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**BYLAWS**

**M-160 Evelyn E. Rosentreter Standards Award**

**American Society of Agricultural and Biological Engineers**

**Article I – Committee Name and Description**

1. The name of the committee is M-160 Evelyn E. Rosentreter Standards Award Committee
2. The Bylaws describe the organization and general operating procedures of the M-160 Committee of the American Society of Agricultural and Biological Engineers –

Membership Development Council.

1. Committee bylaws may be amended by an affirmative vote of two-thirds (2/3) of the committee members using a ballot or by unanimous affirmative vote of committee members at a committee meeting having a quorum present
	1. Committee bylaws become effective upon approval by M-102 Awards Coordinating Committee and 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 Coordinating chair, ASABE headquarters and to all committee members.
2. A quorum shall consist of three regular committee members.

**Article II – Committee Objective**

The objective of the committee is to select annually, the most qualified candidate(s) to receive the Evelyn E. Rosentreter Standards Award presented by the American Society of Agricultural and Biological Engineers.

**Article III – Committee Composition and Responsibilities**

1. The committee shall consist of at least six members. Committee membership shall be for three-year, staggered terms, selected as follows:

• The Chair of M-160 will obtain new member nominations from the Chairs of the Technical Community Standards Committees (the 03 committees), considering appropriate divisional balance of M-160.

• At-large members may be elected by the membership of the committee.

• The Executive Director of ASABE shall name an Ex-Officio member of the committee

 whose job responsibilities include the ASABE Awards Program.

• The current year recipient of the Rosentrater Award shall be nominated by the

 committee chair to serve a three-year term on the committee commencing at the

 conclusion of the International Meeting at which that individual received the award.

1. The committee may encourage or facilitate submission of worthy candidate nominees, but each member must carefully avoid compromising their position as an unbiased selection committee member.
2. Officers shall be Chair, Vice Chair, and Secretary. Annually, the committee shall elect the Chair and Vice Chair. They shall take office at the close of the Annual International ASABE Meeting following their election.
3. Term of office for the Chair and the Vice Chair shall be one year with re-election to the same office permitted. The Chair and Vice Chair shall serve no more than two consecutive terms in the same office.
4. The Ex-Officio headquarters member of the committee, shall be encouraged to fully participate in discussions by the committee, but is not eligible to participate in balloting for selecting the Award candidate. The Ex-Officio shall provide information on all nominations for the Evelyn E. Rosentreter Standards Award received by the ASABE.
5. The duties of the committee members are as follows:

6.1 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.

6.2 The Chair, in consultation with the committee members, shall be responsible for nominating replacement members.

6.3 The Vice Chair shall serve as recorder for committee meetings. In the absence of the Chair, the Vice Chair shall officiate at committee meetings.

6.4 The Ex-Officio member shall advise the Chair on any ASABE staff correspondence that may require action by the committee. The Ex-Officio shall assemble the nominations for the Evelyn E. Rosentreter Standards Award, received at ASABE headquarters, and send them to committee members as soon as possible after the October 31 deadline for nominations.

6.5 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 prior to January 15. 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. A majority of the committee members must concur on the selection of the award recipient.

6.6 The committee Chair shall forward the information on the candidate selected by the committee, to the M-102 Awards Coordinator, and the ASABE Awards staff person.

**Article IV – Rules for Award**

1. Rules for administering the Award are maintained as part of the Committees bylaws.
2. The purpose of the Award shall be:

To recognize individuals who have given exceptional and meritorious contributions toward the generation, maintenance, and administration of ASABE standards or International Standards developed or sponsored through ASABE and to honor the service of Evelyn E. Rosentreter to the ASABE Standards Program.

1. The name of the Award shall be:

Evelyn E. Rosentreter Standards Award

(year)

American Society of Agricultural and Biological Engineers

* 1. The award shall consist of an engraved plaque carrying an appropriate citation.
	2. At the discretion of the Evelyn E. Rosentreter Standards Award Committee, and the guidance of the ASABE Foundation, which administers the award, if appropriate funding exists, an additional award may accompany the individual plaque. Such award shall be limited to the following:
		1. Funding to support specific work or research in support of a standard under development
		2. Funding for participation in an International Standards Meeting
		3. Funding to support process improvements in the Standards Process or conducting of Standards meetings.
	3. If none of the nominations is deemed worthy by the M-160 Committtee, no Award shall be made that year.
	4. The Award shall be presented during the ASABE sponsored ceremony at the International ASABE meeting.
1. Administration of the Award shall be by the M-160 Committee in accordance with the policies and procedures established by the M-102 Awards Coordinating Committee and the Membership Development Council of the American Society of Agricultural and Biological Engineers.
2. Qualifications for candidates for the Award are as follows:

• A nominee shall be an ASABE member in good standing and shall have contributed in an exceptional and meritorious manner to the ASABE standards mission.

• Employees of the American Society of Agricultural and Biological Engineers are excluded from this award

1. A timely call for nominations for the Award shall be made in appropriate ASABE publications.
2. Nominations for this Award must include:
	1. Name(s) of the nominee(s) with business affiliation, home and business addresses,

 telephone numbers and email (if available)

* 1. Education (schools, degrees, special training, dates)
	2. Area of Specialization
	3. Specific outstanding accomplishments and contributions to ASABE standards activities
	4. Brief summary of work experience
	5. Summary of other standards work
	6. Society membership and brief summary of activities
	7. Professional recognition including honors and awards
	8. Proposed citation with not more than 20 carefully edited words that reflect the specific documented contribution
1. Selection of the Award candidate by the M-160 Committee will be based on the criteria and procedures described in Article III Section 6.5 of these Bylaws.
2. Nominations for candidates not selected for the award may be carried forward for an additional two years for consideration by the committee. However, should there be a significant change in the nature of the contribution a nomination can be updated within those initial three years of consideration. If after the three years have ended and the candidate is not select, new nomination materials may be submitted for three more years of award consideration as listed in number 5 under Article IV – Rules for the Award.
3. The M-160 Committee shall have the power to decide any question relative to the selection of the Award candidate not covered by these Rules.
4. The Report of the M-160 Committee shall be submitted to the M-102 Award Coordinating Chair for approval, and the ASABE Awards Administrator. After approval and prior to the International ASABE Meeting, the individual selected shall be notified in writing of the selection by ASABE.
5. ASABE shall publish annually a statement about the Award and recognition of the recipient.

C: Bylaws – Rosentreter Standards Award