

Guidelines for Society and Commission Awards

[adopted by the Council effective 17 September 2015; revised 22 September 2017]

A. General

Recognition by the Society or its Commissions for outstanding achievement or contribution shall be conferred through one of two means: (1) Society Awards, including Lectureships; and (2) Commission Awards, which include Named Student Prizes and Board/Committee Awards.

A full listing and descriptions of the Society and Commission Awards are available on our website, www.ametsoc.org/awards.

The following general principles apply with respect to both Society and Commission Awards.

1. All final decisions on the creation of a Society or Commission Award—its purposes, terms of reference, and conditions—are made by the AMS Council. In the case of Commission Awards, once generic terms of reference that covers the purpose and conditions of a Commission's Awards are approved by the Council, the Commissioner can then approve specific terms of reference for individual awards under the Commission.
2. All final decisions on the recipients of Society Awards are made by the AMS Council. Recipients of Commission Awards are not approved by the AMS Council but by the authority identified in the terms of reference for these Awards.
3. The Council has established an Awards Oversight Committee (AOC) as a committee of the Executive Committee (EC) to assist in its deliberations. The AOC is chaired by the most immediate Past-President and includes as members the President; the President-Elect; the Chairs of the Atmospheric, Oceanographic, and Hydrologic Research Awards Committees; and the heads of the five AMS Commissions that oversee awards.
4. Society Awards are to be maintained at the highest level. While an award winner may be chosen annually, it may be more suitable to present the award only occasionally, and an award committee should not hesitate to pass over a year when there is no outstanding nominee. Justification is required if, in an exceptional case, multiple awards are recommended to the Council.
5. Cash prizes associated with Society Awards must be significant. All named cash prizes, including Named Student Prizes, should be endowed. Named Student Prizes should have equivalent value. The AOC will have review authority in establishing a cash prize, with a

recommendation going forward to the EC and Council for final approval. Awards with cash prizes, including the selection process for such awards, will be periodically reviewed by the EC to ensure the Council's intentions are being satisfied.

6. All Society and Commission Awards will be considered for renewal or termination by the Council every eight years

B. Establishing Society Awards

1. Society Awards are established only when there is clear justification.
2. Society Awards may be named or unnamed.
3. Society Awards are named only for deceased members of the Society who are deserving of such recognition.
4. A proposal for a new Society Award may be submitted to the Secretary-Treasurer, American Meteorological Society, 45 Beacon Street, Boston, MA 02108, by any member or group of the Society. The proposal, not to exceed five pages in length, shall include sufficient background and justification indicating, for example, that the pool of potential awardees is large enough and the scope is sufficiently unique and worthy to justify the new award. Additional letters of support from relevant portions of the affected community will be welcome. The proposal shall also include suggested Terms of Reference and the method for selection of awardees.
5. Proposals for a new Society Award will be reviewed by the AOC. When appropriate, the AOC will request input and comments from other segments of the Society.
6. The AOC will recommend a course of action to the Council.

C. Society Award Nomination Procedures

1. Nominations must be submitted electronically to our website, www.ametsoc.org/awards/. The deadline for nominations is May 1.
2. The nomination is to include a proposed citation of 25 words or less; a nomination letter not to exceed three pages; and three letters of support, each no longer than two pages. Awards committees give the highest consideration to letters received from institutions unrelated to that of the nominee. Both a curriculum vitae and bibliography (if appropriate) are also required, and although page limits are not imposed on these, it is recommended the curriculum vitae not exceed two pages and the bibliography not exceed three pages.

3. Nominations will generally remain active for three years, and updated information may be submitted for consideration in the second and third year. Nominations for the David and Lucille Atlas Remote Sensing Prize, however, will remain active for four years, with updated information possible in the second, third, and fourth year. Other exceptions are noted in the descriptions of individual awards.
4. Individuals who have previously received an award may not receive a different award (other than a Lectureship) for substantially the same work.

D. Selection Procedures for Society Awards

All awardees are approved by the Council and receive a certificate. AMS Committees, Boards, or bodies established by them or by the Council or its Commissions for the purpose of evaluating and recommending nominees for AMS awards constitute AMS' award committees. Recommendations for Society Awards are made by the various committees described in the relevant award descriptions. The AOC makes recommendations to the EC and Council for the Abbe, Brooks, Simpson, Corporation, and Special Awards.

To coordinate the awards process and ensure the consistency and quality of awards, the AOC also reviews the recommendations for all other Society awards, honors, and lecturers, except honorary membership, student awards, and fellows, prior to their submission to the EC and Council for approval. For this purpose, the chair of the AOC shall serve as an ex-officio, nonvoting member of the Atmospheric, Oceanographic, and Hydrologic Research Awards Committees. Society Awards recommended by the Atmospheric, Oceanographic, and Hydrologic Research Awards Committees are forwarded by their Chairs to the AOC. For Society Awards recommended by the Commissions, the Commissioner oversees the process and forwards the results to the AOC.

E. Commission Awards

- *Named Student Prizes*
 - Named Student Prizes shall be called the "XXXX Student Prize." Hence the four current such prizes shall be named the Robert Leviton Student Prize, the Max A. Eaton Student Prize, the Spiros G. Geotis Student Prize, and the Peter V. Hobbs Student Prize.
 - The procedure for establishing a Named Student Prize is the same as for Society Awards.
 - Named Student Prizes should be endowed at a level consistent with the cash award.
 - Unless the selection and presentation of the prize are made at the same conference, named student prizes need to be approved by the Commissioner.

- *Board/Committee Awards:*
 - Board/Committee Awards should be designated as “the xxxx Board/Committee Award,” to clarify these are Commission-level, rather than Society, awards
 - Board/Committee Awards cannot be named for an individual and should not include a monetary prize.
 - The Commissioner should establish written terms of reference for Board/Committee Awards, reviewed by the Council every eight years. These terms of reference should list the general purpose and conditions for awards, such as for an exceptional career or accomplishment, with provisions for extraordinary cases.
 - Board/Committee Awards shall consist only of an AMS-provided certificate.

F. *Ensuring an Objective Award Selection Process*

Chairs of award committees are expected to make members of their committees familiar with the following policies in order to ensure the award selection process is objective and fair.

1. AMS CONFLICT OF INTEREST POLICY

(To be reviewed at first meeting, with a reminder as each award is considered). It is recognized that award committee members will often have had relationships of one form or another with at least some of those nominated for awards over the course of their career. It is important for the entire award committee to be aware of the nature of those relationships so it can address any real or perceived conflicts of interest or biases with respect to award committee members and award nominees. On the first conference call or meeting at which the award committee reviews nominations, each member of the award committee will describe for fellow members their current or past relationship with any award nominee. This should include any financial, personal, or professional relationship that might be perceived as representing a conflict of interest or bias on the part of the award committee member. The award committee as a whole will decide if any of these relationships are strong enough to warrant the member recusing him or herself from discussions of a particular nominee. In most cases, open discussion of relationships will allow the entire award committee to move forward with the review and discussion of nominations without anyone needing to recuse themselves.

2. POLICY REGARDING INVOLVEMENT IN THE NOMINATION PROCESS

- Members of the Council and of award committees will not play any role in soliciting nominations for specific individuals for awards they approve or help select, but Council and committee members can urge colleagues generally to make

nominations for such awards. Notwithstanding this provision, members of the Battan Author's Awards committees are permitted to develop nominations based on published reviews of books or learning materials, in addition to considering nominations submitted by others.

- Award committee chairs should notify the Awards Nominations Committee about the need for nominations when an award within their committee's purview has insufficient nominations.
- Award committee members can make nominations for awards they are not responsible for evaluating.
- In cases where an individual joins the Council or an award committee having contributed to a nomination package in an earlier year, that individual will be excused from all discussions and voting for the particular award in question so long as that individual's candidate remains under consideration.
- Members of the Council cannot contribute to a nomination package for any candidate. Voting members of the Awards Oversight Committee cannot contribute to a nomination package for any candidate for an award the AOC oversees.
- Members of the Executive Committee may not be selected for an award while serving on the Executive Committee. Nominations for Executive Committee members will be deferred without prejudice until such individuals complete their service on the Executive Committee. Members of the Council are eligible to receive an award during their term of service but are expected to recuse themselves from voting for such award.

G. Policy on Named Conferences/Symposia/Sessions and Special Issues of AMS Journals

Recognition of scientists in the fields served by the AMS, living or deceased, in the form of a named conference or symposium or a named special issue of one of the Society's journals is an honor reserved for only the most outstanding of our colleagues. It should be awarded only to those individuals who are completing a career, or who have recently died having completed a career, of significant achievements in their field and whose contributions would make them worthy of consideration for Honorary Member of the AMS.

Proposals for either a named conference/symposium or special issue, including the nature of the content for the conference/symposium or special issue that justifies its naming, should be submitted to the STAC Commissioner or Publications Commissioner, respectively. A nomination form is available on the AMS website (www.ametsoc.org/awards/). The Commissioner will utilize the Commission membership, with particular weight being given to the input from the affected STAC Committee or journal editorial board, to review the proposal and provide

recommendations. The Commissioner will forward those proposals deemed appropriate to the AOC prior to a final decision by the Council.

Proposals for named conferences and symposia organized outside the STAC structure (such as the EIPT Conference or Education Symposium) will still be handled by the STAC Commissioner, but with considerable input from the organizing committee of the affected meeting and possibly other Commissions, Committees, or Boards as deemed appropriate by the STAC Commissioner. Final approval lies with the AMS Council.

A named session honoring an individual may be held within an existing specialty conference or symposium on the recommendation of the STAC Commissioner and approval by the Executive Committee. Except for extraordinary circumstances, there should be a limit of two special sessions per specialty conference.

Recognition in the form of a named special issue of a journal should be made infrequently, and as a guideline, a particular journal should have an issue named after an individual no more frequently than about once every three years. A conference/symposium that is part of an existing series should be named after an individual no more frequently than about once every three meetings for that conference or symposia series. Special named symposia that are not part of a series can be organized for the AMS Annual Meeting, but no more than two should occur at any Annual Meeting.

The deadline for nominations is May 1, except for special sessions at specialty conferences, which should be made 12 months prior to the conference.

H. Guidelines for Memorials (adopted by the Council on 29 January 1978; revised 22 September 2016)

A memorial is defined as a gift, award, publication, lectureship, or other activity that is accepted or created by action of the Society for the purpose of perpetuating the memory of a person or group of persons. Honorary membership and awards, which are normally bestowed for the purpose of honoring living persons, are not to be construed as memorials under these guidelines.

1. Memorials shall be established by action of the Council.
2. Memorials shall normally be established only for nonliving persons. There shall be no exclusions based on membership in the Society, nationality, race, religion, or sex.
3. Memorials shall satisfy both of the following criteria:
 - a) The accomplishments and ideals of the person being memorialized shall have been such as to

advance the aims of the Society.

b) The objective of the memorial, be it an award, scholarship, publication, lectureship, or other activity, shall be such as to advance the aims of the Society.

4. Memorials shall be considered in two categories: designated and undesignated.

a) Designated memorials are normally established for a specified objective in such a way as to memorialize an individual or group of individuals. If the memorial is in the nature of a periodic payment or award, sufficient capital will normally be provided to fund the award over the stated duration of the memorial.

b) Undesignated memorial gifts may be accepted by the Society to be used in ways and for purposes to be determined by the Council, including the amalgamation of several such memorials for a specific purpose.

5. The designation of memorials to provide scholarships for the assistance of meteorology students at academic institutions is encouraged.

6. The use of memorial funds to publish a special volume or monograph is encouraged.

7. The Society may respond to requests that its name be used in connection with a memorial established by others. Such cooperation, whether or not a financial obligation is sought from the Society, shall require the approval of the Council, mindful of the above considerations.