

**Bylaws for Administering the
IDEA Award
(Inclusion, Diversity, Equity, and Access)
American Society of Agricultural and Biological Engineers**

- 1) Award recipient(s), one award per year, shall be selected by the M-1xx IDEA Award Committee
- 2) The IDEA Award shall be presented each year at the Annual International Meeting of the Society and/or at an ASABE Global Equity event.
- 3) The award shall consist of an embossed item inscribed with a citation of contribution on which the recognition is based, signed by the President and Executive Director of the Society.
- 4) The conditions for eligibility for the award are as follows:
 - a. The award shall be for recognition of outstanding contributions by an individual or group to ASABE-related programs of education, research, extension, development, consultation, or technology transfer that have resulted in significant improvement within the parameters of inclusion, diversity, equity and access for under-represented groups and which have led the Society in fostering a welcoming and safe community for all members.
 - b. The recipient(s) should be an active ASABE member in good standing. Recipients may, however, be a citizen or non-citizen, resident or nonresident of the United States of America. The grade of membership within the Society shall not be a limitation of eligibility.
 - c. The recipient(s), at the time of election, shall be a living member who is able and willing to be present to receive the award at the time and place of the designated meeting.
- 5) Nominations:
 - a. Nominations shall be prepared in accordance with instructions provided by ASABE headquarters and shall be presented to the Executive Director, or designated ASABE representative, no later than October 31, so the appropriate selection may be made for the designated meeting.
 - b. Any member of the Society of any grade may nominate a candidate for consideration of the award. Additional members may support the nomination by letter or by signing a nomination petition.
- 6) The M-1xx Committee and Selection Process
The M-1xx Committee shall consist of six Committee members. New member(s) are appointed by the outgoing chair of the Committee, with terms beginning immediately following the ASABE Annual Meeting. The term of service shall be three years (two-two-two rotation pattern) and Committee members may not serve more than two successive terms. A vice chair shall be selected each year from the members with at least one year of experience. The vice chair will succeed as chair the following year for a one-year term. It is desired that the members of the Committee shall be appointed so as to have representation of the following:
 - A. Broad understanding of issues related to IDEAS.
 - B. Multiple technical areas and communities of the society.

- 7) The Executive Director of ASABE, or designated representative, shall serve as an ex officio member of the Committee without vote. The Awards Administrator, or a designated representative, shall serve as custodian of the records and as teller for the committee and shall render such other secretarial services as may be required.
- 8) Vacancies occurring on the Committee shall be filled without delay by appointment of the award Committee Chair according to the recommended distribution of representation as outlined in paragraph 6 above.
- 9) The Committee has the option to meet during the Annual Meeting of the Society to formulate plans to consider candidates and to perform other functions within its authority. The Executive Director, or representative shall send to each member of the Committee (a) a copy of these rules, and (b) the names of all candidates remaining on the active list. The Executive Director shall publish each year in ASABE publications a statement about the award, which shall include an invitation to Society members to nominate persons as candidates for the award. Each nomination shall be accompanied by a statement of the reasons for proposing the candidate, together with a record of achievement in sufficient detail to enable the selection committee to appraise fairly the candidate's worthiness to receive an award. Nominations must be in the hands of the ASABE Awards Administrator no later than October 31.
- 10) All nominations of candidates made in any year shall be considered for a period of at least three years, and the active list shall be resubmitted to the committee as provided in paragraph 8.
- 11) Early November, the Executive Director or staff designate, shall send to each member of the Committee the names of all candidates on the active list, as provided in #9 and #10, which include the names of proposed new candidates and holdover candidates and their nomination materials concerning their professional records. The Committee shall vote by secret ballot for the candidates being considered. Two-thirds of the members shall constitute a quorum.
- 12) The name(s) of the candidate selected by the Committee shall be submitted by the Executive Director or staff designate, to M-102 Awards Coordinating Committee Chair for committee approval, and if the selection is confirmed by the M-102 Awards Coordinating Committee, the individual(s) chosen to receive the award shall be notified by early February. This notification shall also inform the elected recipient(s) of all requirements (see paragraph 4b and c), upon the fulfillment of which the final awarding of each award is conditional.
- 13) The ASABE Awards Administrator shall make the necessary arrangements for the proper presentation ceremony at the ensuing annual international meeting, or on such other designated meeting, for presentation of the award.
- 14) If in any year no available candidate is deemed worthy by the Committee and the M-102 Awards Coordinating Committee of receiving the award, no award shall be made in that year.
- 15) The Foundation Board of Trustees of the Society shall direct the disposition of all accruing monies as income from the endowment funds established to perpetuate the Society's award.
- 16) All questions arising before the Committee, except the selection of a candidate for an award, shall be decided by a majority vote. In the case of a tie during the award selection process, the chair shall cast the deciding vote.

- 17) The Committee shall have power to decide any question not specifically covered by these rules.
- 18) These rules may be amended and be immediately in effect by approval of M-102 Awards Coordinating Committee, and then a majority vote of the Membership Development Council voting by ballot, or at any official meeting of the Membership Development Council by a majority vote of the members thereof present and voting.