

Awards Committee Charter

As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

The Awards Committee makes recommendations to the SPIE Board on the awards made in the name of the Society.

Goals and Deliverables

Responsibilities include, but are not necessarily limited to the following:

1. Evaluate award nominations annually.
2. Recommend award winners for each award to the SPIE Board.
3. Provide leadership, vision, and direction for the continued evolution and advancement of the SPIE Awards Program.
4. Provide annual program statistics, demographic reports, and the full list of awards winners to the Board of Directors as requested.
5. Actively promote the Awards program to your community and encourage nominations.
6. Develop awards criteria and selection guidelines.
7. After soliciting and reviewing the Award nominees, each Subcommittee will recommend one to two nominees to receive an award. This recommendation will be forwarded to the SPIE Awards Committee for review. The list of award recipient nominees will then be submitted to the SPIE Board of Directors for approval. This process must be completed in October each year to be included in the Board of Directors Agenda for its third meeting (October/November).

Membership

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.
- A Subcommittee of the Awards Committee is established for each Society Award. Exceptions are given below.
- The Awards Committee Chair selects a group of subcommittee chairs of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society's membership composition and goals.
- Award Committee membership consist of the Chairs of the individual award subcommittees and are approved by the Board (third Board meeting of year preceding term).
- The Chair and subcommittee Chairs are asked to serve a three-year term with staggered replacements (usually not extended).
- Subcommittee Chairs select the members of their respective subcommittee, but each subcommittee should consist of 3-7 members. Inclusion of early career professionals on the Award Subcommittees is encouraged.
- Committee members must be current SPIE voting members, able to devote the necessary time to the committee's work and attend committee meetings.

Exceptions

- The recommendation for the SPIE Gold Medal is made by the full Awards Committee.
- The following SPIE awards are not selected by the Awards Committee:
 1. Directors' Award
 2. Joseph W. Goodman Book Writing Award
 3. Mozi Award
 4. President's Award
 5. Visionary Award

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed. The majority of the committee work is conducted online during the months of June, July and August reviewing award nominations.

Authority

The Awards Committee is a Standing Committee of the Board and reports to the Board through the Membership and Communities Committee. However, recommendations for Awards shall be made directly to the SPIE Board for approval. Policy and procedural changes will be reviewed by the Membership and Communities Committee and presented to the Board by the Chair of the Membership and Communities Committee. The Chair of the Awards Committee is asked to serve on the Membership and Communities Committee to facilitate communications.

Quorum

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow "*The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)*"
- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.