE**

I. RESPONSIBILITIES

1. The General Awards Committee (GAC) is responsible for the review and recommending to the Committee on Honors (COH), nominations for the following Awards:

Gas Turbine Award	Prime Movers Committee Award
Heat Transfer Memorial Award	Student Section Advisor Award
Henry Hess Award	Worcester Reed Warner Medal
Holley Medal	Arthur L. Williston Medal
Charles T. Main Award	Blackall Machine Tool and Gage Award
Burt L. Newkirk Award	Edwin F. Church Medal
Melville Medal	
Benett-Uzgiris Product Safety Design Award	
Bergles-Rohsenow Young Investigator Award in Heat Transfer	

2. Review the COH assigned Rules of Award, which are done triennially, or at the Committee's discretion, or at the request of the Special Awards Committee (SAC).
3. The GAC members are responsible for appointing members of the Edwin F. Church Medal Committee. Every attempt should be made to balance the membership of the Committee by including representatives from the various sectors of the Society.
4. After review of the nominations and rules of award GAC makes its recommendation to the Committee on Honors for selection and approval of the Rules of Award.

II. ORGANIZATION OF THE GENERAL AWARDS COMMITTEE

1. Committee Make-up. The General Awards Committee shall consist of 10 at large members appointed by the COH based on the recommendations from the GAC. Every attempt should be made to encourage district base representations. It is desirable that members have an association with the Honors Programs of the various sectors of the Society and have knowledge of the ASME Honors Program. The term of membership on the GAC shall be consistent with COH terms.
2. Selection of Officers. The Chair and Vice-Chair shall be elected by the Committee from among its members at the Spring Meeting for a term of two years commencing with the following ASME Congress and ending at the close of the Spring Meeting.

III. PROCEDURES

1. General Procedures. All decisions to grant honors or to forward an honors recommendation to COH must be made with no more than one negative vote in accordance with the rules in Society Policy P-3.1. However, during the deliberation process, at least two negative votes are required to decline any nominee. All other matters to come before COH (such as appointments, recommendations on proposals for new awards, etc.) shall be decided by a majority of those present and voting unless a different procedure shall have been approved. Except as specifically provided for by COH or in these guidelines, the Chair may make such rules as he sees fit to best carry out the functions of GAC, but any such rule may be reversed by a majority of those present and voting.
2. Selection of Recipients Recommended to COH. A list of awards and recommended recipients shall be presented by the GAC Chair or representative to COH as a motion to grant the awards as recommended. This motion is debatable and subject to amendment. In particular, it may be amended to delete any one or more specific awards from the general motion for later consideration as a separate motion.

Each member of GAC should be convinced that each proposed awardee is truly worthy of the honor in question.

If any proposal is denied, it shall be immediately returned to the Special Award Committee (SAC) or nominator with reasons for the denial. Further, it shall be in order for any member of GAC, with the authorization of COH, to make a motion to hold an irregular meeting at or before the Annual Meeting for the purpose of reconsidering that proposal.

3. Selection of Recipients Recommended by a SAC. Each recommendation of a single nominee for a specific award shall be presented as a motion to grant the award as recommended. This motion is debatable.

Each member of GAC should be convinced that each proposed awardee is truly worthy of the honor in question. However, it should be recognized that each proposal has been submitted by a SAC whose members are generally highly qualified in the field covered by the award, so that a decision to deny should not be made lightly.

If a nominee is not accepted as qualified, the sponsor of the proposal shall be so notified, and shall also be given a recommendation from GAC as to future action. Such recommendations may include but are not limited to the following: resubmit the nomination without change, rewrite and resubmit the nomination, submit a nomination for some other honor, or submit a new nomination in x years, or withdraw the nomination. The sponsor, of course, is not obligated to accept the recommendation of GAC.

4. Multiple Awards. A basic policy of ASME honors is the following:

"Except for the Melville Medal, an individual will receive only one honor in recognition of the same achievement. The receipt of one ASME honor shall not bar the recipient from another ASME honor provided it is for different accomplishments."

If the staff or any member of GAC believes that there is even a remote chance of this policy being violated by a submitted nomination, a copy of the nomination for the previous award in question shall be attached to the current nomination. Each member of GAC shall examine both proposals and decide if the total accomplishments of the individual merit the receipt of both the former and presently-proposed award.

In the event that an individual is nominated for more than one achievement award during the same year, the staff member should immediately consult with the chair regarding the matter. The respective nominators should be informally advised that the Committee have strong reservations about awarding more than one honor per person per year. It would then be suggested that the nominators consult and act in unison.

If they conclude that the nominee deserves both honors, they should jointly propose one of them for the first year with the assurance that a subsequent nomination for the other award will receive full consideration in the future. If it is agreed that only one honor is appropriate, they should concur on which one. Staff assistance will be made available in reaching the decision.

5. Substitute Honors. In the event that GAC feels a nominee is more qualified for an honor than that for which nominated, a recommendation can be made to COH. COH has the statutory right to award a nominee an honor other than that for which nominated. However, COH would not be expected to grant awards submitted by GAC or a SAC to a candidate other than the one originally nominated without the specific approval of the appropriate SAC or GAC.
6. Posthumous Awards. ASME honors are not awarded posthumously except if the nominee dies after the nomination is received at ASME Headquarters.
7. Hierarchy and Amendments. If any provision of this Operation Guide is in conflict with the ASME Constitution or By-Laws or with any official Society Policy, the latter shall prevail.

This Operation Guide may be amended, canceled or replaced by a majority of the total membership of GAC at any regular meeting or at an irregular meeting provided the proposed change is part of the agenda. They may be temporarily suspended at any regular meeting by a majority of those present and voting.

IV. MEETINGS

1. The GAC shall have at least two meetings annually. The dates for these meetings shall be scheduled to precede the spring and fall meetings of the COH so that recommendations can be made for timely action by the COH. The meeting to discuss nominations shall be one in which GAC members are strongly recommended to be present at one location. At the Spring Meeting the Committee discusses the nominations and before or at the Congress administers other Committee business, such as the rules of award. Other meetings of the GAC to consider such matters as rules of Award may be held in the Fall or as an additional meeting, if needed
2. Additional Meetings. Additional meetings may be of three types and may be called by two different mechanisms. A **special meeting** is a meeting in which GAC members are strongly recommended to be physically present or a teleconference is possible if necessary; it is conducted generally in the same manner as a regular meeting with the exception that any additions to its agenda must be approved by a majority of the total membership of GAC. A **conference call** is arranged by staff and consists of a telephone conference call among all available GAC members; it is conducted under the same rules as a special meeting. The word "present" being defined as present at a telephone during the call. A **mail-ballot meeting or written electronic meeting** consists of a ballot containing one or more motions, which are presented in writing, by mail, or e-mail and with provision for voting "yes", "no" or "abstain" on each motion, and for signing or authorizing the ballot. The ballot must also contain a due date by which it must be received by Headquarters, and "present" is defined as having returned a signed or authorized ballot by the due date.

Additional meetings of any type may be called by motion at a regular meeting or may be called by the chair at any time. A motion to call an irregular meeting must contain the type of meeting, the

date and a complete agenda. It is debatable and subject to amendment. The motion must be passed by a majority of the total membership of GAC.

V. FUNDING

1. Committee Travel. Each member of GAC is eligible for travel expense contribution in accordance with Society Policy P-4.5 for attendance at its regular meetings.
2. Awards. All awards are established with a required minimal funding of \$40,000. The interest from the endowment is used to defray the associated expenses (i.e. honorarium, medal and plaque).

Revised 3/09