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RULES FOR EMI AWARDS

INTRODUCTION

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 EMI bylaws give the EMI Board of Governors the important responsibility of appointing the members and the chair of the EMI Awards Committee, as well as the EMI representatives on other award selection committees. The EMI Awards Committee includes the immediate Past President of EMI and four additional members appointed by the Board of Governors to serve two-year terms. Committee members may be reappointed for a second two-year term. The Chair is appointed by the Board of Governors annually.

The members of the EMI Awards Committee are chosen for the depth and breadth of their knowledge, their wisdom, and their ability to evaluate the relative merit of the nominations in an objective way. Furthermore, the recommendations of the committee are made only after extensive discussion within the committee.

Following the review of the awards selection process in recent years and extensive discussions, the EMI Board of Governors has established the following rules regarding the review, selection, ratification and approval process, confidentiality, conflicts of interest, and general guidelines.

CATEGORIES OF AWARDS RELEVANT TO EMI MEMBERS

- 1- *Multi-entity awards where the EMI Awards Committee represents a first stage of selection*

[Huber Prize](#) (submission deadline October 1)

[ASCE State-of-the-Art of Civil Engineering Award](#) (submission deadline October 1)

[Norman Medal/Croes Medal](#) (submission deadline October 1)

For the Walter L. Huber Civil Engineering Research Prizes, the Norman/Croes medals, and the ASCE State-of-the-Art of Civil Engineering Award, the selection committee has representatives of multiple Institutes, including EMI. The EMI Board of Governors appoints a representative on the Huber Prize Committee (which select the winners of the Huber Prize), and another one on the Paper Review Committee (which selects the winners of the Norman/Croes medals, and the ASCE State-of-the-Art of Civil Engineering award). Nominations received for these awards that are referred to EMI are reviewed by the EMI Awards Committee which may recommend up to a specified number of nominations (usually 3) to the award selection committee. To be considered, the recommendations of the EMI Awards Committee for these awards **must be received by the Honors and Awards Program office by January 15.**

2- *Society Awards where the EMI Awards Committee selects the winners*

[Biot Medal](#) (submission deadline November 1)

[Freudenthal Medal](#) (submission deadline November 1)

[Housner Medal](#) (submission deadline November 1)

[Mindlin Medal](#) (submission deadline November 1)

[Scanlan Medal](#) (submission deadline November 1)

[Shinozuka Medal](#) (submission deadline November 1)

[von Kármán Medal](#) (submission deadline November 1)

For these seven Society awards administered by EMI the recommendations of the EMI Awards Committee are submitted to the EMI Board of Governors for ratification, then to the Executive Committee of the ASCE Board of Direction for approval.

3- *EMI Award*

[EMI Leonardo da Vinci Award](#) (submission deadline November 1)

For this Institute award, the recommendations of the EMI Awards Committee are submitted to the EMI Board of Governors for ratification.

4- *Society Awards that are Joint with another entity*

[Bažant Medal](#) (submission deadline November 1) – Joint with USNC/TAM

[Cermak Medal](#) (submission deadline November 1) – Joint with SEI

[Newmark Medal](#) (submission deadline November 1) – Joint with SEI

The Bažant Award Selection Committee is chaired by the Chair of the EMI Awards Committee and has two members appointed by the EMI Board of Governors and two members appointed by the USNC/TAM. For the Cermak award, the EMI representatives on the joint EMI/SEI award committee are the five members of the EMI Award Committee. For the Newmark Award, the EMI representatives on the joint EMI/SEI award committee are the three most recent EMI Past Presidents. For these three Society awards the recommendations are made by a joint award selection committee that is distinct from the EMI Awards Committee, and on which EMI has several representatives who may or may not be members of the EMI Awards Committee.

The recommendations of these three joint award selection committees are submitted directly to the Executive Committee of the ASCE Board of Direction for approval no later than February 1.

REVIEW, SELECTION, RATIFICATION, AND APPROVAL PROCESS

1. The Chair of the EMI Awards Committee will prepare a plan for the review, selection, ratification, and approval process and submit it to the Board of Governors in early October.

2. The members of the EMI Awards Committee must follow the present rules established by the EMI Board of Governors and thoroughly review all nominations. They will be asked to sign a document stating that they have received, and will abide by, the rules specified in the present document.
3. The EMI Awards Committee is to meet sufficiently early in the fall to review all nominations. The members of the EMI Awards Committee are to engage in a meaningful discussion for all awards to be considered. For the awards in the first category (multi-entity awards), the meeting of the EMI Awards Committee should take place as soon as possible after October 1, so that there is sufficient time for the committee's recommendations to be ratified by the EMI Board of Governors and forwarded to the ASCE Honors and Awards program office by January 15. For the awards in the second category (Society awards under the sole purview of EMI), the meeting should be of at least half-a-day and should preferably be a video-conference. The recommendations of the EMI Awards Committee for the second and third categories should be submitted to the EMI Board of Governors no later than February 1 for ratification.
4. Once the EMI Awards Committee has completed its work for the first three award categories, the Chair of the EMI Awards Committee will prepare and submit by February 1 a summary report to the Board specifying:
 - The number of nominations considered for each award and the names of all the nominees for each award;
 - The name of the candidate selected for the award, the authors of the letters of nomination and support, and the reasons for selecting the candidate (which may be the result of a vote by secret ballot);
 - The number and duration of the meeting(s) held, and the process followed in the discussion;
 - The conflicts of interest disclosed for each award and the way they were addressed.
5. A conference call will then take place between the Chair of the EMI Awards Committee and the EMI Board of Governors during which the Board members will have the opportunity to ask questions and request clarifications. The role of the Board is not to second-guess the recommendations of the EMI Awards Committee. Rather it is to make sure that the award selection process was conducted with rigor, transparency and integrity. It is legitimate for the Board to ask questions such as the following:
 - Have all the nominations received by the deadline, and only those, been forwarded to all the members of the Awards Committee? Note that for some of the awards, unsuccessful nominations from the previous selection cycle must be considered.
 - Have all the members of the Awards Committee been given sufficient time to review the nominations?
 - Have all the members of the Awards Committee been given the rules for each award and the EMI Board rules?
 - Have all the nominations been presented and discussed within the Awards Committee?

- Have any possible conflicts of interests been disclosed and resolved in the manner specified in the EMI Board guidelines?
- Have all the members of the Awards Committee attended each meeting of the Awards Committee?
- Have the members been able to vote for each nomination in a manner that maintains the integrity and confidentiality of their votes?
- Have there been any complaint from any member of the Awards Committee?

If satisfactory answers to these questions are received, the Board may ratify, i.e., give its formal consent to, the awards recommendations presented by the Awards Committee Chair.

6. The Chair of the EMI Awards Committee will then forward the completed "Notification of Selection Committee Recommendation" forms to ASCE's Honors and Awards program.

The process outlined above aligns the awards selection process with the provisions of the EMI bylaws and ensure that it is fair and rigorous without micro-management by the Board.

RULES REGARDING CONFIDENTIALITY AND CONFLICTS OF INTEREST

EMI receives nominations for awards in confidence and must protect the confidentiality of their contents. For this reason, members of the EMI Awards Committee must not copy, quote, or otherwise use or disclose to anyone any material from any nomination they are asked to review. They must not disclose to anyone the relative assessments or rankings of nominations by the EMI Awards Committee, or other details about the review and ranking of the nominations, including the deliberations, the vote tallies and the individual votes. If voting is used for selecting awards winners, the system used must preserve the independence of the members and the confidentiality and integrity of the process. Individual members must be given the possibility of voting for not giving a specific award. The members of the EMI Awards Committee will not know how the individual members voted or how many votes the winning nominations received relative to the unsuccessful ones.

Members of the EMI Awards Committee must be aware of potential conflict of interest situations that may arise. Numerous potentially biasing affiliations or relationships exist, including:

A member of the EMI Awards Committee is in the same university/agency as a nominee.

A member of the EMI Awards Committee has been the Ph.D. advisor or post-doctoral advisor of a nominee.

A nominee has been the Ph.D. advisor or post-doctoral advisor of a member of the EMI Awards Committee.

A member of the EMI Awards Committee and a nominee have a family relationship as sibling, parent, spouse, or child.

Another relationship, such as a member of the EMI Awards committee and a nominee who have co-authored a publication in the last four years or has a close personal friendship, exists between a member of the EMI Awards Committee and a nominee that might tend to affect the



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judgment of the member of the EMI Awards Committee, or be seen as doing so by a reasonable person familiar with the relationship.

A conflict of interest, or the perception of a conflict of interest, may exist any time a reasonable person with knowledge of the relevant facts would question the impartiality of the member of the EMI Awards Committee in the matter.

Current members serving on the EMI Awards Committee 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.

Reporting of conflict of interest will be a standing first item on the agenda of each meeting of the EMI Awards Committee. When a member of the EMI Awards Committee has identified a potential conflict of interest situation, immediate disclosure is required. Once it is confirmed that a member has a conflict of interest, that member will recuse himself/herself and temporarily leave the meeting. He/she will not take part in the discussion or in the vote for that award.

There must be a minimum of two non-conflicted members for the EMI Awards Committee to make a decision for an award. If there are fewer than two non- non-conflicted members for the EMI Awards Committee a previous winner of the same award will be added to the membership of the EMI Awards Committee, starting with the most recent winner, except for the EMI Leonardo da Vinci Award for which the previous winners of the von Kármán Award will be added to the membership of the EMI Awards Committee.

The steps taken to manage all reported conflicts of interest will be recorded in the minutes of the EMI Awards Committee meeting.

The members of the EMI Awards Committee will be required to complete a form to acknowledge they have been informed of the EMI rules regarding confidentiality and conflicts of interest and to declare that they will abide by these rules.

GENERAL RULES

The EMI Awards Committee shall in no instance consider nominations submitted after the deadline.

Membership in the Society or in EMI is not required for most EMI awards. The members of EMI Awards Committee should keep in mind the best interest of the Institute and the Society. Recognizing individuals from outside of the EMI community should not be ruled out. However, all things being equal, preference should be given to members actively engaged and participating in the EMI community.

Following the process and rules described above will help maintain and improve the outstanding reputation of EMI awards.