



NACE INTERNATIONAL
AWARDS COMMITTEE
OPERATING MANUAL

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**NACE INTERNATIONAL
Awards Committee
Operating Manual**

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NACE INTERNATIONAL Awards Committee Operating Manual

1 FOREWORD

The Awards Committee is a committee of the NACE International (hereinafter referred to as "NACE" or the "Association") Board of Directors (hereinafter referred to as "Board"). In accordance with the Bylaws of the Association, the Awards Committee is responsible for defining the awards (including honors) made in the name of the Association and the procedures for determining successful candidates.

The Committee will support the mission and goals of the Association as defined by the Strategic Plan.

The Bylaws of the Association allow only awards (and honors) that have been authorized by the Board to be made in the name of the Association. These Association awards and honors are defined in Section 12 of this operating manual. Subsequent sections of this manual cover the procedures for determining successful candidates including the solicitation of nominations, review of nominees, and selection of recipients for the Association awards and honors. Each subcommittee will provide their *recommendations*, including their voting procedure and extent of consensus, to the Awards Committee for review and approval. The Committee is responsible for contacting and publicizing the Association award and honor recipients and making arrangements for the presentation of these awards and honors.

Certificates or other expressions of appreciation for an office held or service rendered are not considered as awards in accordance with the Bylaws of the Association, and therefore are not covered in this operating manual.

Awards presented by areas and sections of NACE are made in the name of and are under the auspices of the respective area or section. Area and section awards are not Association awards covered in this operating manual.

2 MEMBERSHIP OF AWARDS COMMITTEE

The Awards Committee consists of a chair, vice chair, most recent past chair willing to serve, and the chair of each subcommittee. All appointments to these positions are made by the vice president of the Association, with Board approval, to commence with his/her upcoming term of office as president. These members all have a vote on Awards Committee decisions. The president, vice president, and Chief Executive Officer of the Association are ex officio members of the Awards Committee without a vote.

The chair of the Awards Committee and the vice president (incoming president) of the Association should attempt to provide appropriate distribution among the areas of the Association in the selection of Awards Committee members and ensure that representatives from the Public Affairs, Research, and Technical Coordination Committees are appointed to the Awards Committee.

3 LIAISON WITH OTHER COMMITTEES

The Awards Committee will maintain liaison with other Association committees when necessary to fulfill the responsibilities of the Awards Committee. Liaison appointments are made by the chair of the Awards Committee. Either voting or nonvoting members of the Awards Committee may serve as a liaison.

4 TERM OF OFFICE

The Awards Committee chair and vice chair are appointed for one-year terms beginning the day following the close of the NACE Annual Conference and terminating at the close of the following NACE Annual Conference.

The chair and vice chair of the Awards Committee may not serve more than three consecutive one-year terms in each office.

The most recent Awards Committee past chair willing to serve may serve until replaced.

Subcommittee chairs are appointed by the Vice president (incoming President) in cooperation with the Awards Committee Chair for staggered three-year terms, with approximately one-third appointed each year. The term of office for each subcommittee chair shall begin the day following the close of the NACE Annual Conference and terminate at the close of the NACE Annual Conference three years later. Subcommittee chairs may not serve more than three consecutive three-year terms in any one office.

Liaisons with other committees within the Association are appointed for one-year terms and are renewable.

A member of the Awards Committee who is unable to complete the appointed term or participate effectively shall be replaced by a new member appointed by the president of the Association for the remainder of the uncompleted term, while attempting to maintain appropriate distribution among the areas and representation from Association committees listed in Section 2.

5 ORGANIZATION OF SUBCOMMITTEES

A subcommittee of the Awards Committee shall be established for each Association award or honor. Subcommittees of the Awards Committee are as follows:

- Brannon Award Subcommittee
- Campbell Award Subcommittee
- CORROSION* Best Paper Award Subcommittee
- Hull Award Subcommittee
- Speller Award Subcommittee
- Uhlig Award Subcommittee
- Whitney Award Subcommittee
- R. Baboian Award for Applied Corrosion Technology
- Distinguished Organization Award Subcommittee
- Distinguished Service Award Subcommittee
- Technical Achievement Award Subcommittee
- NACE Fellow Honor Subcommittee

Each subcommittee shall comprise a chair and at least three members except for the NACE Fellow Honor Subcommittee, which shall comprise seven NACE Fellows. The chair and vice chair of the Awards Committee shall be ex officio members of each subcommittee without a vote. The chair of each subcommittee is an appointed member of the Awards Committee (see Section 2). Members of each subcommittee have voting rights on their specific subcommittee decisions; however, unless they are already voting Awards Committee members (see Section 2), they do not have voting rights on Awards Committee decisions. Each subcommittee chair shall select a member of the subcommittee to serve as the vice chair of the subcommittee, subject to approval by the Awards Committee chair.

Membership on the subcommittees is not restricted to members of the Awards Committee but shall be NACE members in good standing. Whenever possible, each subcommittee should include at least one previous recipient of the relevant award. *CORROSION* Editorial Board members and technical editor are not eligible to serve on the *CORROSION* Best Paper Award Subcommittee. The identities of the subcommittee members (apart from the chair of the subcommittee) shall be kept confidential and shall be known only to those who need to aid in the proper functioning of the subcommittee.

Subcommittee members shall be appointed by the Awards Committee chair for staggered three-year terms, with approximately one-third appointed each year. At the expiration of the three-year term, a subcommittee member may be granted a three year extension by the Awards Committee chair, but no sub-

committee member shall serve more than nine consecutive years on the same subcommittee (not counting time as subcommittee chair).

6 MEETINGS

All meetings of the Awards Committee shall be closed. The Awards Committee shall meet during the NACE Annual Conference and during the year as often as necessary to conduct its business. It shall meet each fall to determine the recipients of the Association awards and honors. The fall meeting may take the form of a telephone conference or a face-to-face meeting, as needed. The chair shall develop an agenda for each meeting, which must be distributed by the Awards Committee staff liaison to Awards Committee members at least 30 days prior to the meeting.

Additional meetings may be called as deemed necessary by the chair of the Awards Committee.

Minutes of meetings shall be recorded and distributed by the Awards Committee staff liaison to all Awards Committee members within 30 days of the meeting.

Portions of the current Robert's Rules of Order that pertain to committees shall be followed unless otherwise directed in this operating manual.

A quorum to conduct business shall consist of not less than 50 percent of the Awards Committee voting members. Proxies may not be used to establish a quorum in any meeting.

Members of the Awards Committee who cannot attend any duly called meeting of the Awards Committee may be represented by proxy in accordance with the proxy for committee meetings requirements in the NACE Policies and Procedures Manual. For Awards Committee meetings, the vice chair of a subcommittee normally shall be appointed proxy for the subcommittee chair. If the vice chair of the subcommittee is not available, the subcommittee chair may appoint another member of that subcommittee or the Awards Committee to act as proxy. Proxy holders must provide the Awards Committee chair with the signed original proxy that states the authorized voting instructions before the committee meeting begins.

7 VOTING PROCEDURE

A simple majority of those voting members constituting the quorum shall be required for approval of actions by the Awards Committee, except for operating manual revisions, which shall require a two-thirds majority.

Letter, electronic and email ballots may be used for Awards Committee actions when necessary. These shall be distributed to all voting members of the Awards Committee with a maximum of 30 days allowed for return, or as required. Ballots received after the deadline shall not be counted. A simple majority of all voting members of the Awards Committee shall be required for approval, except for operating manual revisions, which require a two-thirds majority.

Subcommittees are encouraged to employ a successive elimination approach to voting. In successive elimination, as linear ranking of nominees is made by each member: for example, 1 = best, 2 = second best, etc. Scores are then summed for each nominee, and the nominee with the highest score is dropped. However, there are times when it is clear that there is a very distinctive gap in the voting, and in such cases, consideration of 15 candidates does not have to employ 14 votes. Deviations from successive elimination must be agreed on by all subcommittee members. Successive elimination may not be appropriate in all cases of voting for awards with multiple recipients, such as the Distinguished Service Award, Technical Achievement Award, Fellows, etc. In such cases, the subcommittee can employ alternative methods, such as an independent 0 – 10 scoring rather than a linear assignment of 1 = best, 2 = second best, etc.

The subcommittee chair should verbally summarize to the Awards Committee the procedures used and strength(s) of their recommendation(s). It is not appropriate to make comparisons with other nominees, or answer questions of why one was chosen over another.

If a subcommittee member (including the chair) has nominated a candidate being reviewed by this subcommittee, or if the subcommittee member is a nominee (and the nomination is not declined), or the subcommittee member has some other major conflict with a nominee, then it is expected that that subcommittee member will recuse his/herself from the deliberations that year. A “major conflict” is considered one where the subcommittee member feels unable to be unbiased in their evaluation, especially if closely related (spouse, brother, father/mother/son/ daughter) or a direct supervisor of the nominee. If someone perceives that there might be a conflict – for example, someone from their company has been nominated, but they feel they could remain unbiased – they should alert the subcommittee chair to the matter, and determine how to handle the potential conflict.

8 DUTIES OF AWARDS COMMITTEE OFFICERS

8.1 Duties of the Chair

The chair shall conduct all Awards Committee business, as applicable, and keep the vice chair informed on all activities applicable to the Awards Committee. The chair shall have knowledge and/or experience in parliamentary procedures (Roberts Rules of Order), and shall preside over the Awards Committee meetings. In conjunction with the Awards Committee staff liaison, the chair shall arrange for meeting time, date, and place, and prepare and distribute the meeting agenda and minutes. The chair shall prepare and discuss budgets with staff, as applicable.

The chair shall provide, in conjunction with the Awards Committee staff liaison if necessary, written reports to the Board for attachment to the meeting agenda and/or minutes, whichever is applicable, on the activities and/or actions of the Awards Committee.

8.2 Duties of the Vice Chair

The vice chair shall be knowledgeable of the Awards Committee activities so that the duties of the chair can be assumed, if necessary. The vice chair shall act for the Awards Committee chair and preside over an Awards Committee meeting(s) in the event the chair is not able to serve.

8.3 Duties of the Past Chair

The past chair shall act as advisor to the Awards Committee chair, and act for the chair and preside over an Award Committee meeting(s) in the event the chair and vice chair are not able to serve.

8.4 Conflict Resolution

Where conflict in responsibility arises between Committee and Staff Members and the guidance and intent of responsibility is not adequately provided in this operation manual:

- The Chair and/or Vice-Chair shall first work with Staff to resolve or clarify the issue using the requirements of this operating manual and the guidance and intent it conveys.
- Where unresolved or conflicts of interest exist, the Chair and/or Vice-Chair will appoint a task group made up of committee and staff members in order to provide a recommendation to resolve the conflict.

In the absence of a successful resolution, the Committee shall forward the conflict to the Chief Executive Officer for appropriate action (pertaining to staff) or to the parent committee and/or the Executive Committee (pertaining to committees).

9 REPORTING

The Awards Committee chair shall report the activities of the Awards Committee at each Board meeting. The reports shall first cover any Board action that might be required and, secondly, they should cover general information that is of value to the Board.

10 REVISIONS TO THIS OPERATING MANUAL

This operating manual shall be reviewed by the Awards Committee at least every five years for revision or reaffirmation. However, changes to this manual may be made at any time deemed necessary by the Awards Committee. Revisions or reaffirmations (i.e., no changes required) of this operating manual shall require a two-thirds affirmative vote of the voting members of the Awards Committee.

The revised/reaffirmed operating manual shall be submitted to the Policy Committee for review and approval. The Policy Committee will submit the approved operating manual to the Board for approval.

The latest date of complete review and approval by the Board shall be placed on the cover sheet of this operating manual. Dates of minor modifications to this operating manual subsequent to Board approval shall be placed below the date of Board approval on the cover sheet along with the paragraph numbers modified. The latest version of this operating manual approved by the Board shall govern.

11 BOARD POLICIES

The Awards Committee shall operate consistent with the Articles of Incorporation and the Bylaws of the Association and in accordance with the Policies and Procedures Manual.

12 DESCRIPTION OF ASSOCIATION AWARDS AND HONORS

12.1 R.A. Brannon Award

The R.A. Brannon Award, the signature award of the Association, is given in recognition of outstanding contributions at the Association level that resulted in promotion of the objectives of NACE.

A maximum of one award may be given in any year. The recipient will receive an inscribed award and an honorarium of \$1,000.

12.2 A.B. Campbell Award

The A.B. Campbell Award is given in recognition of the most outstanding paper by a young author published in *Materials Performance* or *CORROSION* each year.

A maximum of one award may be given in any year. The recipient will receive an inscribed award and an honorarium of \$1,000. In cases where the paper selected to receive the award has multiple young authors, the honorarium will be divided among them.

12.3 CORROSION Best Paper Award

The *CORROSION* Best Paper Award is given in recognition of the best paper published in *CORROSION* each year.

A maximum of one award may be given in any year. The recipient will receive an inscribed award and an honorarium of \$1,000. In cases where the paper selected to receive the award has multiple authors, the honorarium will be divided among them.

12.4 T.J. Hull Award

The T.J. Hull Award is given in recognition of an outstanding contribution to NACE in the field of publications.

A maximum of one award may be given in any year. The recipient will receive an inscribed award and an honorarium of \$1,000.

12.5 Frank Newman Speller Award

The Frank Newman Speller Award is given in recognition of significant contributions to corrosion engineering.

A maximum of one award may be given in any year. The recipient will receive an inscribed award and an honorarium of \$1,000.

12.6 H.H. Uhlig Award

The H.H. Uhlig Award is given in recognition of outstanding effectiveness in postsecondary corrosion education.

A maximum of one award may be given in any year. The recipient will receive an inscribed award and an honorarium of \$1,000.

12.7 Willis Rodney Whitney Award

The Willis Rodney Whitney Award is given in recognition of significant contributions to corrosion science.

A maximum of one award may be given in any year. The recipient will receive an inscribed award and an honorarium of \$1,000.

12.8 Distinguished Organization Award

The Distinguished Organization Award is given in recognition of outstanding contributions by an organization to the field of corrosion science or engineering.

A maximum of three awards may be given in any year. Each recipient will receive an inscribed award.

12.9 Distinguished Service Award

The Distinguished Service Award is given in recognition of distinguished service to NACE.

A maximum of 10 awards may be given in any year. Each recipient will receive an inscribed award.

12.10 Technical Achievement Award

The Technical Achievement Award is given in recognition of technical achievement in corrosion engineering.

A maximum of five awards may be given in any year. Each recipient will receive an inscribed award.

12.11 NACE Fellow Honor

The NACE Fellow Honor is given in recognition of distinguished contributions in the fields of corrosion and its prevention.

A maximum of 12 honors may be conferred in any year, unless there are extraordinary circumstances approved by the Awards Committee. Each conferee will receive an inscribed award. NACE Fellows are a broadly based group of technical and professional leaders who serve as advisors to the Association. The NACE Fellow honor is conferred in perpetuity. NACE membership in good standing is required to retain

NACE Fellow status.

12.12 R. Baboian Award for Applied Corrosion Technology:

This award is given in recognition of outstanding achievement in the application of corrosion control technology.

This award is specifically targeted to field practitioners of corrosion control technology such as inspectors, technologists and engineers. The award is for a specific, successful application of corrosion control technology and is not intended to recognize achievements in technology research and development. The application must demonstrate innovation, durability or utility in corrosion control.

A maximum of three achievements may be recognized with this award each year. An achievement may be recognized for an individual or a team comprising no more than three individuals. Each recipient (individual or every team member) will receive an inscribed award.

13 NOMINATIONS FOR ASSOCIATION AWARDS AND HONORS

13.1 Nomination Forms

All nominations for Association awards and honors must be submitted using the following nomination forms:

R.A. Brannon Award	Appendix 1
A.B. Campbell Award	Appendix 2
<i>CORROSION</i> Best Paper Award	Appendix 3
T.J. Hull Award	Appendix 4
Frank Newman Speller Award	Appendix 5
H.H. Uhlig Award	Appendix 6
Willis Rodney Whitney Award	Appendix 7
Distinguished Organization Award	Appendix 8
Distinguished Service Award	Appendix 9
Technical Achievement Award	Appendix 10
NACE Fellow Honor	Appendix 11
R. Baboian Award	Appendix 12

Appendix 13 is a summary of the Association awards and honors to assist in selecting the proper award or honor for which to submit a nomination.

Completed nomination forms must be sent directly to NACE Headquarters to the attention of the Awards Committee staff liaison. The completed nomination forms may be sent by: normal postal services; expedited delivery services such as FedEx or UPS; facsimile (fax: +1 281-228-6376); or e-mail (address: awards@nace.org) with an attached scanned copy or electronic file in PDF format. Nominations that are not submitted on the proper NACE nomination forms will not be accepted.

Requests for nomination forms and/or additional information should be directed to the Awards Committee staff liaison at NACE Headquarters (e-mail: awards@nace.org). Blank nomination forms can also be downloaded from the NACE Web site (www.nace.org).

13.2 Nominator Eligibility Criteria

The following paragraphs set forth the individuals and/or groups that are eligible to submit nominations for each of the Association awards and honors.

13.2.1 R.A. Brannon Award

Nominations for the R.A. Brannon Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.
- e) The NACE Executive Committee or Board.

13.2.2 A.B. Campbell Award

Nominations for the A.B. Campbell Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.
- e) The NACE Executive Committee or Board.
- f) An eligible young author (self-nomination by the procedure outlined below).

The authors who published in *Materials Performance* or *CORROSION* during the applicable time period (i.e., a calendar year of issues) will be sent a form letter (see sample letter in Appendix 13) with an attached nomination form by NACE Headquarters staff as soon as the December issues of the journals have been set in type. Young authors who are interested in being considered for this award must complete the nomination form and submit it to the Awards Committee staff liaison at NACE Headquarters by the June 30 deadline.

13.2.3 CORROSION Best Paper Award

Nominations for the *CORROSION* Best Paper Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.
- e) The NACE Executive Committee or Board.
- f) Each *CORROSION* Editorial Board member may submit one nomination each year (by the procedure outlined below).

CORROSION Editorial Board members will be requested to submit nominations based on their knowledge of the papers published in *CORROSION* during the applicable time period (i.e., a calendar year of issues) for which they were the lead editors. Prior to the nomination deadline, the *CORROSION* editorial staff at NACE Headquarters will provide each editorial board member a list of eligible papers for which they were lead editor, along with award guidelines and submission instructions. Editorial board members also may nominate papers for which they were not lead editor. Research Topical Symposium (RTS) papers may be considered. Willis Rodney Whitney and Frank Newman Speller papers may not be considered. Editorial board members may not nominate their own papers. Each *CORROSION* Editorial Board member is limited to one nomination per year, and must complete the nomination form and submit it to the Awards Committee staff liaison at NACE Headquarters by the June 30 deadline.

13.2.4 T.J. Hull Award

Nominations for the T.J. Hull Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.
- e) The NACE Executive Committee or Board.

13.2.5 Frank Newman Speller Award

Nominations for the Frank Newman Speller Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.
- e) The NACE Executive Committee or Board.

13.2.6 H.H. Uhlig Award

Nominations for the H.H. Uhlig Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) An individual may nominate himself/herself.
- e) A senior academic administrator at the nominee's institution.

13.2.7 Willis Rodney Whitney Award

Nominations for the Willis Rodney Whitney Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.
- e) The NACE Executive Committee or Board.

13.2.8 Distinguished Organization Award

Nominations for the Distinguished Organization Award may be made by any of the following:

- a) Any individual, organization or company.

13.2.9 Distinguished Service Award

Nominations for the Distinguished Service Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.

- e) The NACE Executive Committee or Board.

NOTE: Each nominating group listed above may not nominate or renominate more than two nominees for this award each year.

13.2.10 Technical Achievement Award

Nominations for the Technical Achievement Award may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area, region, or section.
- d) A technical committee, activity committee, or committee of the Board.
- e) The NACE Executive Committee or Board.

NOTE: Each nominating group listed above may not nominate or renominate more than two nominees for this award each year.

13.2.11 NACE Fellow Honor

Nominations for the NACE Fellow honor may be made by any of the following:

- a) Any three members of NACE in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) An area, region, or section.
- c) An activity committee of the Association.
- d) Any NACE Fellow.
- e) The Chairs of the R.A. Brannon, W.R. Whitney, or F.N. Speller subcommittees may nominate past recipients of their respective subcommittee's award.

NOTE: Individuals wishing to nominate a member for the NACE Fellow honor should first submit the nominee's name in writing to the Awards Committee staff liaison and request confirmation that a nomination for that individual has not already been received from another source. The Awards Committee staff liaison will provide that information but will not give names or information about other nominees.

13.2.12 R. Baboian Award for Applied Corrosion Technology

Nominations for the R. Baboian Award for Applied Corrosion Technology may be made by any of the following:

- a) Three members of NACE International in good standing. (The nomination must bear the signatures of the three members but is submitted by one of the signers.)
- b) Each past recipient of this award may submit one nomination each year.
- c) An area or section
- d) A technical committee, activity committee, or committee of the board of NACE International
- e) The NACE International Executive Committee or Board
- f) The NACE International Institute Executive Committee, Board or committee of the Institute

13.3 Nominee Eligibility Criteria

Officers of the Association, voting members of the Board, and the Chair/Vice-Chair of the Awards Committee are not eligible to be considered for, or to receive, any award or honor during their terms of office. Subcommittee chairs are not eligible to be considered for, or to receive, the award for which their subcommittee is responsible. In addition to this restriction that applies to all Association awards and honors, the following paragraphs set forth the specific nominee eligibility criteria applicable to each Association

award and honor .

13.3.1 R.A. Brannon Award

Nominee eligibility criteria for the R.A. Brannon Award are as follows:

- a) The nominee must be a current member of NACE in good standing.
- b) No posthumous nominations will be accepted.
- c) Past presidents of NACE are eligible for this award only for accomplishments after their presidency and only after five years have elapsed since their presidency.
- d) Past recipients of this award are not eligible to receive this award again.

13.3.2 A.B. Campbell Award

Nominee eligibility criteria for the A.B. Campbell Award are as follows:

- a) The nominee does not have to be a member of NACE.
- b) No posthumous nominations will be accepted.
- c) Only papers published in the calendar year of issues of *Materials Performance* or *CORROSION* preceding the award nomination deadline by one or more author(s) no older than 35 years (calculated according to the Roman calendar) when the manuscript was submitted for publication are eligible.
- d) Each young author wishing to be considered for this award must provide written attestation of his/her birth date to ensure that they are eligible.
- e) Past recipients of this award are not eligible to receive this award again.

13.3.3 CORROSION Best Paper Award

Nominee eligibility criteria for the *CORROSION* Best Paper Award are as follows:

- a) Authors of nominated papers do not have to be members of NACE.
- b) Only papers published in the calendar year of issues of *CORROSION* preceding the award nomination deadline are eligible.
- c) Papers by one or more authors who serve on the *CORROSION* Editorial Board are eligible.
- d) Papers published in *CORROSION* that are eligible for the A.B. Campbell Award are also eligible for this award in the same year, but the same paper cannot receive both awards.
- e) Past recipients of this award are not eligible to receive this award again.
- f) Research Topical Symposium (RTS) papers may be considered.
- g) Willis Rodney Whitney and Frank Newman Speller papers may not be considered.

13.3.4 T.J. Hull Award

Nominee eligibility criteria for the T.J. Hull Award are as follows:

- a) The nominee must be a current member of NACE in good standing.
- b) No posthumous nominations will be accepted.
- c) Past presidents of NACE are eligible for this award only for accomplishments after their presidency and only after five years have elapsed since their presidency.
- d) Past recipients of this award are not eligible to receive this award again.

13.3.5 Frank Newman Speller Award

Nominee eligibility criteria for the Frank Newman Speller Award are as follows:

- a) The nominee does not have to be a member of NACE.
- b) No posthumous nominations will be accepted.

- c) Past presidents of NACE are eligible for this award only for accomplishments after their presidency and only after five years have elapsed since their presidency.
- d) Past recipients of this award are not eligible to receive this award again.

13.3.6 H.H. Uhlig Award

Nominee eligibility criteria for the H.H. Uhlig Award are as follows:

- a) The nominee must be a current member of NACE in good standing.
- b) No posthumous nominations will be accepted.
- c) Past presidents of NACE are eligible for this award only for accomplishments after their presidency and only after five years have elapsed since their presidency.
- d) Past recipients of this award are not eligible to receive this award again.

13.3.7 Willis Rodney Whitney Award

Nominee eligibility criteria for the Willis Rodney Whitney Award are as follows:

- a) The nominee does not have to be a member of NACE.
- b) No posthumous nominations will be accepted.
- c) Past presidents of NACE are eligible for this award only for accomplishments after their presidency and only after five years have elapsed since their presidency.
- d) Past recipients of this award are not eligible to receive this award again.

13.3.8 Distinguished Organization Award

Nominee eligibility criteria for the Distinguished Organization Award are as follows:

- a) Any organization, including for profit and nonprofit organizations or educational institutions, are eligible for this award.
- b) Past recipients of this award are not eligible to receive this award again.

13.3.9 Distinguished Service Award

Nominee eligibility criteria for the Distinguished Service Award are as follows:

- a) An individual nominee must be a current member of NACE in good standing.
- b) Past presidents of NACE are not eligible for this award.
- c) Past recipients of the R.A. Brannon Award are not eligible for this award.
- d) Past recipients of this award are not eligible to receive this award again.
- e) Posthumous nominations will be accepted provided the individual met the requirements detailed above at the time of their passing.

13.3.10 Technical Achievement Award

Nominee eligibility criteria for the Technical Achievement Award are as follows:

- a) The nominee must be a current member of NACE in good standing.
- b) No posthumous nominations will be accepted.
- c) Past presidents of NACE are eligible for this award only for accomplishments after their presidency and only after five years have elapsed since their presidency.
- d) Past recipients of the Frank Newman Speller Award and the Willis Rodney Whitney Award are not eligible for this award.
- e) Past recipients of this award are not eligible to receive this award again.

13.3.11 NACE Fellow Honor

Nominee eligibility criteria for the NACE Fellow honor are as follows:

- a) The nominee must have completed five years of current, continuous membership in the Association at the time of nomination.
- b) No posthumous nominations will be accepted.
- c) Voting members of the NACE Board may not be selected to receive this honor during their term on the Board.
- d) Past recipients of this honor are not eligible to receive this honor again.

13.3.12 R. Baboian Award for Applied Corrosion Technology

Nominee eligibility criteria for the R. Baboian Award for Applied Corrosion Technology are as follows:

- a) At least one nominee for each award must be a member in good standing of NACE International.
- b) At least one nominee for each award must hold at least one Certification from the NACE International Institute
- c) Past recipients of this award are not eligible to receive this award again.

13.4 Deadline for Nominations

The deadline for all nominations for Association awards and honors is June 30. Nominations received after the deadline will not be considered until the next year.

13.5 Valid Nominations

Nominations are valid for consideration in any given year if:

- a) They are submitted using the proper nomination forms listed in 13.1; and
- b) They are submitted by an eligible nominator in accordance with the criteria in 13.2; and
- c) They are submitted for an eligible nominee in accordance with the criteria in 13.3; and
- d) They are submitted by the nomination deadline set forth in 13.4; or
- e) They are carried over automatically from the previous year in accordance with 13.7.3.

The Awards Committee staff liaison in NACE Headquarters will validate each nomination according to these criteria and then forward all valid nominations to the appropriate award or honor subcommittee for their consideration and selection of recipients.

13.6 Successful Nominations

Association awards and honors will be presented to the selected recipients at the next NACE Annual Awards Dinner in conjunction with the NACE Annual Conference (see Section 17 for details).

13.7 Unsuccessful Nominations

Nominations for Association awards and honors that have failed to result in an award or honor in any given year will be handled as follows:

- 13.7.1 Unsuccessful nominations for the A.B. Campbell Award and *CORROSION* Best Paper Award will be rescinded. They may not be carried over to the next year because these awards are based on calendar year eligibility requirements.
- 13.7.2 Unsuccessful nominations for the Technical Achievement Award, Distinguished Service Award, Distinguished Organization Award, and NACE Fellow Honor will be rescinded unless the maximum number of awards has been granted. If after the maximum number of awards have been granted there remain qualified nominees (i.e., nominees who would reasonably

have a chance of receiving the award in a subsequent year), the subcommittee may recommend that those nominations be carried over to the following year. A nominee may be re-nominated at any time by completing and submitting a new nomination form that includes additional and/or updated supporting information. Nominations are eligible for consideration for a maximum of 3 years before they are automatically rescinded .

13.7.3 Unsuccessful nominations for Association awards and honors not covered by 13.7.1 and 13.7.2 will be carried over automatically to the next year and will remain eligible for consideration for a maximum of three years before they are rescinded, except as follows:

- a) The Awards Committee may vote to extend consideration of a nomination beyond this three-year eligibility limit.
- b) A nomination that has been removed from consideration by the Awards Committee because the nominee is considered to lack the necessary qualifications or the nomination package is considered to be too weak to make a reasonable assessment of the nominee's qualifications for that award or honor (see 15.1.3) will not be automatically carried over.

In the case of b) above, the nominator will be advised in writing by the Awards Committee staff liaison of this Awards Committee action. At any time the original nominator may resubmit a revised/updated nomination for the same nominee with additional information that would improve the chances of selection. Another individual or group may submit a new nomination for the same nominee at any time. Either of these actions would start a new three-year period of eligibility for consideration.

13.8 Awards Committee Chronological Order of Events

The Awards Committee chronological order of events associated with the Association awards and honors is summarized in Appendix 15.

14 SELECTION CRITERIA FOR ASSOCIATION AWARDS AND HONORS

14.1 R.A. Brannon Award

This award is given in recognition of outstanding contributions at the Association level that resulted in promotion of the objectives of NACE.

To be outstanding the contributions must be conspicuous, meritorious, and project excellence. The nomination must include a statement that substantiates the outstanding nature of the nominee's contributions to NACE and how the results achieved (e.g., a new development or significant advancement) promoted the objectives of NACE. Nominations without such a statement will not be considered. Outstanding contributions to NACE will be evaluated on the basis of results achieved rather than effort expended.

Membership in other organizations, election to NACE area, region, and section offices, talks or papers presented or published, books written, patents issued, or technical performance or achievement have no bearing on selection of the recipient. Such information should not be included in the nomination and could detract from the nominee's consideration.

14.2 A.B. Campbell Award

This award is given in recognition of the most outstanding paper by a young author published in *Materials Performance* or *CORROSION* each year.

Selection criteria include the young author's contribution, as well as the technical excellence and the significance of the paper. Only young authors who have made substantial contributions to the paper will be considered for this award. An appraisal of the nominee's contribution to the published paper is requested as an

integral part of the nomination form. If the young author (nominee) is the sole author, the appraisal should be completed by the sponsor of the work being reported. If the paper has multiple authors, the appraisal should be completed by the most senior (in terms of responsibility for the work described in the paper) author who is not eligible for this award, or by the sponsor of the work being reported. It is the responsibility of the nominator to secure the appraisal. It is the responsibility of the sponsor or senior author to accurately present the contributions of the nominee. Failure to adequately or fully complete the appraisal may preclude proper consideration of the significance of the nominee's contribution. Past recipients of this award have typically contributed 80% or more when one eligible young author is nominated from a given paper (40% when more than one eligible young author is nominated).

14.3 *CORROSION Best Paper Award*

This award is given in recognition of the best paper published in *Corrosion* each calendar year.

Selection is based on an evaluation of the following qualities:

- a) Significance, i.e., how important is the paper for understanding the science of corrosion technology? Does it represent a major step or just a little one?
- b) Breadth, i.e., does the knowledge presented in this paper have applications beyond the immediate area discussed?
- c) Clarity, is this paper clear and unambiguous in its presentation? Are the graphs and figures clear, and do they help in understanding the points?
- d) Longevity, i.e., will this paper be read and cited in five or ten years?

These qualities are rated by the selection subcommittee and the winner is the paper with the highest adjusted total score for these qualities. Because the importance of each quality may not be the same, each voter must provide an importance factor for each quality, such that the total of these factors is 1.00. The average importance factors for the subcommittee is then calculated and these average factors are multiplied by the total score for their corresponding quality and the sum of these adjusted totals becomes the total score for the paper. This procedure is to be used when the successive elimination process of ranking the papers fails to produce a winner.

Although both the A. B. Campbell Award and the *Corrosion* Best Paper Award cover a similar range of papers in *Corrosion*, there shall be no coordination between the selection subcommittees responsible for these awards in choosing the winners of these awards.

14.4 *T.J. Hull Award*

This award is given in recognition of an outstanding contribution to NACE in the field of publications.

The contribution must have resulted in greatly furthering the objectives of NACE to disseminate corrosion information in an effective and timely manner. Contributions may include the publication of a classical paper on corrosion science or engineering in one of the Association's journals; the writing and/or editing of a reference book in an area where corrosion information is lacking; innovative ideas that result in the substantial improvement of present NACE publications; or successful establishment of new techniques for the dissemination of corrosion information. Documentation of bibliographical information should be provided with the nomination only to the extent that it substantiates the nominee's contribution(s).

14.5 *Frank Newman Speller Award*

This award is given in recognition of significant contributions to corrosion engineering.

Significant contributions include the development or improvement of a method, process, apparatus or equipment, or material that facilitates the control of corrosion or makes it less costly. An individual may qualify who has made a major contribution through some form of educational or work activity that leads to a better understanding of corrosion engineering.

A summary of biographical and bibliographical information should be included with the nomination only to the extent that it substantiates the nominee's contributions to corrosion engineering. Important criteria include total publications (the essence and importance of the published materials are of more value than a list of all publications), expertise, patents, R&D activities, and prior awards. Membership in other organizations has no bearing on the selection of the award recipient, nor do the nominee's activities in NACE.

The recipients of the Frank Newman Speller Award and the Willis Rodney Whitney Award will be invited by the chair of the Awards Committee to present special award lectures at the NACE Annual Conference at which they receive their awards. Each award recipient will be asked to provide a written copy of his/her lecture before it is presented at the conference so that it can be published in one of the NACE journals.

14.6 H.H. Uhlig Award

This award is given in recognition of outstanding effectiveness in postsecondary corrosion education.

Education may occur either at the undergraduate or graduate level. Outstanding effectiveness of the educational experience is exhibited by educators who excite their students through outstanding and innovative teaching in corrosion. An educator may qualify who has effectively conveyed and instilled in students the principles and applications of corrosion science and technology and stimulated students to enter professional pursuits in defining and mitigating corrosion problems.

To qualify, a nomination must be received within 10 years of the nominee entering the field of education. Nominations must include the endorsement of three NACE members closely associated with the nominee's activities, three students who have been supervised by the nominee or enrolled in the nominee's course(s), and a senior academic administrator at the nominee's educational institution.

14.7 Willis Rodney Whitney Award

This award is given in recognition of significant contributions to corrosion science.

Significant contributions include the development or improvement of a theory that provides a more fundamental understanding of corrosion phenomena and/or the prevention of corrosion. An individual may qualify who has made a major contribution through some form of educational or work activity that leads to a better understanding of corrosion science.

A summary of biographical and bibliographical information should be included with the nomination only to the extent that it substantiates the nominee's contributions to corrosion science. Important criteria include total publications (the essence and importance of the published materials are of more value than a list of all publications), expertise, patents, R&D activities, and prior awards. Membership in other organizations has no bearing on the selection of the award recipient, nor do the nominee's activities in NACE.

The recipients of the Frank Newman Speller Award and the Willis Rodney Whitney Award will be invited by the chair of the Awards Committee to present special award lectures at the NACE Annual Conference at which they receive their awards. Each award recipient will be asked to provide a written copy of his/her lecture before it is presented at the conference so that it can be published in one of the NACE journals.

14.8 Distinguished Organization Award

This award is given in recognition of outstanding contributions by an organization to the field of corrosion science or engineering.

Outstanding contributions may involve substantial sustained contributions over a long period of time, or a major technological contribution to either corrosion science or engineering. Significant contributions may include advancement of technical products, advancement of technical processes or services, and the

organization's professional activities.

14.9 Distinguished Service Award

This award is given in recognition of distinguished service to NACE.

The distinguished service by an individual or, under exceptional circumstances, a group, may have occurred during the performance of the duties and responsibilities of any elected or appointed office or assignment at the section, region, area, or Association level.

The nature of the nominee's distinguished service to NACE should be described in detail. In the case of an individual nominee, it should be stressed that this award is for service to NACE, not technical achievement. A listing of, for instance, membership in other associations, talks given or papers published, awards received, books written, patents, or technical proficiency or performance will not be considered as support for this award. Such information should not be included in the nomination and could detract from the nominee's consideration.

Only nominations submitted during the 12 months prior to the June 30 deadline may be considered in any year.

14.10 Technical Achievement Award

This award is given in recognition of technical achievement in corrosion engineering.

The technical achievement must have had significant impact on the practice of corrosion control or the enhancement of the profession of corrosion engineering. Recognized achievements may be in the areas of research, engineering, or education.

Talks given, papers published, awards received, books written, patents, educational activities, and technical committee activities will be considered in evaluating the technical achievements of the nominee. Information on these activities should be appended to the nomination form.

Only nominations submitted during the 12 months prior to the June 30 deadline may be considered in any year.

14.11 NACE Fellow Honor

The NACE Fellow Honor is given in recognition of distinguished contributions in the fields of corrosion and its prevention.

An individual may be selected as a NACE Fellow on the basis of good personal reputation and outstanding accomplishments in some phase of corrosion science or engineering. Such accomplishments would be evidenced by, for example:

- a) Outstanding performance in a corrosion-related field of activity as recognized by the nominee's single most significant contribution;
- b) Sustaining a high level of performance in the nominee's field over a period of years;
- c) Personal innovative methods and approaches to avoid or solve problems in production, manufacturing, marketing, management, research, development, or education;
- d) Personal ability to provide technical direction and development of personnel in production, manufacturing, marketing, management, research, development, or education in corrosion science or engineering;
- e) Publication of papers, articles and books; and
- f) Development of inventions and the granting of patents to the nominee.

All information on nominees will be held in strict confidence and no information will be transmitted on any

pending nomination. Individuals who have been nominated or are being considered for nomination may or may not be contacted personally or in writing concerning the pending nomination. Any discussion or advance knowledge concerning an individual's nomination should be handled carefully and in no way should refer to the probability of selection. Misunderstandings on this issue could obviously lead to embarrassment for all parties concerned.

14.12 R. Baboian Award for Applied Corrosion Technology:

This award is given in recognition of outstanding achievement in the field application of corrosion control technology

The application may be in either the public (for example infrastructure, military, etc.) or industrial sectors. Fields of technology may include, but not be limited to commercial or industrial coatings, material selection, and/or the application of other technologies such as cathodic protection, corrosion inhibition, corrosion management, etc.

The qualities that may represent outstanding achievement in this area include excellence in craftsmanship or execution of work, use of state of the art techniques or products to creatively solve problems or provide long-term service, novelty or creativity of the solution to a problem, or represent the successful completion of work to address an especially difficult or challenging corrosion control problem or has noteworthy and marked significance such as preservation or restoration of important artifacts, facilities, etc.

The work being recognized must have been completed and the performance and utility of the application demonstrated in addressing the challenge. Besides providing the written description and documentation for the achievement, nominators are also welcomed, but not required, to submit photographs (no more than five) which illustrate the complexity, creativity and/or novelty of the application.

The contribution of each nominee to the application must be clearly identified and described in detail. The subcommittee may contact the nominator(s) to verify the contributions of the individuals. Certifications by bodies other than NACE International should not be included in the nomination and will not be considered as support for this award. Furthermore, the focus of the award is on a specific application rather than an individual's body of work or long term achievements in a field of practice.

15 SELECTION OF ASSOCIATION AWARD AND HONOR RECIPIENTS

15.1 General Information

15.1.1 An individual cannot be selected by the Awards Committee to receive more than one award or honor in any year. However, an individual may receive a NACE Fellow honor in addition to an award in the same year.

15.1.2 The qualifications of a nominee, with the exception of nominees for the A.B. Campbell Award and the *CORROSION* Best Paper Award, are based on the total contribution (i.e., recent activities do not take precedence over earlier work). Awards or honors should be granted to those nominees who have been contributing consistently for the longest time.

15.1.3 A nomination for any award or honor may be removed from consideration (i.e., rescinded) by the Awards Committee if (1) the nominee is considered to lack the necessary qualifications for that award or honor, or (2) the nomination package is considered to be too weak (i.e., there are significant deficiencies in the information provided) to make a reasonable assessment of the nominee's qualifications for that award or honor. In either case, the nominator shall be advised of this action in writing by the Awards Committee staff liaison at the first appropriate date after the selected recipient(s) for that award or honor has/have been notified by the NACE president and

accepted the award or honor for that year.

15.1.4 If, in the opinion of the Awards Committee, there are no qualified nominees for a given award or honor in any year, that award or honor shall not be given that year.

15.2 Selection Procedure

15.2.1 Every awards subcommittee shall use a common voting procedure to determine its recommendation for the award or honor recipient(s). The voting procedure used by the subcommittees shall be determined by the Awards Committee. Subcommittee members who do not adhere to this procedure shall be disqualified from voting.

15.2.2 The chair of each subcommittee shall report the results of the selection process to the Awards Committee staff liaison for transmission to the Awards Committee not later than September 15 in the year preceding that in which the award or honor will be given, in the following format:

- a) The recommended recipient(s).
- b) The names of all those nominees considered in the selection process, and the year their nominations expire.

15.2.3 The Awards Committee shall discuss each subcommittee report with the appropriate subcommittee chair. After appropriate debate the Awards Committee shall either (a) confirm the recipient(s) and inform the Board; or (b) refer a recommendation back for further review by the subcommittee.

15.3 Confidentiality

The actions of the Awards Committee and advance information to the officers of the Association and members of the Board shall be considered confidential until such time as the NACE president receives an indication of acceptance from the nominee selected by the Awards Committee. This information shall remain confidential indefinitely in the event the nominee rejects the Association award or honor.

16 FRANK NEWMAN SPELLER AWARD AND WILLIS RODNEY WHITNEY AWARD LECTURES

The recipients of the Frank Newman Speller Award and the Willis Rodney Whitney Award will be invited by the chair of the Awards Committee to present special award lectures at the NACE Annual Conference at which they receive their awards. Each award recipient will be asked to provide a written copy of his/her lecture before it is presented at the conference so that it can be published in one of the NACE journals. The award recipients should be informed of this schedule immediately after they have indicated acceptance to the NACE president so they can begin preparation of their lectures. Arrangements for the lectures at the NACE Annual Conference should be made with the NACE Annual Conference manager to minimize conflicts with other meetings and maximize attendance at these special award lectures. (Typically, the Willis Rodney Whitney Award lecture is presented on Tuesday and the Frank Newman Speller Award lecture is presented on Wednesday.) The chair of the Awards Committee or the chair of the relevant subcommittee shall be responsible for introducing the respective award recipients at these special award lectures.

17 PRESENTATION OF ASSOCIATION AWARDS AND HONORS AND RECOGNITION OF RECIPIENTS

17.1 NACE Annual Awards Dinner

All Association awards and honors are presented to the selected recipients at the NACE Annual Awards Dinner in conjunction with the NACE Annual Conference.

All Association award and honor recipients shall be recognized in the NACE Annual Awards Dinner program, along with a short (approximately 25 words) citation summarizing the accomplishments for which each recipient is being recognized. All Association award and honor recipients shall be invited to attend the NACE president's reception prior to the awards dinner.

Recipients of the R.A. Brannon Award, A.B. Campbell Award, *CORROSION* Best Paper Award, T.J. Hull Award, Frank Newman Speller Award, H.H. Uhlig Award, Willis Rodney Whitney Award, and R. Baboian Award shall be seated at the head table at the NACE Annual Awards Dinner. Each recipient may be accompanied at the head table by one guest. A recipient of these awards who is unable to attend the awards dinner may designate a stand-in to accept the award on his/her behalf.

Recipients of all other Association awards and honors shall be guests at the NACE Annual Awards Dinner and receive their awards or honors (should they choose) at the NACE Annual Awards Dinner. In the event that an award or honor recipient chooses to receive his/her award or honor at another venue, arrangements for the presentation must be made in consultation with the Awards Committee staff liaison.

17.2 Recognition in Materials Performance

Current recipients of the R.A. Brannon Award, A.B. Campbell Award, *CORROSION* Best Paper Award, T.J. Hull Award, Frank Newman Speller Award, H.H. Uhlig Award, Willis Rodney Whitney Award, and R. Baboian Award shall be recognized in *Materials Performance*, along with a biographical sketch (300 to 500 words) of the recipient of each of these awards. The names of all other Association award and honor recipients also shall appear in *Materials Performance*.

17.3 Recognition on NACE Web Site

Current recipients of all Association awards and honors shall be recognized on the NACE Web site, along with a biographical sketch (300 to 500 words) of each recipient. In addition, a list of the names of all previous recipients of each Association award and honor shall be maintained on the NACE Web site.

18 PROMOTION OF ASSOCIATION AWARD AND HONOR RECIPIENTS

NACE Headquarters shall ensure that the recipient of an Association award or honor receives recognition in a manner that would prove beneficial to the recipient and to NACE. To assist with promotion, the following information should be obtained from a recipient as far as possible in advance of granting the award or honor:

Name of recipient	Membership
Place of birth	Residence
Education	Name of spouse
Experience	Company magazine
Major professional activities	Public relations contact
Honors and awards	Local newspaper
Papers and articles	University alumni news
Special contact	

APPENDIX 2: NOMINATION FORM – A.B. CAMPBELL AWARD

This award is given in recognition of the most outstanding paper by a young author published in *Materials Performance* or **CORROSION** each year. Selection criteria include the young author's contribution, as well as the technical excellence and significance of the paper.

Young authors who published in *Materials Performance* or **CORROSION** during the applicable time period (i.e., a calendar year of issues) and wish to be considered for this award must complete this nomination form and submit it as a self-nomination. Others may submit a nomination in accordance with the Awards Committee Operating Manual. A young author must have been no older than 35 years of age (calculated according to the Roman calendar) when the manuscript was submitted for publication consideration to be eligible for this award. The young author must provide written attestation of his/her birth date. Page 2 of this nomination form requests an appraisal of the young author's contribution to the published paper, and it must be completed as indicated at the top of that page and submitted with this nomination form.

The nominee does not have to be a member of NACE. No posthumous nominations will be accepted. Past presidents of NACE are eligible for this award only for accomplishments following their presidency and only after five years have elapsed since their presidency. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of nominee: _____
Given Name Middle Initial Family Name

Birth date (month, day, year if known): _____

Present address of nominee (include phone, fax, e-mail if known): _____

Complete title of published paper in which the nominee participated: _____

NACE publication in which nominee's published paper appeared (include year, month, and pages): _____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Indicate whether the nominator and the nominee are the same: yes no

Provide ~ 25 word citation in box below.

Citation:
--

Return form to:
Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

Nomination Form — A.B. Campbell Award
Page 2

Nominee: _____

The following appraisal of the nominee's contribution to the published paper is to be completed as follows. If the young author (nominee) is the sole author, this appraisal should be completed by the sponsor of the work being reported. If the paper has multiple authors, this appraisal should be completed by the most senior (in terms of responsibility for the work described in the paper) author who is not eligible for this award, or by the sponsor of the work being reported. It is the responsibility of the nominator to secure this appraisal as an integral part of this nomination. It is the responsibility of the sponsor or senior author to accurately present the contributions of the nominee. Failure to adequately or fully complete the following appraisal may preclude proper consideration of the significance of the nominee's contribution.

Experimental Approach

What percentage of the experimental program planning was performed by the nominee? _____%

What percentage of the experimental work was the personal responsibility of the nominee? _____%

Data Analysis

What percentage of the data analysis of the experimental work was contributed by the nominee? _____%

Preparing the Published Paper

Papers published in journals normally follow a format similar to that listed below. Please indicate the percentage of each section contributed by the nominee.

- A. Background and/or literature search _____%
- B. Experimental section _____%
- C. Results _____%
- D. Discussion _____%
- E. Conclusions _____%

If the published paper did not follow the above normal format, please indicate the percentage contribution of the nominee to the various main sections of the published paper.

Appraisal completed by: _____

Please indicate whether: sponsor of the work most senior author

APPENDIX 3: NOMINATION FORM – *CORROSION* BEST PAPER AWARD

This award is given in recognition of the best paper published in *CORROSION* each year. Selection criteria include the technical excellence and the significant aspects of the paper that are meritorious in nature.

Only papers published in *CORROSION* during the calendar year of issues preceding the nomination deadline are eligible. Authors of nominated papers do not have to be members of NACE. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Complete title of nominated paper: _____

Year, month, and pages in *CORROSION* of nominated paper: _____

Names and affiliations of all authors:

	Given Name	Middle Initial	Family Name	Affiliation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Describe significant aspects of the paper that are meritorious in nature (use additional sheet if necessary):

Provide ~ 25 word citation in box below.

Citation:
--

Return form to:
Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

APPENDIX 4: NOMINATION FORM – T.J. HULL AWARD

This award is given in recognition of an outstanding contribution to NACE in the field of publications. The contribution must have resulted in greatly furthering the objectives of NACE to disseminate corrosion information in an effective and timely manner.

The contribution may include the publication of a classical paper on corrosion science or engineering in one of the Association's journals; the writing and/or editing of a reference book in an area where corrosion information is lacking; innovative ideas that result in the substantial improvement of present NACE publications; or successful establishment of new techniques for the dissemination of corrosion information. Documentation of bibliographical information should be provided with the nomination only to the extent that it substantiates the nominee's contribution(s).

The nominee must be a current member of NACE in good standing. No posthumous nominations will be accepted. Past presidents of NACE are eligible for this award only for accomplishments following their presidency and only after five years have elapsed since their presidency. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of nominee: _____
Given Name Middle Initial Family Name

Present address of nominee (include phone, fax, e-mail if known): _____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Describe the nominee's contribution(s) that resulted in greatly furthering the objectives of NACE to disseminate corrosion information in an effective and timely manner (use additional sheet if necessary):

Explain why nominee's contribution is considered outstanding and the results achieved (use additional sheet if necessary):

Provide ~ 25 word citation in box below.

Citation:

Return form to:

Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

APPENDIX 5: NOMINATION FORM – FRANK NEWMAN SPELLER AWARD

This award is given in recognition of significant contributions to corrosion engineering. Significant contributions include the development or improvement of a method, process, apparatus or equipment, or material that facilitates the control of corrosion or makes it less costly. An individual may qualify who has made a major contribution through some form of educational or work activity that leads to a better understanding of corrosion engineering.

A summary of biographical and bibliographical information should be provided with the nomination only to the extent that it substantiates the nominee's significant contributions to corrosion engineering. Important criteria include total publications (the essence and importance of the published materials are of more value than a list of all publications), expertise, patents, R&D activities, and prior awards. Membership in other organizations has no bearing on the selection of the award recipient, nor do the nominee's activities in NACE.

The nominee does not have to be a member of NACE. No posthumous nominations will be accepted. Past presidents of NACE are eligible for this award only for accomplishments following their presidency and only after five years have elapsed since their presidency. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of nominee: _____
Given Name Middle Initial Family Name

Present address of nominee (include phone, fax, e-mail if known): _____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Provide a summary of the nominee's significant contributions to corrosion engineering (use additional sheet if necessary):

Describe the essence and importance of the nominee's publications (use additional sheet if necessary):

Please provide details requested on page 2.

Provide ~ 25 word citation in box below.

Citation:

Return form to:

Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

Nomination Form — Frank Newman Speller Award
Page 2

Nominee: _____

Supplemental Detail Information (use additional sheets if necessary)

1. Education: _____

2. Expertise: _____

3. Publications: _____

4. Patents: _____

5. R&D Activities: _____

6. Prior Awards: _____

7. Contributions to corrosion engineering:

7.1 Development or improvement of method, process, apparatus, equipment, or material:

7.2 Major contributions (educational or work activities):

8. Attach nominee's biographical data or professional resume.

Nomination Form — H.H. Uhlig Award
Page 2

Nominee: _____

Supplemental Detail Information (use additional sheets if necessary)

Please summarize the nominee's qualifications briefly as indicated below:

1. Academic Teaching Experience: Institution(s) and number of years at each.

2. Teaching Accomplishments: May include innovative teaching methods and subjects, community services that foster educational contacts, student involvements, teaching awards, and other recognitions.

3. Other Experience: May include industrial, governmental, and other professional contacts that foster educational development. Briefly relate these to the nominee's teaching effectiveness.

4. Graduate Experience (if any): Give a brief overview of graduate research contributions to student education.

5. Attach the nominee's biographical data, professional resume or curriculum vitae.

Nomination Form — H.H. Uhlig Award
Page 3

Nominee: _____

6. Three (3) NACE members closely associated with the nominee's activities. (Please attach letters of endorsement.):

Name: _____

Address: _____

Telephone: _____ Fax: _____

Name: _____

Address: _____

Telephone: _____ Fax: _____

Name: _____

Address: _____

Telephone: _____ Fax: _____

7. Three (3) students who have been supervised by the nominee or enrolled in the nominee's course(s). (Please attach letters of endorsement.)

Name: _____

Address: _____

Telephone: _____ Fax: _____

Name: _____

Address: _____

Telephone: _____ Fax: _____

Name: _____

Address: _____

Telephone: _____ Fax: _____

8. Senior academic administrator at the nominee's educational institution. (Please attach letter of endorsement.)

Name: _____

Address: _____

Telephone: _____ Fax: _____

APPENDIX 7: NOMINATION FORM – WILLIS RODNEY WHITNEY AWARD

This award is given in recognition of significant contributions to corrosion science. Significant contributions include the development or improvement of a theory that provides a more fundamental understanding of corrosion phenomena and/or the prevention of corrosion. An individual may qualify who has made a major contribution through some form of educational or work activity that leads to a better understanding of corrosion science.

A summary of biographical and bibliographical information should be provided with the nomination only to the extent that it substantiates the nominee's significant contributions to corrosion science. Important criteria include total publications (the essence and importance of the published materials are more important than a list of all publications), expertise, patents, R&D activities, and prior awards. Membership in other organizations has no bearing on the selection of the award recipient, nor do the nominee's activities in NACE.

The nominee does not have to be a member of NACE. No posthumous nominations will be accepted. Past presidents of NACE are eligible for this award only for accomplishments following their presidency and only after five years have elapsed since their presidency. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of nominee: _____
Given Name Middle Initial Family Name

Present address of nominee (include phone, fax, e-mail if known): _____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Provide a summary of the nominee's significant contributions to corrosion science (use additional sheet if necessary):

Describe the essence and importance of the nominee's publications (use additional sheet if necessary):

Please provide details requested on page 2.

Provide ~ 25 word citation in box below.

<p>Citation:</p>

Return form to:
Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

Nomination Form — Willis Rodney Whitney Award
Page 2

Nominee: _____

Supplemental Detail Information (use additional sheets if necessary)

1. Education: _____

2. Expertise: _____

3. Publications: _____

4. Patents: _____

5. R&D Activities: _____

6. Prior Awards: _____

7. Contributions to corrosion science:

7.1 Development or improvement of a theory that provides a more fundamental understanding of corrosion phenomena and/or prevention of corrosion:

7.2 Major contributions (educational or work activities):

8. Attach nominee's biographical data or professional resume.

APPENDIX 8: NOMINATION FORM – DISTINGUISHED ORGANIZATION AWARD

This award is given in recognition of outstanding contributions by an organization in the field of corrosion science or engineering. Outstanding contributions may involve substantial sustained contributions over a long period of time, or a major technological contribution to either corrosion science or engineering. Significant contributions may include advancement of technical products, advancement of technical processes or services, and the organizations professional activities.

Any organization, including for profit and nonprofit organizations or educational institutions, are eligible for this award. Past recipients of the award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of organization: _____

Organization address (include phone, fax, Web site): _____

Name of Chief Executive Officer: _____

Name of Director of R&D/Technology: _____

Name of organization contact: _____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Describe the nominee's outstanding contribution(s) in the field of corrosion science or engineering including the significance and period of time sustained (use additional sheet if necessary):

Provide ~ 25 word citation in box below.

Citation:

Return form to:
Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

APPENDIX 9: NOMINATION FORM – DISTINGUISHED SERVICE AWARD

This award is given in recognition of distinguished service to NACE. The distinguished service by an individual or, under exceptional circumstances, a group, may have occurred during the performance of the duties and responsibilities of any elected or appointed office or assignment at the section, region, area, or Association level.

The nature of the nominee's distinguished service to NACE should be described in detail. In the case of an individual nominee, it should be stressed that this award is for service to NACE, not technical achievement. A listing of, for instance, membership in other associations, talks given or papers published, awards received, books written, patents, or technical proficiency or performance will not be considered as support for this award. Such information should not be included in the nomination and could detract from the nominee's consideration.

Only nominations submitted during the 12 months prior to the June 30 deadline may be considered in any year. If a previous nomination failed to result in an award, the nominee may be renominated at any time by completing and submitting a new nomination form that includes additional and/or updated supporting information. Each nominating group may not nominate or renominate more than two nominees for this award each year.

An individual nominee must be a current member of NACE in good standing. No posthumous nominations will be accepted. Past presidents of NACE are not eligible for this award. Past recipients of the R.A. Brannon Award are not eligible for this award. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of nominee: _____
Given Name Middle Initial Family Name

Present address of nominee (include phone, fax, e-mail if known): _____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Level at which distinguished service occurred: Section Region Area Association

Explain nature of service and why nominee's performance is considered distinguished (use additional sheet if necessary):

Attach nominee's history of NACE activities.

Provide ~ 25 word citation in box below.

Citation:
--

Return form to:
Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

APPENDIX 10: NOMINATION FORM – TECHNICAL ACHIEVEMENT AWARD

This award is given in recognition of technical achievement in corrosion engineering. The technical achievement must have had significant impact on the practice of corrosion control or the enhancement of the profession of corrosion engineering. Recognized achievements may be in the areas of research, engineering, or education. Talks given, papers published, awards received, books written, patents, educational activities, and technical committee activities will be considered in evaluating the technical achievements of the nominee.

Only nominations submitted during the 12 months prior to the June 30 deadline may be considered in any year. If a previous nomination failed to result in an award, the nominee may be renominated at any time by completing and submitting a new nomination form that includes additional and/or updated supporting information. Each nominating group may not nominate or renominate more than two nominees for this award each year.

The nominee must be a current member of NACE in good standing. No posthumous nominations will be accepted. Past presidents of NACE are eligible for this award only for accomplishments after their presidency and only after five years have elapsed since their presidency. Past recipients of the Frank Newman Speller Award and the Willis Rodney Whitney Award are not eligible for this award. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of nominee: _____
Given Name Middle Initial Family Name

Present address of nominee (include phone, fax, e-mail if known): _____

Nomination submitted by: _____

Nominator's address (include phone, fax, e-mail): _____

Area of technical achievement: Research Engineering Education

Explain the nature of the nominee's technical achievements and what significant impact they have had on the practice of corrosion control or the enhancement of the profession of corrosion engineering (use additional sheet if necessary):

Attach a summary of the nominee's technical achievements.

Provide ~ 25 word citation in box below.

Citation:
--

Return form to:
Awards Committee Staff Liaison
NACE International
15835 Park Ten Place
Houston, TX 77084

APPENDIX 11: NOMINATION FORM – NACE FELLOW HONOR

NACE has established the honor of Fellow of the Association, to provide recognition of members for their sustained outstanding contributions to the fields of corrosion or its prevention, their ability to provide wise advice to the Association and their potential to be honored representatives of the Association.

Nominees must have completed five years of current, continuous membership in the Association at the time of nomination. Members serving on the NACE Board of Directors may not be nominated for a NACE Fellow during their term on the Board. Contributions of service to the Association are not considered in the evaluation of candidates for the Fellow Honor.

Nominations shall be considered for three consecutive years. Nominations that are unsuccessful after three years may be resubmitted three years after their last unsuccessful year.

The Fellow Honor Subcommittee will review only nominations submitted on this form. No attachments to the form will be considered and no applications will be considered if they are more than eight pages long.

Date submitted:

Deadline: June 30

Name of Nominee:	Given Name	Family Name
Position/Company		
Telephone (include country code and city code)	Work:	Home:
Email Address:		
NACE Membership Information	Membership No:	Member since (as on Membership Card)

Nominated by (circle one) AREA / REGION / SECTION / COMMITTEE / THREE MEMBERS / NACE FELLOW who hereby declare the information provided to be accurate to the best of their knowledge.	
Name(s) of Nominators	
Signature(s) (Office held, if relevant)	_____

	Description	Year(s)
1. Education Record (Institution / Degree and specialization, if any)		

2. Candidates for the NACE Fellow Honor must demonstrate outstanding contributions in the fields of corrosion science or corrosion engineering that has been sustained over a period of years.

A. Describe the nominee's most important contribution in a corrosion-related activity and show its impact both within the corrosion community at large as well as within the candidate's own organization. Note that substantially less weight will be placed on achievements that do not benefit the wider corrosion community.

B. Describe additional outstanding contributions by the candidate in corrosion-related activities, and their impact both within the corrosion community at large as well as within the candidate's own organization. Note that substantially less weight will be placed on achievements that do not benefit the wider corrosion community.

Briefly describe the impact on the corrosion community of the candidate's 10 most important publications. Provide full citations for each of these publications.

3. Candidates for the NACE Fellow Honor must demonstrate that they have taken steps to disseminate their findings and their knowledge in corrosion science and engineering and that they would be able to provide wise advice to the Association.

A. Describe the candidate's activities in disseminating his/her findings and knowledge through, for example publication, achievements in technical development of personnel, education in corrosion science and engineering, mentoring or providing wise advice.

B. State the total numbers of peer-reviewed publications, conference papers, patents and other publications in which the candidate made significant contributions in corrosion science and engineering. (Please do not list any publications; to do so may disqualify the nomination.)

4. Candidates for the NACE Fellow Honor must have the potential to become an honored representative of the Association.

A. Describe how the candidate would be an honored representative of the Association if named a NACE Fellow.

Provide a citation 25 words or less which summarizes the basis of recognition as a NACE Fellow. (This will be used for subsequent formal announcements and publicity purposes.)

Citation:

Please submit this form by June 30 to:

Awards Committee Staff Liaison
NACE International
15835 Park Ten Place

Houston, TX 77084 USA

APPENDIX 12: NOMINATION FORM –R. Baboian Award for Applied Corrosion Technology

This award is given in recognition of achievement in the field application of corrosion technology. The achievement must have had notable impact on the practice of corrosion control or the enhancement of the profession of corrosion. This award is specifically targeted to field practitioners of corrosion control technology such as inspectors, technologists and engineers. The qualities that may represent achievement in this area include excellence in craftsmanship or execution of work, use of state of the art techniques or products to creatively solve problems or provide long-term service, novelty or creativity of the solution to a problem, or represent the successful completion of work to address an especially difficult or challenging corrosion control problem or has noteworthy and marked significance such as preservation or restoration of important artifacts, facilities, etc. The application must have been completed and have demonstrated success or utility in addressing the challenge. This award is not intended to recognize work in corrosion research and development.

Only nominations submitted during the 12 months prior to the June 30 deadline may be considered in any year. Previous nominations that were unsuccessful may be reconsidered in accordance with current policies of the Awards Committee. A previous nomination that failed to result in an award may be resubmitted at any time by completing and submitting a new nomination that includes additional and/or updated supporting information. No nominating group may submit more than two nominations for this award each year.

The nominee(s) must include at least one member in good standing of NACE International and must hold at least one Certification issued by the NACE International Institute. Past recipients of this award are not eligible to receive this award again.

Date submitted: _____

Deadline: June 30

Full name of nominee(s) [Max. 3]:

	Given Name	Middle Initial	Family Name
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Current address(es) of nominee(s) (include phone, fax, e-mail if known):

1.	_____

2.	_____

3.	_____

APPENDIX 13: SUMMARY OF ASSOCIATION AWARDS AND HONORS

NACE International has many members deserving of awards or honors. This summary sheet has been prepared to assist you in selecting the proper award or honor for which to submit a nomination.

<u>NAME</u>	<u>DESCRIPTION</u>
R.A. Brannon Award	Given in recognition of outstanding contributions at the Association level that resulted in promotion of the objectives of NACE.
A.B. Campbell Award	Given in recognition of the most outstanding paper by a young author published in <i>Materials Performance</i> or <i>CORROSION</i> each year.
CORROSION Best Paper Award	Given in recognition of the best paper published in <i>CORROSION</i> each year.
T.J. Hull Award	Given in recognition of an outstanding contribution to NACE in the field of publications.
Frank Newman Speller Award	Given in recognition of significant contributions to corrosion engineering.
H.H. Uhlig Award	Given in recognition of outstanding effectiveness in postsecondary corrosion education.
Willis Rodney Whitney Award	Given in recognition of significant contributions to corrosion science.
R. Baboian Award	Given in recognition of outstanding achievement in the field application of corrosion control technology
Distinguished Organization Award	Given in recognition of outstanding contributions by an organization to the field of corrosion science or engineering.
Distinguished Service Award	Given in recognition of distinguished service to NACE.
Technical Achievement Award	Given in recognition of technical achievement in corrosion engineering.
NACE Fellow Honor	Given in recognition of distinguished contributions in the field of corrosion and its prevention.

Additional information regarding eligibility and selection criteria for each of these awards and honors is provided on the respective nomination forms and in the Awards Committee Operating Manual.

The deadline for submitting nominations for all awards and honors is June 30.

PLEASE FOLLOW THE INSTRUCTIONS PROVIDED ON THE NOMINATION FORMS. THE NOMINEE'S OPPORTUNITY FOR THE AWARD IS GREATLY ENHANCED BY THE SUBMISSION OF A CAREFULLY PREPARED, EFFECTIVE PRESENTATION THAT ADDRESSES ONLY THE CRITERIA LISTED ON THE NOMINATION FORM. PLEASE DO NOT SUBMIT INFORMATION THAT WILL NOT BE CONSIDERED. THE INCLUSION OF IRRELEVANT INFORMATION MAY ACTUALLY DETRACT FROM THE NOMINATION. COMPLETED SAMPLE NOMINATIONS ARE AVAILABLE UPON REQUEST FROM NACE HEADQUARTERS.

APPENDIX 14: SAMPLE LETTER – A.B. CAMPBELL AWARD NOMINATION

<<date>>

<<name>>

Dear <<name>>:

Ref: <<paper title>>

NACE International presents the A.B. Campbell Award in recognition of the most outstanding paper by a young author published in *Materials Performance* or *CORROSION* each year.

You are eligible for the 20XX A.B. Campbell Award if:

- you were no older than 35 years (calculated according to the Roman calendar) on the date the manuscript was first submitted to NACE for publication consideration; and
- your paper was published in the 20YY calendar year of issues of *Materials Performance* or *CORROSION*.

The recipient of the 20XX A.B. Campbell Award will receive an inscribed award and an honorarium of \$1,000. In cases where the paper selected to receive this award has multiple eligible young authors, the honorarium will be divided among them. The award will be presented at the Annual Awards Dinner during the 20XX NACE Annual Conference in <<city>>, <<state>>.

If you are eligible and wish to be considered for the 20XX A.B. Campbell Award, please complete the attached nomination form. You must indicate your birth date on the first page of the form, and you must have an appraisal of your contribution to the paper completed as indicated on page 2 of the nomination form. Only young authors who have made substantial contributions to the paper will be considered for this award.

Completed nomination forms must be submitted to NACE Headquarters no later than June 30, 20ZZ. They may be sent by: normal postal services; expedited delivery services such as FedEx or UPS; facsimile (fax: +1 281-228-6357); or e-mail (addressed to awards@nace.org) with an attached scanned copy or electronic file in PDF format.

Thank you for your time.

Sincerely,

Awards Committee Staff Liaison

/s
Encl.

APPENDIX 15: AWARDS COMMITTEE – CHRONOLOGICAL ORDER OF EVENTS

JANUARY

Chair

- Sends out a letter to the chairs of all sections, regions, areas, and TCC chairs reminding them of the need to nominate all worthy candidates for the various awards. Recommends that nominations follow a “winning” style in terms of completeness and relevance. Awards Committee staff liaison to send out, upon request, examples of successful nomination packages.
- Submits membership roster for Awards Committee for upcoming year agreed to by the vice president of NACE, who will solicit the Board’s approval.

Staff Liaison

- Sends letters to authors of *Materials Performance* and *CORROSION* papers that were published in the preceding calendar year of issues to invite them to submit a nomination for the A.B. Campbell Award if they are eligible from an age standpoint.

FEBRUARY

Chair

- Prepares agenda for Awards Committee meeting at the NACE Annual Conference.

Staff Liaison

- Sends agenda for meeting at the NACE Annual Conference to all Awards Committee members at least 30 days prior to meeting.

MARCH (approximate timing of Awards Committee meeting at the NACE Annual Conference)

Chair

- Appoints members of all subcommittees.
- Chairs Awards Committee meeting at the NACE Annual Conference
- Introduces award and honor recipients at the NACE Annual Awards Dinner.

APRIL

Staff Liaison

- Prepares and distributes the minutes of Awards Committee meeting at the NACE Annual Conference within 30 days of meeting.
- Prepares write-up of awards and honors activities at the NACE Annual Conference for printing in June *MP*.

CORROSION Editorial Staff

- Sends to each *CORROSION* Editorial Board member a list of papers published in the previous calendar year of issues for which they were primary editor and requests that they submit nominations for the *CORROSION* Best Paper Award.

JUNE

Staff Liaison

- Receives nominations for all awards and honors by the deadline of June 30.
- Validates the eligibility of nominators and nominees for all nominations received.

JULY

Staff Liaison

- Makes copies of all valid award and honor nominations.
- Sends voting package with copies of valid award and honor nominations to the appropriate award and honor subcommittees by July 15.

SEPTEMBER

Subcommittee Chairs

- On or before September 15, submit to the Awards Committee staff liaison the “award forms”, with the recommended recipient(s) for each award or honor.

Chair

- Prepares fall meeting agenda for Awards Committee.

Staff Liaison

- Receives and compiles all “award forms” from subcommittee chairs.

OCTOBER

Awards Committee

- Approximate timing of fall Awards Committee meeting. Receive presentation of recommended award and honor recipients by each subcommittee chair. Votes taken by all Awards Committee members.
- Suggest names of replacements for members leaving Awards Committee after the next NACE Annual Conference.

Chair

- Reports award and honor recipients to Board

Staff Liaison

- Prepares submission to *MP* with notification of award and honor recipients for January issue.

NOVEMBER

Staff Liaison

- Prepares letters of notification to all award and recipients to be sent out under the signature of the NACE President.
- Send letters to the nominators whose nominations were not successful. Indicate whether or not the nominations will be automatically carried over for consideration next year. For those that will not be carried over, provide an explanation why the nominations were not successful and what can be done to improve a future nomination (with input from the subcommittee chair).

Subcommittee Chairs

- Provide input to the staff liaison on why nominations were not successful and what can be done to improve a future nomination for inclusion in the letter to the nominators whose nominations were not successful.