



HONORS & PROFESSIONAL RECOGNITION COMMITTEE BYLAWS

ARTICLE I – Name & Objectives

Section 1

The name of this committee shall be the Honors & Professional Recognition Committee, hereafter referred to as “HPRC”. The HPRC shall function under the jurisdiction of the Board of Directors of The Minerals, Metals, and Materials Society, hereafter referred to as “TMS”.

Section 2

The following award subcommittees are chartered under the jurisdiction of the HPRC. The HPRC, however, could amend the names of these subcommittees, as well as expand and/or eliminate subcommittees in response to changing needs of the awards program and/or membership.

- Mathewson, Mehl, & Leadership Subcommittee
- Brimacombe, Chalmers, Cohen, and Acta Nominee Subcommittee
- Hardy, Practice, Smith, Sherby, and Nix Subcommittee
- Richards, Crossley, and Sadoway Subcommittee
- Early Career, Weertman, & Hume-Rothery Subcommittee
- Fellow Subcommittee

If there are concerns that a subcommittee is not meeting their responsibilities, the HPRC has the authority to review, and if necessary, address any subcommittee issues. Upon approval by the HPRC, an award subcommittee not fulfilling its responsibilities, or not following its own bylaws, can be placed on probation, reorganized, or dissolved.

Appointments to these award subcommittees per the bylaws and the HPRC are made by the Vice President of TMS and approved by the TMS Board of Directors.

In addition, the HPRC oversees TMS’s involvement with the following non-TMS awards:

- Brimacombe Prize
- Acta Materialia awards
- AIST John F. Elliot Lectureship Award

Section 3

The HPRC shall carry out and promote the mission of TMS and is primarily responsible for:

- Supervising the award subcommittees (and other award committees) by ensuring quality and timely voting by committee members, and acting as a point of contact between the subcommittee and other parties to address any issues, questions, or concerns (award policies are defined in Appendix A)
- Judging/ranking the AIME Honorary Membership Award nominations (procedures are defined in Appendix B)
- Approving the final list of Society award nominees for TMS Board of Directors’ approval in the September timeframe for the next appropriate TMS Board of Directors’

meeting

- Approving new TMS award proposal applications prior to TMS Board (and if relevant, TMS Foundation Board of Trustees) approvals
 - Discussing and developing criteria for new awards, improving operating procedures related to the selection of the nominees, and considering other relevant issues
- Considering and providing support to submitted nominations, when deemed appropriate, for the nomination of TMS members as recipients of awards presented by other societies and organizations (Appendix C).

ARTICLE II - Limitations and Dissolutions

Section 1

The bylaws and activities of the HPRC shall conform to the bylaws and regulations of TMS.

Section 2

Advocacy conducted on behalf of TMS is coordinated by the Public and Governmental Affairs Committee. The HPRC does not engage in any political or legislative advocacy activities and defers any requests to do so to the Public and Governmental Affairs Committee.

ARTICLE III – Membership

Section 1

Membership shall be limited to persons who are members of TMS. If at any time an HPRC member or subcommittee member allows their membership with TMS to lapse, they will be subject to removal from the committee/subcommittee.

A member of an award selection subcommittee must recuse him/herself from discussion and voting on an award recipient if the candidate has a familial relationship with the committee member.

ARTICLE IV - Composition

Section 1

The HPRC shall be led by a chair, who is the current Vice President of TMS serving a one-year term, and the chairs of each of the various TMS award subcommittees (each serving a one-year term). The beginning and expiration of all terms of office will coincide with the conclusion of the TMS Annual Meeting. Vice chairs of the award subcommittees are welcome to attend HPRC meetings as a guest/non-voting member. The incoming TMS Vice President (who serves as the next HPRC chair) can also attend as a guest/non-voting member.

Section 2

Award committees' composition for non-TMS awards is defined by the lead organization.

Section 3

TMS shall appoint a staff liaison to the HPRC. This staff person will be a non-voting member.

Section 4

Failure by any HPRC member or awards subcommittee member to participate in meetings or follow TMS or HPRC policies and procedures may be cause for replacement of the committee

member during their term.

ARTICLE V - Elections

Section 1

HPRC subcommittee member appointments, per the award bylaws, are made by the TMS Vice President. To maintain continuity, the next chair of the HPRC is the next TMS Vice President (ex-officio appointment) and the vice chair of an awards subcommittee shall normally be the next chair of that respective committee. However, the TMS Vice President will still appoint the committee chair position each year. The vice chair position does not automatically become the committee chair.

ARTICLE VI - Meetings

Section 1

The HPRC shall hold a committee meeting before or during the TMS Annual Meeting and additional meetings throughout the year via teleconference, webcasts or in person as deemed necessary by the chair. Quorum at any meeting or online vote shall consist of 50% of the HPRC members.

Section 2

Award subcommittees shall hold committee meetings throughout the year via teleconference, webcasts, or in person as deemed necessary by the chair. Quorum at any meeting or online vote shall consist of 50% of the HPRC members.

ARTICLE VII - Amendments and Implementation

Section 1

These bylaws may be amended, by modification or addition, to ensure effective operation. Such amendments require an affirmative vote of at least two-thirds of the HPRC members in order to be presented to the TMS Board of Directors for approval.

Section 2

These bylaws shall be reviewed each year. Any changes will become effective immediately upon approval by the TMS Board of Directors.

APPENDIX A **TMS AWARDS POLICIES**

Award Subcommittees Voting Procedures & Policy

Each award subcommittee should have:

- (1) a preliminary ballot to vote on the award's nominees with the scores being tallied by TMS staff
- (2) the subcommittee chair reviews the preliminary ballot then leads the subcommittee members in a discussion by teleconference to determine the final recipient(s)
- (3) a majority vote of the subcommittee members will select an award recipient(s) to be recommended to the HPRC and then the TMS Board of Directors

Award(s) may be withheld in any given year if the committee determines there are no worthy candidates. As a rule, no self-nominations will be considered by any subcommittee. If an award subcommittee member has a conflict of interest with a candidate(s) he/she should remove themselves from the voting process of that award.

The results of committee deliberations shall be kept confidential except as needed for discussion with TMS Awards Administrator and TMS Board of Directors.

Policy on Distribution of Nominee's Information (Including Votes/Rankings)

Since all information regarding nominees is confidential, committee members, TMS staff, and HPRC members are not to share information on nominees including the ranking, votes, or comments of the award committee to any individual outside of the respective subcommittee. Failure to follow this policy may result in being removed from the committee.

In addition, TMS staff are not to provide "nomination packet specific" advice to nominators or nominees. The TMS nomination form states that information is confidential. If asked, TMS staff is to state, "Our policy is that we do not provide quality feedback on nominations." Specific nomination packet materials may be updated and resubmitted by the nomination/application deadline. A past subcommittee chair could provide feedback to a nominator if requested.

Annually, the committee chair shall present to the TMS Board of Directors for its consideration and approval:

- nominees for TMS Society Awards under HPRC or joint awards with other organizations including the AIME Honorary Membership nominee
- nominees for major non-TMS Awards

Award Nominations Timeline

- April - Nominations and required supporting documents are due.
- June - Appointed award committees review nominations and make selections.
- On or before October 1 - List of award nominees presented to the TMS Board of Directors for approval.
- October-November - Award recipients and principal nominators are notified of their selection.
- February/March - Awards are presented at the TMS Annual Meeting.

APPENDIX B

AIME Honorary Membership Award Procedures

Criteria

- A member of an AIME Member Society who is outstanding in their respective fields and/or who has performed unusual service to the Institute
- United States citizen, whether AIME Member Society members or not, who is particularly outstanding; or
- A citizen of a foreign country who is outstanding in their work combined with an official position of service to the profession.

Description

AIME Honorary Membership is one of the highest honors that the Institute can bestow on an individual. This award recognizes outstanding service or distinguished scientific or engineering achievement in the fields embracing the activities of AIME and its Member Societies. This award is considered a pinnacle award.

Requirements

Applicants must complete a nomination form and provide a current biography or curriculum vitae that is no more than 5 pages. Nominator's Supporting Statement: This statement is to be included within the principal nominator's cover letter of endorsement. The supporting statement should outline the qualifications of the nominee for the specific honor/award. The nominator's supporting letter should be no more than two pages. A minimum of two, maximum of five, letters of endorsement. Each letter should be no longer than one page. No more than one letter of endorsement may be from the same affiliation as the nominee. The nominator's letter may be counted in the total number required.

APPENDIX C

Major Non-TMS Awards

Each year the H&PR Committee will review a list of possible awards administered by other relevant organizations and create a list of names to consider for nominations. By e-mail ballot, the H&PR Committee members will finalize the list of names to recommend to the TMS Board to put forward as nominees. Once approved by the TMS Board, the H&PR Committee will reach out to the original TMS award nominator to request they submit a new nomination to the other organization on behalf of their nominee for the non-TMS award.