

## **OPERATION GUIDE FOR THE COMMITTEE ON HONORS**

### **I. PURPOSE & SCOPE**

ASME has established the Committee on Honors (COH) to act under the direction of the Board of Governors (BOG). Responsibilities of the Committee on Honors include the following:

1. To recommend properly selected nominees for honors, medals, Honorary Members, and awards, and joint awards as required, subject to approval by the Board of Governors.
2. Review and approve procedures of operation for the General Awards Committee (GAC) and to approve Rules of Award, including operating procedures, for all ASME Special Awards Committees (SAC).

### **II. ORGANIZATION OF THE COMMITTEE ON HONORS**

1. Committee Make-up and Terms of Service. The Committee on Honors shall consist of nine voting members. Eight of these shall be Members or Fellows appointed by the Board of Governors, and shall serve three year terms, preferably with the terms of two of them ending at the close of the Society's second Business Meeting of each fiscal year. This meeting is commonly called the Annual Meeting, usually held in June. The ninth shall be the Chair of the General Awards Committee. Preferably, the membership should include one Past President and two Honorary Members or ASME Medalists.

As Society Policy P-4.4., Section III, B.1. states:

- a. If an individual is initially appointed to fill a partial term, that individual remains eligible to serve two full successive terms (full term plus reappointment full term) following the initial partial term.
- b. Additional service beyond two successive full terms (and an initial partial term, if that occurred) will be permitted only after the passage of at least two years or in the event of ex-officio service.
- c. An individual shall not serve on more than one Standing Committee at the same time unless service on one or both of them is in an ex-officio capacity.

The Chair is responsible for ensuring qualified succession for the officers of the COH, subject to the approval of the committee as a whole. The COH should strive to have staggered terms.

2. Selection of Officers. The Chair and Vice-Chair shall be elected by the Committee from among its members at the Fall Meeting for a term of at least two years. Terms begin and end at the close of the following Annual Meeting. Recommendations shall be put forth by the COH Nominating Committee, in accordance with the procedures indicated below.
3. Nominating Procedures. Following the Annual Meeting, the Chair of the COH shall appoint a nominating committee consisting of four members from the COH.

The nominating committee shall ask for input from all members of the COH and shall prepare a slate of candidates for the positions to be filled, including the Chair and Vice Chair when relevant, for consideration by the COH at the next Fall Meeting. This slate may include current committee members who are eligible for reappointment in accordance with this Operation Guide.

Not later than October 15, the nominating committee shall send the above slate to the Honors Manager together with a brief summary of the qualifications of the new candidates. The slate shall be included in the Agenda of the Fall Meeting of the Committee on Honors.

At its Fall Meeting, the Committee on Honors shall choose appropriate candidates for appointment and shall designate ordered alternates in case a chosen new candidate is unable or unwilling to serve. Also at the Fall Meeting, the incoming Chair and Vice Chair of COH, when relevant, shall be elected to take office after the next Annual Meeting.

### III. GENERAL AWARDS COMMITTEE

1. Committee Composition. The General Awards Committee, under the direction of the Committee on Honors, shall seek candidates for all honors and awards except Honorary Members, the ASME Medal, and division awards, and shall screen nominations and make recommendations to the Committee on Honors.

The General Awards Committee shall consist of a Chair, a Vice Chair and a membership as determined by the Committee on Honors.

### IV. MEETINGS

Regular meetings of the Committee on Honors shall be held twice annually, a Fall Meeting in conjunction with Congress and a Spring Meeting from thirty to sixty days before the Annual Meeting as outlined in Section V 13. The location for the spring meeting will be agreed upon by the Committee and the Fall meeting can be held by teleconference.

1. Other Meetings. Other meetings may be of three types and may be called by two different mechanisms. A **special meeting** is a meeting in which COH members are physically present; 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 COH. A **conference call** is arranged by staff and consists of a telephone conference call among all available COH 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 means** consists of a ballot containing one or more motions, which are presented in writing, by mail, and with provision for voting "yes", "no" or "abstain" on each motion, and for signing 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 ballot by the due date.

Other 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 additional or other 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 COH.

As an alternative mechanism, the chair may call an additional or other meeting, and the chair must call one upon receipt of a request signed by three members of COH. The only justification for using this mechanism shall be an emergency, which necessitates COH reaching a decision on a matter which is its proper concern and which cannot wait until its next scheduled meeting. The meeting call must contain a clear statement justifying the emergency. The first item of business at any irregular meeting called by the chair shall be a motion to approve the agenda. If this motion receives three negative votes it shall be deemed defeated and the irregular meeting shall be canceled. It shall be in order for the chair and/or the staff to contact COH members by telephone regarding the necessity of an irregular meeting before making the decision to call one.

## V. PROCEDURES

1. General Procedures. All decisions to grant honors or to forward an honors recommendation to the BOG must be made with no more than one negative vote in accordance with the rules set down 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, order of agenda, 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 the BOG or in these guidelines, the Chair may make such rules to best carry out the functions of COH, but any such rule may be reversed by a majority of those present and voting.
2. Award Committee Appointments. The Committee on Honors appoints the members of the committees that nominate award recipients or judge the contests (ref. Society Policy P-3.2).
3. Who Can Nominate? Any member or unit of the Society may nominate or write letters of reference for candidates for any Society honor, medal, or award, except individual voting members of the Board of Governors, Committee on Honors, General Awards Committee, and other committees which sit in judgment on the nomination unless it is a committee's responsibility to develop honors material. Nominations for Honorary Member, ASME Medal, or other Society-wide awards must be submitted in writing and in such form and time as may be prescribed by the Committee on Honors.

All nominations will be considered at a meeting of the Committee on Honors announced at least 30 days in advance. All selections and recommendations to the Board of Governors of nominees for any honor, medal, or award shall be decided with at least five members present and voting and with no more than one negative vote. The Committee on Honors, under the auspices of the Board of Governors, shall recommend properly selected candidates for honors, medals, Honorary Members, and awards and as required shall recommend recipients of joint awards, all subject to approval by the Board of Governors. However, the Board may delegate to the Committee on Honors the power to approve candidates for any honor, medal or award other than Honorary Member or ASME Medalist. Election of Honorary Members and the ASME Medalist shall be by the Board of Governors by unanimous action of the members present in session and voting.

A person shall not be considered for any honor or award during the term of office to which that person has been elected or appointed (or is entitled to ex officio) as a voting member of any board, committee, sector or other unit of the Society which has the assigned duty to take a voted action on any step in the award selection process, including choosing nominees and making the final selection.

This restriction cannot be circumvented by abstention from voting, by absence from a meeting, or by resignation from the unit.

4. Selection of Recipients Recommended by GAC. A list of awards and recommended recipients shall be presented by the GAC 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 COH should be convinced that each proposed awardee is truly worthy of the honor in question. However, it should be recognized that each proposal has already been carefully scrutinized by GAC, so that a decision to deny should not be made lightly. If any proposal is denied, it shall be immediately returned to GAC with reasons for the denial. Further, it shall be in order for any member of COH to make a motion to hold an irregular meeting at or before the Annual Meeting for the purpose of reconsidering that proposal.

5. Selection of Recipients Recommended by a Special Awards Committee. Other Society award committees, including special award committees, shall in accordance with the policies and procedures administered by the Committee on Honors, seek nominees for honors in their several areas of interest, shall screen nominations, and make recommendations to the Committee on Honors.

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. The recommendation of a single nominee must be accompanied by a list of other individuals considered by the SAC for the award. The COH expects that at least three individuals would have been considered. At the discretion of the COH, they can suspend making an award if there are not enough nominees.

Each member of COH 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 proposal to grant an award for which there is more than one nominee is denied, a motion shall be made to grant the award to the next highest ranked individual, and this process shall continue as long as there are additional nominees.

If any proposal for which there is a single nominee is denied, or if all proposals for an award with more than one nominee are denied, then the proposal or proposals shall be immediately returned to the originating SAC with reasons for the denial. Further, it shall be in order for any member of COH to make a motion to hold an irregular meeting before or during the Annual Meeting for the purpose of reconsidering that proposal.

6. Recommendations to the BOG for Honorary Member and the ASME Medal. These recommendations shall be made in three stages. In Stage 1, each proposal for Honorary Member or the ASME Medal shall first be presented as a motion to recognize this individual as fully qualified to receive the award in question. This motion is debatable. It may be amended to substitute Honorary Member for ASME Medal or vice versa. An amendment may be passed by a majority of those present and voting, but the final motions in Stage 1 must be passed with no more than one negative vote as defined in Society Policy P-3.1.

All proposals submitted to COH shall be acted on in Stage 1 before Stage 2 or 3 begins. Stage 2 consists of the narrowing to no more than 5 nominees. If not more than one nominee has been accepted as qualified for the ASME Medal and if not more than five nominees have been accepted as qualified for Honorary Member, then Stage 2 is bypassed and the nominations are automatically forwarded to Stage 3.

If more than one nominee has been accepted as qualified for the ASME Medal, a motion shall be made to pass precisely one such nominee on to Stage 3, and if more than five nominees have been accepted as qualified as Honorary Member, one or more motions shall be made until precisely five nominees have been forwarded to Stage 3. A motion to change one or more nominees for the ASME Medal to Honorary Member or vice versa shall also be in order in Stage 2. All motions in Stage 2 are debatable and can be amended. All motions and amendments in Stage 2 require only a majority of those present and voting.

Stage 3 consists of a single pro forma motion to recommend to the BOG the single nominee, if any for the ASME Medal and the five or fewer nominees for Honorary Member who have been forwarded from Stage 1 or Stage 2. This motion must be passed with no more than one negative vote, which should be automatic since all nominees were approved as qualified in Stage 1.

Passed Stage 1: If a nominee was accepted as qualified for either award but not recommended to the BOG, the sponsor of the proposal shall be so notified and, unless the sponsor requests that the nomination be withdrawn, the proposal shall automatically be presented at the next appropriate meeting of COH. However, the decision of one COH to accept an individual as qualified is not binding on the following year's COH.

Did not pass Stage 1: 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 COH 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 to the appropriate SAC or GAC, submit a new nomination in x years, withdraw the nomination. The sponsor, of course, is not obligated to accept the recommendation of COH.

7. Sunsetting Awards: Society level awards without sufficient nominees for two years running will be reviewed by the COH and the COH may recommend to the BOG that the awards be reverted to Division Level Awards.
8. Joint Awards. The ASME nominee for the joint awards listed in Society Policy P-3.1 is either chosen by COH or recommended to the BOG by COH, depending on the award. For each award, a three-stage procedure similar to that described in Section 5 of these Guidelines shall be used, with the action on each award being completed before the next award is considered.
9. 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 COH 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 COH 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 COH has 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.

10. Substitute Honors. 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. Further, except for the transference between Honorary Member and the ASME Medal as detailed in Section 4, it is expected that COH would exercise the right of substitution only after consultation with the sponsor of the original proposal.
11. Posthumous Awards. ASME honors are not awarded posthumously unless the nominee dies after the nomination is received at ASME Headquarters.
12. Renaming Existing Awards. Generally COH has no objections to renaming existing awards as an additional means of honoring meritorious service or high technical achievement of engineers. Renaming existing awards in this way will honor those whose career has demonstrated outstanding accomplishment that has contributed significantly to the goals of the ASME unit

sponsoring the award. Such a renaming should mainly, although not always, be used to honor achievement posthumously.

General policies:

Unnamed Society Level or Division awards may be renamed either in honor of a living member or as a posthumous recognition of achievement, with or without an increase in endowment or significant new donation made in honor of recipient. Such renaming should be guided by the following principles:

- Renaming an award should be considered a significant honor, normally reserved for posthumous recognition of accomplishment, for which there is no Society level avenue.
- The proposers should ascertain and make clear to COH that the accomplishment has not already been recognized with prior awards, especially if the honoree is already a recipient of the unnamed award.
- Awards to be renamed should have a substantive record of success at the Society level already.
- In cases where there is significant 3<sup>rd</sup> party financial commitment, the proposers should ascertain and make clear to COH that the new financial commitment is independent of the honoree.

Named Society or Division Level awards may not be renamed under any circumstance. However, in rare cases it may be acceptable to retire an existing named award in favor of establishing a new award. Issues concerning the endowment will need to be addressed with the ASME Foundation. It may be necessary to raise new endowment in the case of existing awards with insufficient principal to endow a new award.

13. 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 COH 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.

## VI. FUNDING

1. Committee Travel. Each member of COH is eligible for travel expense contribution whenever travel funds are available in the budget in accordance with Society Policy P-4.5.
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, plaque).

## VII. Review

Submit COH Operation Guide to the Committee on Organization and Rules (COR) for review at least every 3 years.

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