



OPERATIONS MANUAL

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1. Definition, Scope, Legal Issues

This document is the Operations Manual of the Engineering Mechanics Institute (EMI) of the American Society of Civil Engineers. EMI is an organization for engineers and scientists in practice, R&D, or academia who wish to contribute to the field of Engineering Mechanics. The field includes all traditional and emerging areas of mechanics that underlie the entire engineering discipline, including but not limited to solid mechanics, fluid mechanics, dynamics, computational mechanics, nano-mechanics, sensor technology, multi-scale simulation, biomechanics, and sustainability.

This Operations Manual describes the operations of EMI. It is intended to be a living document, continuously updated to meet the ever-changing needs of the Institute.

2. Vision

The vision of EMI is to be the premier organization representing engineering mechanics by effectively serving the needs of the world-wide engineering community and promoting both research and application of scientific and mathematical principles to address a broad spectrum of existing and emerging engineering and societal problems.

3. Mission

The mission of the Institute is to serve the engineering community through the development and application of engineering mechanics by anticipating and adapting to new challenges that will face tomorrow's engineers and by creating an environment that facilitates professional growth to ensure that these future challenges will be met. The Institute seeks to establish a presence at the forefront of new thrusts of mechanics by promoting the state-of-the-art developments in the field, regardless of the discipline of the end user. The Institute also seeks to provide a home not only for those involved in the traditional disciplines, but also for those involved with emerging areas of mechanics. Additionally, the Institute seeks to promote the interdependence of engineering mechanics and other disciplines by providing an interdisciplinary forum for researchers, practicing engineers, industry representatives, citizen groups, public officials and others.

4. Goals and Objectives

The goals of the EMI are to:

- Contribute to the advancement of the field of engineering mechanics through the dissemination of research and the organization of meetings and fora for scientific exchange and collaboration.
- Act as its members' resource for professional and technical knowledge, education, and other related services.

- Be a proactive force to facilitate collaboration among its members and with other professional societies.
- Improve the understanding, recognition, and appreciation of the engineering mechanics field in academia, industry and the public.
- Be financially secure and stable to achieve its mission and goals.

Specific objectives undertaken by EMI to achieve the above goals are to:

- Be its members' resource by:
 - Maintaining an adequate staff to effectively administer the activities of the EMI, and to support the agendas of its committees, as well as the construction, maintenance and revision of the EMI website.
 - Orchestrating conferences, workshops, webinars and short courses.
 - Supporting and promoting the *Journal of Engineering Mechanics*.
 - Producing special manuals, review monographs, and other focused publications on current and emerging topics in the broad field of engineering mechanics.
- Be a proactive force to facilitate collaboration with other societies, such as:
 - Participating in conferences held by other societies.
 - Convening international workshops and conferences.
 - Formally requesting proposals each year from the EMI Technical Committees to organize EMI-related conferences and international workshops.
 - Establishing outreach programs for graduate students, post-doctoral researchers, young professionals and new faculty.
- Improve the understanding, recognition, and appreciation of the engineering mechanics field by:
 - Promoting the various awards administered by EMI.
 - Including materials on the website for the information of the public.
 - Devising strategies to advance the visibility of engineering mechanics to the general public.

5. Board of Governors

5.1 Purpose

The Board of Governors (BoG) has the responsibility for governance and oversight of the EMI. The BoG oversees the affairs of the Institute in accordance with the laws under which the Institute is organized.

5.2 Composition

The BoG has seven (7) voting members elected or appointed as follows: six (6) Governors elected by the Institute membership, and one (1) Governor appointed by the Society's Board of Direction.

5.3 Duties

The affairs, activities, and concerns of the Institute shall be under the direction of the BoG as stipulated in the Bylaws. The BoG shall oversee the affairs of the Institute in accordance with the Society's and Institute's governing documents. *(See Appendix A for a list of duties).*

5.4 Meetings

Frequency

The BoG meets monthly via video-conference and meets face-to-face at least once per year, unless special circumstances impose remote meeting conditions. Each attendee must receive notice of every meeting at least 10 days in advance. Agendas should be provided one week in advance of the meeting. A regularly-scheduled conference call may be canceled, temporarily adjourned, or re-scheduled by a simple majority vote of the BoG.

Face-to-Face Meetings

Face-to-face meetings are normally held as follows:

Fall: Normally held around November of each year.

Conferences: The BoG will always meet at the annual EMI conference.

Meeting Particulars

Attendees: Those expected to attend BoG meetings include the Governors, the EMI Director (who is also the Secretary of the BoG), and the Past President. The Secretary and the Past President shall attend meetings of the Board as non-voting members. Budget permitting, the journal editor and the Conference Planning Committee Chair will be invited.

6. Relations with ASCE – Legal Ties

As described in Article 4 of the EMI Bylaws, EMI is a not-for-profit 501 (c 3) entity organized within ASCE. Consequently, certain activities of EMI require formal approval by the ASCE Board of Direction or the Executive Director of ASCE. Specific examples include:

- The annual budget
- Proposed solicitation of funds
- Statements of policy (unless clearly identified as those of the EMI as distinct from ASCE)
- Changes in the bylaws of EMI

- Dissolution of EMI

The report of the Task Committee on ASCE Institute Operating Procedures identifies sources of income that will flow directly to EMI (e.g., a portion of the ASCE dues of ASCE/EMI members, net receipts from EMI conferences, the dues of EMI-only members, and royalties from EMI-sponsored publications. The Institute Operating Procedures (IOP) provide guidelines for engaging services from ASCE (e.g., for dedicated support staff and for conducting conferences), and more generally define the rules governing the operations of ASCE's Institutes as semi-autonomous professional/technical organizational units. *For a copy of the Institute Operating Procedures, contact EMI staff at emi@asce.org.*

7. Divisions

(See Appendix D for the EMI Organizational Chart)

The committee structure is the backbone of EMI because it provides how the stated mission is to be accomplished. The divisions and committees of EMI consist of:

- Four divisions: Administrative, Conferences, Publications, and Technical;
- The Administrative Division consists of the following committees: Awards, Bylaws (ad-hoc), Membership (ad-hoc), New Initiatives (ad-hoc), Nominating, Operations Manual (ad-hoc), and Strategic Planning (ad-hoc)
- The Conferences Division consists of:
 - The Conference Planning Committee (seeks, reviews and recommends proposals to the Board) and
 - The Steering /Local Organizing Committee of each EMI conference
- The Publication Division consists of the following committees:
 - Journal of Engineering Mechanics; and
 - Trends in Engineering Mechanics Special Publications (TEMSP) series (ad-hoc), review committees for each volume
- The Technical Division consists of the following committees:
 - Architected Materials
 - Biomechanics
 - Computational Mechanics
 - Dynamics
 - Education
 - Elasticity
 - Experimental Analysis & Instrumentation
 - Fluid Dynamics
 - Granular Materials
 - Machine Learning in Mechanics

- Mechanics of Pavements
- Modeling Inelasticity & Multiscale Behavior
- Nanomechanics & Micromechanics
- Objective Resilience
- Poromechanics
- Probabilistic Methods
- Properties of Materials
- Stability
- Structural Health Monitoring & Control

The EMI Committees and their purpose statements are listed on the EMI website and in the Official Register of the ASCE. All committees report to the BoG.

8. Technical Committees

8.1 *Establishment of Committees*

The BoG is responsible for the establishment of all Committees. Typically, new committees are established at the beginning of the fiscal year and are provided with an appropriate operating budget as determined by the BoG. The first chair and initial members of the new committee are appointed by the BoG. Any member of the EMI may propose formation of a new committee to the BoG, with a charge distinct from the charge of the existing committees and co-signed by at least ten EMI members. The BoG shall prepare the proposal requirements and submission guidelines. The intent of the proposal is solely informational for the BoG, which may or may not establish a new committee based on the proposed theme.

8.2 *Appointments and Terms of Members*

Committee members shall be members of the EMI. Non-members of the Institute may participate on Task Committees at the discretion of the Board of Governors. Non-members of the Institute may not serve as a Task Committee chair. Non-members of the Institute may not vote on Institute procedural issues or in elections.

Specially qualified doctoral students may be provided observer status at committee meetings and should be encouraged to join ASCE as student members and select EMI as their Institute, since ASCE student membership is free.

The committee chair shall circulate new member application package(s) to committee members and respond to applicants within 2 months. The chair shall gather votes in favor or against membership from the committee members. *Committees require positive votes equal to 50% of all committee members or 75% of members who vote, whichever is less restrictive.* Only a recommendation in favor of membership should be forwarded to the BoG liaison for approval.

The BoG may directly appoint a committee member. The President of the BoG shall inform the appointee of his/her appointment and shall also inform the committee chair.

All members shall be appointed for a term of five years with renewal for additional terms based on the recommendation of the committee chair. Automatic release of duty with a letter of acknowledgement for service from the chair of the committee will be issued at the end of the five year-term. A member may appeal his/her nonrenewal to the committee chair and then to the BoG, if not resolved.

Committee members may be released before the completion of their term upon recommendation of the committee chair when due cause is presented to the BoG. The member may appeal his/her membership termination to the BoG. The appeal will be reviewed by the BoG and a decision will be sent to the committee chair. EMI will maintain a list of committee members, contact information and the year the current term of the member ends. Annually, EMI shall send this information to committee members.

Only committee members in good standing may receive partial reimbursement for committee travel expenses from committee funds.

8.3 *Appointment of Committee Chairs*

The chairs of all committees are elected by respective committees and approved by the BoG. The terms of their appointment are two years. An extension for another term may be granted by majority committee vote for extenuating reasons and upon approval by the BoG. Appointments ordinarily begin on October 1. Committees may, from time to time, form Task Committees and Subcommittees with specific duration and charge without the need for BoG approval. Committees may be added, combined, or disbanded at the discretion of the BoG. A BoG liaison shall be designated for each committee (*see Appendix A for BoG liaison responsibilities*). The President of the BoG may make interim appointments of committee chairs at any time.

The President of the BoG shall thank outgoing Committee chairs for their service and issue a certificate of appreciation. The BoG may release a committee chair for failing to properly perform his/her duties. Committee chairs may not serve as the chair of two committees simultaneously.

8.4 *Committee Duties*

The BoG, usually in consultation with the Committee chair, may assign special tasks to committees. Each Committee will meet according to need and budget allowances. Each committee must:

- Prepare a report annually to the BoG.
- Submit meeting minutes to staff for distribution to the BoG.

- Provide Research Group Profiles, and technical articles for the EMI website and newsletters.
- Seek opportunities to produce webinars, short courses, and publications, etc. This may be done in collaboration with similar organizations.
- Seek opportunities to increase EMI's presence, and hence membership, around the world.
- Seek opportunities to increase diversity in committees, EMI membership and leadership.
- Seek ways to encourage industry participation in EMI's activities.
- Seek opportunities to engage students through student competitions and other innovative means

8.5 *Committee Meetings*

The Committee chair in consultation with the BoG Liaison and EMI Staff requests committee meetings; the BoG may also suggest committee meetings.

Member travel cost may be reimbursed by the EMI, in consultation with the committee chair. The committee chair will provide the names of members for travel reimbursement to EMI staff for approval.

It is recommended that each Committee Chair appoint a member of the committee to serve as Committee Secretary to record minutes at each meeting. This could be a rotating assignment. Minutes of the committee meeting should be sent to EMI staff within 30 days of the meeting.

8.6 *Policy on Travel Expense Reimbursement*

Partial reimbursement for travel expenses related to attending committee meetings will normally be made only to those members designated by the chair for reimbursement and are members of either ASCE or EMI in good standing*. The committee chair shall have authority to utilize allocated funds in an optimal manner to achieve best results.

The committee chair shall submit the request for reimbursement to EMI staff for the entire Committee meeting expense and shall designate the amount to be reimbursed to each member. The request shall include all appropriate documentation of costs.

When all or part of the travel expense is covered from another source, the request to EMI shall indicate either that no reimbursement is requested or that only part as stipulated is requested.

All reimbursements will be made in accordance with ASCE committee travel expense

* Membership dues for the current year have been paid.

reimbursement policies.

8.7 *Conduct of Meetings*

Meetings held in conjunction with national conventions or specialty conferences should be scheduled so there is minimal conflict with the technical sessions of event. Their location and time should permit the work to be completed with minimum interruption and conflict.

The chair of each committee will prepare a written agenda for the meetings. The agenda should describe explicitly the tasks to be completed.

A draft copy of the minutes of the meeting shall be prepared by the chair or his/her delegate and furnished to each member within two weeks of the meeting. Members shall edit this draft and send comments back to the chair or his/her delegate within two weeks. The chair or his/her delegate will then prepare a final copy of the minutes for distribution and filing with EMI staff.

If elections for committee officers or new members are planned during the meetings, the candidate(s) will be required to leave the room during voting, if the voting will take place by a voice vote.

8.8 *Reimbursement of Committee Operating Expenses*

When committee meetings are held in conjunction with a specialty conference or an ASCE National Meeting, a request for a room reservation should be included in the request for approval of the meeting. In view of the critical need for encouraging students to be involved in EMI and as potential future members, EMI encourages student competitions and other means of student involvement. Committees may designate a portion of their operational budget towards support for student competitions. *Committees are encouraged to find sponsors to support student competitions.*

9. **Administrative Committees**

9.1 *Awards (Standing)*

An Awards Committee shall be formed for each EMI award with the same frequency at which each award is given (award cycle). The Awards Committees are standing administrative committees of EMI. The Awards Committees shall include five (5) members: the Past President of the Engineering Mechanics Institute or, in case of unavailability or conflict of interest, past members of the EMI BoG; and the last two (2) previous winners of the award under consideration. In case an award is not conferred in any given cycle, one of the previous winners in the Awards Committee will be substituted by another previous winner.

All members of the Awards Committees normally participate in all decisions. Exceptions are when one or more members become ineligible to participate in a specific decision because of a conflict of interest, as when a regular member is under active consideration for an award, or when a committee member finds that they are unable to render an objective judgment.

A description of the awards, procedures, and award histories is included in the ASCE Official Register and on the EMI website. *(See Appendix C for additional details on the Awards Committees).*

9.2 Bylaws (Ad-hoc)

The purpose of the Bylaws Committee is to review and update bylaws issues and make recommendations to the Board of Governors.

9.3 Membership (Ad-hoc)

The purpose of the Membership Committee is to promote EMI member recruitment and retention.

9.4 New Initiatives (Ad-hoc)

The purpose of the New Initiatives Committee is to serve as the incubator of the task committees that may become standing committees.

9.5 Nominating (Standing)

The purpose of the Nominating Committee is to establish the election schedule and procedures, and to review the nominations received and establish the slate of candidates for the election to the EMI BoG.

Composition of Nominating Committee. The Nominating Committee shall be comprised of five (5) voting Institute members, none of whom are current members of the Board. The Chair of the Nominating Committee shall be a Past President of the Institute or a Past Chair of the Engineering Mechanics Division. Members of the Nominating Committee shall serve a term of two (2) years and may be reappointed to serve one (1) additional term. No candidate for office shall be a member of the Nominating Committee. The Nominating Committee, with the approval of the Board, shall establish the election schedule and procedures. Diverse representation on the Board of Governors is an Institute objective.

Election Procedures

Distribution of Ballot. For all voting members of the Institute in good standing as of May 1, the current year's election ballot and instructions for voting shall be sent to their Address of Record not later than May 15. Election shall be conducted using an online voting system and ballots will be mailed only to those eligible voters with bad or no email address on record.

The election ballot shall include the names of all Official Nominees.

Election shall run for 30 days from date of opening.

Election Results. The Secretary shall announce to the Institute membership the election results. The person(s) who receive(s) the largest number of valid votes shall be declared elected. In the event of a tie between two (2) or more persons, a runoff election will be conducted.

9.6 Operations Manual (Ad-hoc)

The purpose of the Operations Manual Committee is to update the Operations Manual as needed.

9.7 Strategic Planning (Ad-hoc)

The purpose of the Strategic Planning Committee is to update the EMI strategic plan at regular intervals of time (generally every 5 years).

10. Conferences

EMI has two annual conferences, one in the United States and another internationally. These conferences offer a place to exchange ideas, present your work, and see what others are doing. The EMI conferences provide a venue for many of the technical and educational activities of the EMI and the BoG.

The conferences generally include:

- Awards ceremony for Society and EMI awards, as listed in the ASCE Official Register (US conference only);
- Plenary lecture sessions and breakout sessions with technical paper presentations;
- Short courses and other continuing education activities;
- An exhibit hall for vendors of engineering mechanics-related products and services;
- Activities for EMI student members, such as student competitions;
- Events for EMI organizational members, if applicable; and
- Other such activities as deemed appropriate by the Conference Organizing Committee.

(See Appendix B for additional details on EMI conferences).

11. EMI Staff

11.1 General

The function of the staff of the EMI is to conduct the day-to-day business of the EMI and to assist the BoG as directed by the BoG. The staff is employed by the American Society of Civil Engineers (ASCE).

11.2 Director

The Director oversees the day-to-day operations of the EMI, and he/she attends all BoG meetings and advises the BoG, but does not vote on issues considered by the BoG. The Director also acts as Secretary of the BoG.

11.3 Functions of the EMI Staff

EMI staff, under the management of the Director, among other tasks, performs the functions listed in *Appendix A*. All staff operations are performed in compliance with the EMI Bylaws and with the policies of the EMI BoG, the Constitution of ASCE and the Board of Direction of ASCE.

12. Membership

12.1 Grades

There are three grades of individual membership within EMI: member, fellow, and student member. Fellow membership is an honor conferred to individual members with a distinguished record of research, accomplishments, and service to the Institute. All recipients shall be members of EMI for 8 years, in good standing, with 3 most recent consecutive years of EMI membership. There shall be no direct admission to the Institute as a Fellow Member.

12.2 Membership Qualifications

Membership in the Institute shall be open to any Society member in Good Standing and all other persons and organizations interested in advancing the vision and mission of the Institute.

12.3 Dues and Application Process

ASCE/EMI and EMI-only membership application and renewal forms may be found on-line at: <https://www.asce.org/communities/institutes-and-technical-groups/engineering-mechanics-institute/membership>.

Membership dues are for the calendar year. Depending on the date the application is received, dues are prorated following ASCE rules.

12.4 *Benefits and Service Opportunities of the EMI*

All EMI members will be eligible for all benefits and privileges offered by EMI. Benefits may include discounted prices for EMI publications and reduced registration fees at EMI conferences, workshops, webinars and seminars. Service opportunities on committees and other appointed or elected positions within the EMI are open to all members, except students.

13. Publications and Review

13.1 *Journal*

The flagship publication of EMI is the *ASCE Journal of Engineering Mechanics (JEM)*. This journal has the reputation of being among the premier technical journals in our field in the world. All papers and technical notes submitted to the journal are subject to a rigorous peer review process that is the primary responsibility of the Editorial Board of each journal. *ASCE JEM* also includes *Journal of Engineering Mechanics B: Nanomechanics and Micromechanics*.

Editor-in-Chief and Associate Editors

The Editor-in-Chief of the journal is appointed by the BoG for a term of three years, which may be renewed. The appointment term may be extended at the discretion of the BoG. Associate Editors may be appointed by the Editor as necessary, after approval of the EMI BoG.

The Editorial Board of the journal is comprised of the Editor and Associate Editors. The Editor is appointed by the BoG and the Associate Editors are approved by the BoG. Membership in the Editorial Board of the journal is a serious and often time-consuming responsibility. Editorial Board membership is reserved to those who are recognized for their expertise in specific subspecialties within the scope of the EMI and who have expressed a willingness to obtain or conduct quality reviews of submitted papers, among other duties.

Publishing in ASCE Journals: A Guide for Authors, outlines the manuscript submission and review process at: <http://ascelibrary.org/doi/book/10.1061/9780784479018>.

13.2 *EMI Web site*

The EMI web site includes information on conferences, the Research Group Profiles, EMI annual reports, EMI video lecture series, and other pertinent information of interest to EMI members. Members and Committees are encouraged to contribute items of interest to the general membership (<https://www.asce.org/communities/institutes-and-technical-groups/engineering-mechanics-institute>).

13.3 EMI monthly eNewsletter

EMI keeps the members informed through its monthly eNewsletter emailed on the 2nd Monday of each month. Members may submit news of interest to the broader membership for consideration at emi@asce.org.

14. EMI Finances

14.1 General

The fiscal year for the EMI will conform to the fiscal year for ASCE (October 1 to September 30).

14.2 Budget

Each year, the Director of the EMI will prepare a budget for the next fiscal year and submit it to the Treasurer of the EMI for the consideration by the BoG. The BoG must approve an annual budget by a majority vote no later than March 31 of the fiscal year preceding that for which the budget is developed.

14.3 Establishment and Maintenance of Accounts

The Director of the EMI, with the approval of the BoG of the EMI and the Executive Director of ASCE, may establish accounts exclusive to the EMI. Such accounts may be established for student and younger member activities, awards funds, continuing education, conferences and similar activities.

14.4 Reporting

The Director will provide a report of EMI finances, semi-annually to the BoG via a summary report.

APPENDIX A

DUTIES

BOARD OF GOVERNORS (BoG) LIAISON

The BoG liaison and or EMI staff contact shall:

- Abstain from voting on new member applications
- Give final approval for new committee members;
- Guide and consult the committee chair on committee activities;
- Inform the committee chair regarding the allocated budget and, when appropriate;
- Make recommendations for future tasks and changes in committee members.

BOARD OF GOVERNORS (BoG)

- The BoG may establish such rules, policies, and procedures as are consistent with the EMI bylaws and Society governing documents for fulfilling the mission and programs of the Institute.
- The BoG shall appoint all committee chairs, the editor and the associate editors of the Journal of Engineering Mechanics and has the responsibility of modifying or expanding the structure of the Institute as deemed necessary for the effective functioning of the Institute.
- The BoG shall conduct a formal review of the committees annually. The review will be based primarily on the annual reports submitted by the committees. The BoG shall use this information for committee and committee structure review.
- The BoG may establish inter-committee liaison when a specific topic of study overlaps the objectives of more than one committee. Individual committees may set up informal liaison relationships on their own. EMI staff may also assist in facilitating appropriate inter-committee communication.
- The BoG will provide a summary of the actions taken via the eNewsletter, either quarterly or twice per year to keep members informed.
- The BoG will provide information on EMI finances to the committee chairs.
- The BoG is responsible for maintaining the fiscal health of the EMI.

See article 6 of the EMI Bylaws for more information on BoG.

EMI STAFF

EMI staff shall:

- Assist the committee chairs in managing the operations of their committees.
- Administer the committee budgets and process expenses associated with the committee activities.
- Maintain the committee rosters and webpages where applicable.
- Facilitate the planning, budgeting, scheduling and development of new products, such as conferences, webinars, workshops, and publications.
- Conduct activities related to the recruitment of new members with the advice and assistance of the Membership Committee.
- Serve as an advisor to and information resource for the committees.
- Facilitate appropriate communications between that committee and the BoG.
- Act as a liaison between EMI headquarters and the committee.

APPENDIX B

EMI CONFERENCES

EMI has two annual conferences, one in the United States and another held internationally. These conferences offer a place to exchange ideas, present your work, and see what others are doing. The fundamental advances in engineering mechanics are here on display. These conferences present premier opportunities to network with leaders in the field, expand your horizons, and establish professional relationships to advance your research and your career. EMI conferences also showcase some of the brightest students who participate in student competitions. While the annual EMI conferences may have a theme, any theme shall be broad enough to provide an opportunity for participation of most, if not all, EMI Technical Committees.

The annual EMI conferences may be held in partnership with an allied organization to increase attendance, participation of members, and the visibility of the EMI, and to foster interdisciplinary and inter-organization cooperation. EMI also holds the Probabilistic Mechanics Conference and is a co-organizer of the Biot Conference on Poromechanics.

The EMI conferences are held normally on university campuses. It is expected that, at each EMI conference, the following year's conference location will be announced. Proposals for hosting the conference two years out will be evaluated by the BoG.

Proposals for hosting an EMI conference may include:

1. Institution: description, number of students, status, departments, faculties, laboratories, centers and other research units likely to participate and contribute to the organization of the conference; number of teaching-researchers or active researchers in applied mechanics, civil engineering and neighboring fields.
2. Local: Space available for the different activities associated with a conference, e.g., plenary sessions, technical presentations sessions, meeting rooms, catering, reception, banquet. Availability of Internet access via Wi-Fi. A plan and photos would be useful.
3. The institution's experience in organizing scientific meetings.
4. Transport: how to access the conference site (airport, railway station, public transport, parking, etc.)
5. Hotels and university campuses accessible to participants near the conference site
6. Nearby tourist facilities.
7. Steering committee.
8. Advertising plan to announce and disseminate information about the conference and to promote the conference (other scientific associations or groups, websites, newsletters, etc.)
9. Proposed dates.
10. Draft schedule of the conference events.
11. Grant Opportunities if available (Sources).

12. Preliminary estimate of the registration fee; preliminary estimate of the number of participants; and preliminary budget of the conference.
13. Other scientific meetings likely to compete with the proposed conference.

Once the BoG approves a proposal to host an EMI conference, EMI signs an agreement (m.o.u.) with the institution hosting the conference.

APPENDIX C

AWARDS COMMITTEES

Awards represent an important part of EMI's activities. They are meant to recognize excellence among its members and to broaden its reach by attracting excellence to its community. They bring prestige to the Institute. It is therefore important that the award selection process be conducted with the utmost rigor, transparency and integrity.

The Awards Committees shall make recommendations to the Board of Governors for:

- nominations of recipients for all Institute awards and Society awards administered by the Institute, in accordance with the rules for each.
- recommendations of candidates and members to the joint EMI/SEI committee that administers the Cermak, the Newmark and the Bazant Medals.

Comprehensive listings of both ASCE and EMI awards, the award winners, the criteria for and specific requirements can be found at: <https://www.asce.org/communities/institutes-and-technical-groups/engineering-mechanics-institute/awards>.

- It will be the general policy to solicit nominations for awards from as broad a spectrum of the membership of the EMI as possible.
- Since the awards are meant to recognize excellence among its members, it is important for the committee to consider EMI membership of the nominee during deliberations.
- To this end, a listing of ASCE and EMI awards for which the EMI normally makes nominations will be published in the EMI e-newsletter, and on the EMI web site.
- When judging individual papers for awards, fairness dictates that "companion papers" normally should be treated as individual papers, which must stand on their own merit. In the unusual case where a set of companion papers were to be nominated for an award, strong arguments would need to be made to document the high technical merit of the papers and the conciseness of their presentation.

Guidelines Regarding Conflict of Interest

Members of the EMI Award Selection Committee or Award Recommendation Committee must be aware of potential conflict-of-interests situations that may arise. Numerous potential conflict-of-interests (C.O.I.), i.e., potentially biasing affiliations or relationships exist, including:

- A member of the EMI Award Selection Committee or EMI Award Recommendation Committee is in the same university/agency as a nominee. A C.O.I. will be considered to continue to exist for 4 years after one of them has left the university/agency.
- A member of the EMI Award Selection Committee or EMI Award Recommendation Committee has been the Ph.D. advisor of a nominee, or a nominee has been the Ph.D. advisor of a member of the EMI Award Selection Committee or EMI Award

Recommendation Committee. A C.O.I. will be considered to continue to exist for 10 years after the doctorate was awarded.

- A member of the EMI Award Selection Committee or EMI Award Recommendation Committee has been the post-doctoral advisor of a nominee, or a nominee has been the post-doctoral advisor of a member of the EMI Award Selection Committee or EMI Award Recommendation Committee. A C.O.I. will be considered to continue to exist for 4 years after the end of the post-doctoral period.
- A member of the EMI Awards Committee or EMI Award Recommendation Committee and a nominee have a family relationship as sibling, parent, spouse, or child.
- Another relationship with a nominee that the member of the Award Selection Committee or EMI Award Recommendation Committee would deem significant and worthy of disclosure.

A conflict-of-interests, or the perception of a conflict-of-interests, may exist any time a reasonable person with knowledge of the relevant facts would question the impartiality of the member of the EMI Award Selection Committee or EMI Award Recommendation Committee in the matter.

Current members serving on the EMI Award Selection Committees, the EMI Award Recommendation Committees, or the EMI Board of Governors are not eligible to be considered for an award in the four award categories defined above and are prohibited from writing nomination or support letters for these awards.

APPENDIX D

EMI ORGANIZATIONAL CHART

