



Nominations Guidelines

Background

The WAAIME membership has been encouraged to nominate individuals to serve on its Executive Committee (EC) and to receive its Founder's Award for years. Nominations are typically solicited in the Spring Newsletter and the process for nominating individuals is laid out in that Newsletter.

Since its merger with SME in 2008 and until 2023, the EC was comprised of three members: an Eastern United States Representative, a Western United States Representative, and an International Representative. Each representative was elected for a three-year term on a rotating basis. The first-year member served as Vice Chair, the second-year member served as Chair, and the third-year representative served as the Past Chair.

With the approval of the 2023 Omnibus Joint Resolutions (Appendix B of the WAAIME Operations Handbook), the WAAIME EC was expanded to comprise five WAAIME Division Officers: Chair, Chair-Elect, and Past Chair, each of which serve one-year terms progressing from Chair-Elect to Chair to Past Chair over a single three-year term. The other two Division Officers are: the Scholarship Chair and International Chair, both of whom serve three-year terms. In expanding the EC to five members, the Omnibus Resolutions eliminate reference to the Eastern and Western representation but do require that the International Chair be an international member.

The Omnibus Resolutions go on to disallow consecutive terms for WAAIME EC members except for the Scholarship Chair, who will be permitted to serve no more than two consecutive terms. To avoid consecutive terms, an EC Member must rotate off the EC entirely for at least one year before being eligible to be reelected to the EC.

The Founder's Award was established in 2014 and was initially funded by our founding local section, Tri-State (NY-NJ-CT). It was given in honor of an individual's many years of service and hard work to build the WAAIME fund that promotes the extractive industries served by AIME and its member societies. Today, the Award is funded and managed by the WAAIME EC and presented to a person in recognition of that individual's exemplary service to WAAIME and its goals. It recognizes those members who have contributed significantly to a local WAAIME section, a WAAIME Division Committee, or to further the goals and purposes as set forth in WAAIME's incorporation. Founder's Award recipients may or may not be members of the WAAIME Division if they meet the abovementioned recognition criteria. The EC is responsible for soliciting and receiving nominations and selecting the recipient of the Founder's Award.



At its Midyear meeting on September 14, 2025, the WAAIME EC unanimously voted to give two Founder's Awards: one for WAAIME volunteers in the United States and one for international volunteers. The U.S. recipients will receive recognition of their award at the SME Annual Conference & Expo, usually held the last week of February of the upcoming year. The International recipients will receive recognition of their award at an appropriate extractive industry-related event in Chile, Mexico or Peru.

In the past, the EC nominations were solicited by November 30 and selected in December of each year, leaving no time to announce the new members to the WAAIME membership in advance of their installation onto the EC. Founder's Award nominations were sought by July 1 to allow a decision on the successful award recipient to be chosen at WAAIME's Mid-Year meeting (usually in September). SME has requested that all SME award recipients be identified by or before September 1 to facilitate adequate preparation for the Annual Conference and Expo. For simplicity, the EC opted to make the nomination schedule for the Founder's Awards and for filling EC vacancies the same. This allows both the Founder's Award recipient and the newly elected EC members to be named in the Fall Newsletter.

Terms of Service

2023 Omnibus Joint Resolutions (Appendix B of the WAAIME Operations Handbook) do not allow EC members to serve consecutive terms except for the Scholarship Chair. It does allow individuals to serve more than a single three-year term.

Members of the WAAIME leadership have often served multiple terms in the past, primarily due to a significantly diminishing membership and its consequent shortage of willing volunteers to undertake leadership roles. Since WAAIME membership is now on the rise, serving multiple terms on the EC is no longer a necessity and is strongly discouraged. Serving multiple terms should be considered only when capable individuals are unavailable or unwilling to serve.

Executive Committee Nominations

The process for nominating an individual to the Executive Committee is included in the WAAIME Operations Handbook which is posted on the websites www.smenet.org and on www.WAAIME.org. If anything in this Guideline conflicts with the information contained in the Operations Handbook, the Handbook content shall prevail.

The Executive Committee is responsible for nominating and/or receiving nominations from the WAAIME membership to fill vacancies on the Executive Committee. The Executive Committee Past Chair shall preside over the nominations process of selecting a qualified individual(s) to fill the annually vacated Chair-Elect position, and the Scholarship Chair and International Chair positions on a three-year rotating basis.



To ensure that the incoming Executive Committee members are adequately prepared to serve, WAAIME will nominate and elect a Chair-Elect-Designate for a one-year term with the intent that the Chair-Elect-Designate will rotate into the three-year Chair-Elect to Chair-to Past Chair term after her/his one-year term is completed. Similarly, WAAIME will also elect a Scholarship Vice Chair and International Vice Chair, both of whom will serve at least a one-year term and thereafter be elected Scholarship Chair and International Chair respectively after the standing Chairs three-year commitment is completed. The Chair-Elect-Designate, Scholarship Vice Chair and International Vice Chair are not voting members on the EC nor officers of the Division until they are duly elected rotate onto the EC.

Nominations for new Executive Committee members, including the Chair-Elect, Scholarship Chair and International Chair positions, are solicited from the WAAIME membership via the Spring Newsletter. Specific dates are provided in the Newsletter. Nominations are to include 1) a single-page nomination letter stating the nominator's knowledge of and relationship to the nominee, 2) a brief biography of the nominee's specific contributions to WAAIME and/or specifically to the scholarship or international committee, and 3) a photograph of the nominee.

Executive Committee nominations typically adhere to the following timeline:

- A call for Executive Committee nominations is given in the May Newsletter.
- On or before July 1: Nominations, including a one-page nomination letter (or a letter of interest if self-nominating), photo and brief biography for each nominee, are due into SME Headquarters.
- On or before July 10: SME Headquarters will forward all nominee information to the WAAIME Past Chair.
- On or before August 1: the WAAIME Past Chair will review each of the nominations and assess the qualifications, experience, and willingness of each nominee to serve in the position for which they have been nominated in preparation for a discussion among the Executive Committee in closed session at the WAAIME Midyear Meeting.
- At the WAAIME Midyear Meeting: In a closed session and under the leadership of the WAAIME Past Chair, the Executive Committee will consider each nominated individual and select and ratify the preferred nominee.
- On or before October 1: the WAAIME Past Chair will notify SME Headquarters of the incoming Executive Committee member(s) as well as notify the incoming Executive Committee member(s) and invite the individual(s) to attend the SME Annual Conference & Expo, usually held the last week of February of the upcoming year.



- The names of the newly elected Executive Committee members will be announced in the Fall Newsletter and installed into their three-year term at the SME Annual Conference & Expo, usually held the last week of February of the upcoming year.

Should there be no qualified individuals nominated according to previously described nomination process, the Division Chair shall work with the Executive Committee to identify and recruit appropriately qualified individuals to fill any vacancies.

Should a vacancy arise on the Executive Committee outside the previously described nomination process, the Division Chair shall appoint an interim Executive Committee member to serve on a temporary basis until the next WAAIME Annual Meeting.

Founder's Award Nominations

The process for nominating an individual to receive the Founder's Award is included in the WAAIME Operations Handbook which is posted on the websites www.smenet.org and on www.WAAIME.org. If anything in this Guideline conflicts with the information contained in the Operations Handbook, the Handbook content shall prevail.

Nominations for the Founder's Award are solicited via WAAIME's Spring Newsletter and on the LinkedIn page for the United States. Specific dates are provided in the Newsletter. Nominations are to include 1) a single-page nomination letter stating the nominator's knowledge of and relationship to the nominee, 2) a brief biography of the nominee's specific contributions to a local WAAIME section and/or committee, or to furthering WAAIME's Vision and Strategic Goals, and 3) a photograph of the nominee.

The Founder's Award process typically adheres to the following timeline:

- A call for Founder's Award nominations is given in the May Newsletter.
- On or before July 1: Nominations, including a one-page nomination letter, photo and brief biography for the nominee, are due into SME Headquarters.
- On or before July 10: SME Headquarters will forward all nominee information to the WAAIME Past Chair.
- On or before August 1: the WAAIME Past Chair will review each of the nominations and assess the service record and contributions to WAAIME of each nominee in preparation for a discussion among the EC in closed session meeting.
- On or before September 1: The Executive Committee Chair shall call a closed meeting of the EC, asking that the WAAIME Past Chair present the Founder's Award nominees to



the Committee, manage the voting process, and champion the selection of the Founder's Award winners.

- On or before September 1: The WAAIME Past Chair shall inform SME headquarters of the Founder's Award recipients for the coming year.
- On or before September 15: The U.S. domiciled award recipient is notified and requested to attend the SME Annual Conference & Expo. The International domiciled award recipient is notified and requested to attend the selected extractive industry-related event in either Chile, Mexico or Peru.
- The Award winner typically receives:
 - Air travel to the location of the conference where they will be recognized.
 - Lodging for one night plus meals.
 - Two tickets to the event where the Award is given (In the U.S., this is usually at the Women of SME Breakfast held on Tuesday morning of the Conference & Expo).
 - A Certificate recognizing the recipient's contributions to the WAAIME Division.
 - The WAAIME medal (usually presented as a necklace).
 - A \$500 allocation to be donated in the recipient's name back to WAAIME, to a local WAAIME section, or to another like-minded organization that advocates for students.
- The names of the U.S. and International Founder's Award recipients will be announced in the Fall Newsletter.

The Founder's Award is typically given annually. The Executive Committee is not obliged to give the Award annually if a deserving recipient is not nominated. All Founder's Award nominations are considered active for a period of three years.