## BYLAWS

## M-161 PEI Professional Engineer of the Year Award Committee

## American Society of Agricultural and Biological Engineers

## Article I - Committee Name and Description

1. The name of the committee is M-161 PEI Professional Engineer of the Year Award Committee.
2. These Bylaws describe the organization and general operating procedures of the M-161 Committee of the American Society of Agricultural and Biological Engineers Membership Development Council.
3. Administration of the Award shall be by the M-161 Committee in accordance with the policies and procedures established by the Board of Trustees of the American Society of Agricultural Engineers. The committee is approved by M-102 Awards Coordinating Committee and Membership Development Council and is empowered to select the candidate to receive the Award.
4. Committee Bylaws may be amended by an affirmative vote of two-thirds (2/3) of the committee members using a ballot (hard copy or electronic) or by unanimous affirmative vote of committee members and approved by M-131 Awards Coordinating Committee chair.
	1. Committee bylaws become effective upon approval by the ASABE Membership Development Council.
	2. After approval, copies of the committee bylaws, marked with the latest approval date, are to be distributed to the ASABE Membership Development Council Chair, the M-102 Awards Coordinator, and ASABE headquarters and to all committee members.
5. A quorum shall consist of four regular committee members.

## Article II - Committee Objective

1. The objective of the committee is to select, annually, the most qualified candidate(s) to receive the PEI Professional Engineer of the Year Award, presented by the American Society of Agricultural and Biological Engineers.

## Article III - Committee Composition and Responsibilities

1. The committee shall consist of five (5) or seven (7) regular members and one (1) ex officio member. Regular members shall be members of ASABE and the Professional Engineering Institute (PEI) with several years of engineering experience that span the wide variety of technological activity of the Society.
2. The ex officio member, named by the Executive Director of ASABE, shall be an ASABE staff member whose job responsibilities include the ASABE Awards Program.
3. Regular members shall be appointed to three-year terms. Appointments should be staggered to provide uniform membership changes each year. Terms for regular members begin at the close of the Annual International ASABE Meeting. Regular members shall serve no more than two consecutive terms on the committee.
4. Officers shall be Chair and Vice Chair. They shall be elected by the committee each year and shall take office at the close of the Annual International ASABE Meeting following their election.
5. Term of office for the Chair and Vice Chair shall be one year with re-election to the same office permitted. They shall serve no more than two consecutive terms in the same office.
6. The duties of committee members are as follows:
	1. The Chair will schedule and officiate at meetings of the committee and/or conduct correspondence as needed. The Chair will be responsible for all reports and correspondence relative to the action of the committee.
	2. The Chair, in consultation with committee members, shall be responsible for nominating replacement members and submitting them for approval by the M-102 Awards Coordinator.
	3. The Vice Chair shall serve as recorder for committee meetings. In the absence of the Chair, the Vice Chair shall officiate at committee meetings.
	4. The ex officio member shall assemble the nominations for the Engineer of the Year Award, received at ASABE headquarters, and send them to committee members as soon as possible after the October 31 deadline for nominations.
	5. Each of the regular committee members shall review the Award nominations when received, check for compliance with the rules for administering the Award, and rate nominations promptly after receipt of the nominations from headquarters. The Chair shall choose an appropriate method for nominee rating by committee members and work with committee members to obtain consensus in selecting the best candidate for the Award.
	6. By January 15, or other date designated, the committee Chair shall forward information on the candidate, selected by the committee, to M-102 Awards Coordinating Chair and the ASABE Awards staff person who will then proceed in making arrangements for presentation.

## Article IV - Rules for Award

1. Rules for administering the Award are maintained as part of the Committee by-laws.
2. The name of the Award shall be:

**PEI Professional Engineer of the Year Award**

**(year)**

**American Society of Agricultural and Biological Engineers**

* 1. The Award shall consist of an engraved recognition item carrying an appropriate citation.
	2. One Award shall be made each year.
	3. If none of the nominations is deemed worthy by the M-161 Committee, no Award shall be made that year.
	4. The Award shall be presented during an ASABE Society sponsored ceremony at an International ASABE Meeting.
1. Qualifications for candidates for the Award are as follows:
	1. Consideration for the Award will be granted only to those who are members of ASABE and are licensed professional engineers.
	2. The candidate shall exhibit accomplishments that show the most outstanding contributions to the engineering profession, the public welfare, and/or humankind. Specifically, the following may be considered:
		1. Contributions to ASABE
		2. Development and mentorship of the next generation of engineers
		3. Record of practice in engineering
		4. Promotion of professional engineering licensure
		5. Promotion of Agricultural and Biological Professional Engineering Exam
	3. The candidate is not required to be a Professional Engineering Institute (PEI) committee member to receive this award.
2. A timely call for nominations for the Award shall be made in appropriate ASABE publications.
3. Nominations for this Award may be made by an ASABE member or non-member. The nominations must include:
	1. Name of nominee with business affiliation and business and home addresses and business and home telephone numbers.
	2. Education (schools, degrees, special training, dates).
	3. Years of ASABE Membership.
	4. Years of PEI Membership.
	5. Engineering license(s) held, and in which state(s).
	6. Years of licensure.
	7. Name, address and title (if any) of the nominator.
	8. Names, addresses and telephone numbers of three (3) references who are familiar with the nominee. It is preferable that at least two of the references be from outside the organization submitting the nomination.
	9. The nomination shall include the name of the nominee and nominator, references, and related data should be included in the nomination. An electronic copy of the nomination materials are to be submitted to the ASABE Awards Department.
	10. Nominations must be received by ASABE no later than October 31 following the eligibility year of publication in order to be considered for the Award.
	11. Specific Outstanding Technical and Professional Engineering Accomplishments and Contributions Meriting Selection of the Award.
4. Selection of the Award candidate by the M-161 Committee will be based on the criteria and procedures described in Article IV Section 3 of these Bylaws.
5. Nominations will be carried for a period of three years. If after three years, the nominee is not selected the nominee may be re-nominated with new award nomination materials for three-more years of award consideration.
6. The M-161 Committee shall have the power to decide any question relative to the selection of the Award candidate not covered under these Rules.
7. The Report of the M-161 Committee shall be submitted to the M-102 Awards Coordinating chair for approval. After approval and prior to the International ASABE Meeting, the Person selected shall be notified of the selection by ASABE.
8. ASABE shall publish annually a statement about the Award and recognition of the recipient.

# 01/2021 – voting method and candidate requirements revisions

# 2/2006 – editorial revisions

# 10/7/2003 – editorial & clarification revisions

# 7/10/2003 – original bylaws approved

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