

## **Rules Governing the ASTM International Award of Merit**

### **Establishment of the Award**

The ASTM Board of Directors established the Award of Merit in 1949 to recognize distinguished service to the Society by individual members. The award is granted solely on merit.

Due to the prestigious stature of the award, it is recommended that a committee submit no more than one nomination in a given year.

### **Basis of the Award**

Any or all of the following types of service shall be considered as the basis for nominating an individual for the Award of Merit:

- Unusually productive service in ASTM committee work over a substantial period of time.
- Significant technical contributions in authoring new standards or revisions to existing standards
- Marked leadership or mentoring in administrative or special activities at the subcommittee, committee, or Society level.
- Outstanding contributions in the areas of research or testing, leading to new standards development.
- Symposium or publication activities of special benefit to the work of a committee or the Society.
- Any other outstanding service or activity that has greatly enhanced the prestige or standing, and advanced the interests of, a particular committee or the Society as a whole.

### **Preparation and Submission of Nominations**

- All nominations shall follow the Guidelines for Preparing Award of Merit nominations provided annually to all committees by ASTM International headquarters.
- A nomination shall be developed by either an Ad Hoc Committee of the Executive Subcommittee or an Awards Subcommittee, in each case consisting of at least three members.

- If a nominee has made significant contributions in more than one Committee, the Committees may work together to prepare the nomination, but one Committee must be selected as the sponsor.
- Nominations are to be submitted to the Award of Merit Selection Committee in care of Maryann Zamorski ([mzamorski@astm.org](mailto:mzamorski@astm.org)). All nominations are to be received by November 1<sup>st</sup> of each year. Nominations received after this date will be held for consideration in the following year.
- To be eligible, a nominee shall be a member of the Society both in the year the nomination is submitted and the year in which it is reviewed by the Award of Merit Selection Committee, and shall be living at the time of the submission cut-off date. An individual is only eligible to be awarded the ASTM Award of Merit one time.
- Current Executive Subcommittee Members of the Board of Directors and ASTM International employees are not eligible to receive the ASTM International Award of Merit.

#### **Award of Merit Selection Committee**

- The Award of Merit Selection Committee shall consist of the Senior Vice-Chair of the ASTM International Board of Directors, and six other members appointed by the Board Chair of the ASTM Board of Directors to three-year, staggered terms of office.
- The Senior Vice-Chair of the Board of Directors each year shall serve as Chair of the Award of Merit Selection Committee.
- The Award of Merit Selection Committee shall meet to consider all the nominations for a given year in February of that year.
- The Award of Merit Selection Committee must determine that the nominee has performed distinguished, and not just expected service to ASTM International based on the information contained in the nomination. In addition, the Award of Merit Selection Committee shall ensure that the "Guidelines" have been followed and the "Basis of the Award" has been documented adequately.
- All members of the Award of Merit Selection Committee shall be entitled to a vote, and a simple majority shall be required for acceptance of each nomination.
- The Chair of the Award of Merit Selection Committee shall report the actions of that committee to the Executive Committee of the ASTM International Board of Directors, and the Executive Committee shall provide a final report to the full Board for information.

## **Form and Presentation of the Award**

The award shall consist of a walnut plaque designating the recipient a Fellow of the Society and an ASTM International lapel pin/tie tack.

Presentation of the ASTM International Award of Merit should be scheduled at the convenience and discretion of the recipient during the year in which it was approved, preferably at an ASTM International committee meeting or special awards banquet.

## **GUIDELINES FOR PREPARING AWARD OF MERIT NOMINATIONS**

### **SECTION I**

Name of Nominee

Professional Title

Department or Division

Name of Company or Organization

Address of Company or Organization

### **SECTION II- BASIS OF THE AWARD**

Any or all of the following types of service shall be considered as the basis for nominating an individual for the Award of Merit. Please include those that apply.

- Unusually productive service in ASTM committee work over a substantial period of time.
- Significant technical contributions in authoring new standards or revisions to existing standards
- Marked leadership in administrative or special activities at the subcommittee, committee, or Society level.
- Outstanding contributions in the areas of research or testing, leading to new standards development.
- Symposium or publication activities of special benefit to the work of a committee or the Society.
- Any other outstanding service or activity that has greatly enhanced the prestige or standing, and advanced the interests of a particular committee or the Society as a whole.

### **SECTION III - BIOGRAPHICAL DATA (not to exceed 50 words)**

Please submit a **brief** biography on the professional background of the nominee. Remember, the Award of Merit is given for distinguished service to ASTM International, not the nominee's personal background. Please refrain from including any personal data.

### **SECTION IV CITATION (not to exceed 3 typed lines)**

This section should contain one carefully prepared sentence that illustrates why the nominee

is receiving the award. This wording will appear on the plaque if the nominee is selected. When preparing this section, please be specific and succinct; mention ASTM International and the Main Committee by title and designation in which the nominee has performed in an "outstanding manner." Please do not put the length of service in the citation.

The following are examples of excellent citations:

“For outstanding contributions and leadership in developing standards related to gypsum products and their installation, and in the overall operation of ASTM International Committee C11 on Gypsum and Related Building Materials and Systems”

“For meritorious and dedicated service to ASTM International Committee F15 on Consumer Products with a strong commitment to the pursuit of safer products via standards development, especially in the area of juvenile products, and for respected technical expertise, outstanding leadership and exemplary professionalism”

## **SECTION V – OUTLINE DOCUMENTING ASTM INTERNATIONAL CONTRIBUTIONS**

Present, in an organized format, the facts and figures of the nominee's service and contributions to support the general qualitative information and endorsements made that qualify them for the Award of Merit. Contributions may be listed from multiple committees if applicable. Please spell out all acronyms at least once in the nomination.

### **ASTM International Membership and Offices Held**

- Years of ASTM Membership, or active ASTM participation if longer
- Years of technical committee membership (list committees and subcommittees)
- Years as Subcommittee Chair
- Years as Main Committee or Division Officer (list office)
- Years as a member or chair of a standing or special committee e.g. COS, COTCO, COP, or Board of Directors. (Current Executive Subcommittee Members of the Board of Directors are ineligible).
- Standards nominee was principal author of (state designation and title)
- Round-robin test program which nominee organized or participated in
- Work Items for which the nominee is the technical contact or task group member, with specifics regarding whether it was a major or minor revision or a new standard, and whether the nominee was the primary author.
- Symposia which nominee organized
- STP's edited by nominee
- Technical papers published in ASTM journals

### **Additional Information**

- Years of Task Group membership
- Years of Task Group Chair

Other ASTM International Contributions – Describe briefly detail how the contributions relates to ASTM International

- Leadership in organizing a new technical committee, major division or subcommittee
- Leadership in guiding committee growth, expansion of scope, improvement in operating procedures, achievement of committee balance, etc.

ASTM International Awards

- Previous Society awards
- Committee awards with Society recognition
- Committee Awards of Appreciation

**SECTION VI - SIGNIFICANCE OF CONTRIBUTIONS (not to exceed 1 page)**

Describe the nature, significance, and context of the nominee's contributions to ASTM International to support the facts and figures outlined in Section V. Please briefly describe in a sentence or two the importance and impact of the standard, round robin, symposia, STP, technical paper, or leadership roles, in the industry and the individual's specific contribution. Focus on those items which directly support the basis of this nomination as described in Section II.

The nature of the contributions is a listing of the significant types of achievements on which the nomination is being based, as described in "The Rules Governing the ASTM International Award of Merit."

The significance relates to the importance of the contributions, the benefits, and the effects that resulted, or will result from them.

The context refers to background against which the contributions were made.

- Was there any special problem in the committee that needed to be overcome?
- Was there a new national or international need that had to be addressed?

**SECTION VII - NOMINATING COMMITTEE**

Please list the names, organizational affiliations, and addresses of the persons submitting the nomination, and an indication of awards they have received, including the Award of Merit. Include phone numbers so that members of the selection committee may, if necessary, make inquiries about the written submittal.

Note: At Least Three Individuals Must Be Listed, Per Item #2 In "Preparation And Submission Of Nominations."

## **A FINAL WORD**

An Award of Merit nomination is not in competition with other Award of Merit nominations. Nominating Committees are encouraged to work together with other committees if the nominee has performed distinguished service in multiple committees.

The commitment of ASTM International's members to their standards development work is crucial to the continued success of the technical committees and the Society as a whole. Submitting a well-written Award of Merit nomination can lead to this success by focusing on the technical contributions of your nominee.

Please remember that the Award of Merit Selection Committee Members do not know your nominee. They must determine that a nominee has performed distinguished and not just expected service to ASTM International based solely on the information you provide in a nomination.

The nominee must be a member of ASTM International at the time the nomination is submitted and the year in which it is reviewed by the Award of Merit Selection Committee.

The nominee must be alive at the time of the submission cut-off date for the Award of Merit.

Please try to avoid the following occurrences:

- A nomination that is too brief and does not provide adequate information on specific technical service and contributions to ASTM International.
- A nomination in which the same facts and figures are repeated throughout the nomination.
- A nomination that lists information on the nominee's achievements not relevant to ASTM International, such as contributions to his/her employer or other organizations.