

**International Mineralogical Association
(IMA)**

IMA Medal Committee Handbook

Updated September 2014

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[1] GENERAL IMA COMMITTEE GUIDELINES

The information in this notebook is designed to provide communication between the IMA Council and the committee, and continuity between successive committees. The notebook contains committee responsibilities, committee procedures and schedules, and past history and actions where applicable.

The committee is expected to submit a report for the yearly IMA Council meeting. Council meetings are usually held in conjunction with either IMA, IGC, Goldschmidt meetings or any meeting organized by a mineralogical society (June/August). The committee for the IMA medal must submit a report with recommendations of the candidates to Council. The IMA Secretary will send you a reminder when a report is due. Committees are neither authorized to communicate their recommendations to others, nor to take action unless directed by the Council.

The Secretary of the association, in consultation with the President, is responsible for notifying committee chairs and members who have been asked to serve and give them their instructions. Committee chairs are responsible for communicating directly with their committee members about all committee work. The Secretary of IMA is available to answer questions, and when possible, provide information or documentation as required. However, the IMA Secretary is neither a working member nor the secretary of the committee.

As you serve your term please retain copies of relevant items. You will be asked to send such items at the end of your term to the Secretary so that they may be passed along to the next chair. Should you serve more than a one-year term, you will be provided with updated information each January.

Questions or comments should be sent to the Secretary of IMA:

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[2] RESPONSIBILITIES OF THE IMA MEDAL COMMITTEE

The IMA Medal Committee is responsible for recommending to Council the name of an individual who, in the opinion of the Committee, is deserving of the IMA Medal. Nominated individuals must meet the specific criteria for receipt of the award given in the GUIDELINES.

Nominators are individual members of a mineralogical society or group adhering to IMA, or mineralogical societies or groups adhering to IMA. In the latter case, the National Representative of the mineralogical society or group adhering to IMA will inform the Committee Chair of the proposed nominee. Deadline for nomination is indicated in Elements and in the IMA website. Nominations cannot come directly from committee members. The award committee is also responsible for ensuring an adequate number of appropriate nominees. To accomplish this, the committee chair may wish to be a non-voting committee member. In that way the chair can more comfortably solicit nominations knowing that he or she will not have to decide among them.

Packages must be up to date and complete. Each nomination must be accompanied by a Nomination Checklist, which is available online or from the IMA Secretariat. The checklist asks that a nomination package:

- include a cover letter from the nominator outlining the candidate's qualifications in the light of the criteria for the award.
- include supporting letters from at least three (3) but no more than five (5) other individuals (sponsors). These should focus on how the candidate meets the criteria of the award.
- include a complete curriculum vitae and a bibliography of published works exclusive of abstracts, book reviews, and papers that have not yet been accepted for publication.

Nominations can be carried over to following years if the nomination package is updated by the nominator. Any nomination not renewed after 4 years should not be considered further.

After collecting the nominations, the chair sends the candidates to the committee members. Committee members are responsible for evaluating the individuals who have been nominated and meet the criteria of the award detailed in the GUIDELINES. Committee member preferences are expressed in a form of one or more votes until a single recommendation is identified. The outcome of this vote is then reported to the Council in a committee report submitted to the Council.

It is the duty of the Council to act on this recommendation, either by accepting or amending it. It is helpful for the Committee report to include a ranked list of those individuals considered during the Committee's deliberations. Following Council action and acceptance by the individual selected, the IMA Medalist will be announced to the membership by the IMA Secretary.

The President will inform the committee Chair about the Council's action. The Chair should inform the committee members and the nominators. In communicating with the nominators, the chair should convey the results, IMA's appreciation for their efforts, and, if appropriate, give suggestions for any changes that might strengthen the nomination of their candidate if they chose to resubmit it.

[3] GUIDELINES FOR SELECTING THE IMA MEDALIST

- (1) The IMA Medal is for scientific excellence as represented by long-term outstanding scientific publication in the field of mineralogical sciences which are defined in its broadest sense.
- (2) The length of the candidate's publication list is less significant than the quality of his or her contribution(s).
- (3) Mineralogy is broadly defined and the candidate need not qualify as a mineralogist. Rather his or her published record should be related to the mineralogical sciences and should make some outstanding contribution to them. All endeavors are equally suitable for the award: mineralogy, geochemistry, petrology, crystallography, and applied mineralogy.

- (4) The award shall be made without regard to nationality.
- (5) Membership in a mineralogical society is not a necessary prerequisite to receive the award.
- (6) The award is given biennially only if a suitable candidate can be recommended by the Committee or selected by the Council.
- (7) Nominators, either the individual member of a mineralogical society or group, or a National representative of a mineralogical society or group, must submit complete nomination packages by **April 1**. This date is announced in *Elements* and on the IMA website.
- (8) Packages must be up to date and complete. Each nomination must be accompanied by a Nomination Checklist, which is available online or from the IMA Secretariat. The checklist asks that a nomination package:
 - include a cover letter from the nominator outlining the candidate's qualifications in the light of the criteria for the award.
 - include supporting letters from at least three (3) but no more than five (5) other individuals. These should focus on how the candidate meets the criteria of the award.
 - include a complete curriculum vitae and a bibliography of published works exclusive of abstracts, book reviews, and papers that have not yet been accepted for publication.

The nominator should collect the documents listed in the checklist, in particular the letters of support provided by sponsors.

The nomination package should be a single electronic file, preferably as a PDF.

The nominator will send the package to the Committee chair.

The title of the email should include the name of the nominee.

- (9) Nominations can be carried over once if the nomination package is updated by the nominator. Any nomination not renewed after 4 years will not be considered further.
- (10) The recipient of the IMA Medal is required to present a lecture on a topic related to the award at the meeting of the Association at which the medal is presented. The lecture will be published in a suitable international journal of mineralogy, with the agreement of the IMA Medal Committee.
- (11) The award committee is responsible for ensuring an adequate number of appropriate nominees. Committee members are encouraged to identify potential nominees and nominators, and to forward those names to the committee chair **two months** prior to the deadline. To promote full participation without conflict of interest, however, committee members should neither be nominators nor provide supporting letters to a nomination.
- (12) Review the list of all previous nominees. Reduce that list to those whose nominations have been active or renewed in the last two years. Include this list in your final Report to IMA Council so that IMA can start with a fresh and active list of nominees for next year.
- (13) Once the list of nominees has been compiled, the Chair will ask each committee member to identify known or potential conflicts of interest that might bias or otherwise preclude an objective assessment of the candidates. Between them, the Chair and committee member in question will decide if a situation warrants that the member be relieved from voting on a nominee. Committee members cannot participate in votes for nominees from the same country.
- (14) Do not let the sheer numbers of supporting letters influence your decision.

[4] TYPICAL IMA COMMITTEE CHAIR ACTIVITIES LEADING UP TO THE MEDAL PRESENTATION YEAR (i.e., 2012, 2014, 2016)

November 2010, 2012, 2014

- Review the description of the IMA Medal on the IMA website at < <http://www.ima-mineralogy.org>>. It includes a description of the award and medal and instructions for nominating individuals. The Nomination Checklist is available either online as a pdf, or MicroSoft Word file from that page. If you spot the need for any corrections or clarifications, please let the IMA Secretariat know.
- Solicit nominations from IMA society members and individual members of a mineralogical society or group, by submitting a notice to the editor of *Elements*. Because of possible timing problems, a brief notice is always submitted by the IMA Secretariat for the September and December issues of *Elements*. Keep in mind that space for IMA announcements in *Elements* is limited.

December 2010, 2012, 2014

- Contact each of your Committee members to verify that they have agreed to serve and have accepted. In your message to each Committee member describe the duties of the Committee, and the schedule you will want to follow. Ask Committee members to identify potential nominees from either the previous considerations (see last Section below) or new nominees.

January 2011, 2013, 2015

- Solicit re-nominations of candidates from the nominators and letters of support of non-winning finalists from previous years that the Committee would like to reconsider.
- Solicit documented nominations from the IMA membership by submitting a notice within the home page of the IMA website. You may want to do so several times over the next few months.

February 1, 2011, 2013, 2015

- Deadline for Committee members to identify potential nominees and nominators, and to forward those names to the committee chair.

February 2011, 2013, 2015

- Submit report to the IMA Secretariat. At this stage the Council is interested in learning if the Committee is established and working. The IMA secretariat should send you a reminder, and describe the format of the report.

April 1, 2011, 2013, 2015

- Usual deadline for the committee to receive nominations, re-nominations, and supporting letters for the IMA Medal.

April, 2011, 2013, 2015

- Make copies of nomination packages and distribute or make these available to the members of the committee.
- Solicit first round of votes from the committee.
- Acknowledge nominators and supporting letter writers.

May, 2011, 2013, 2015

- Evaluate first round of voting. Hold additional votes or discussions with the Committee as needed in order to select a medalist.

June, 2011, 2013, 2015

- Submit report containing recommendations for the IMA Council Meeting to the IMA Secretariat. The Business Office should send you a reminder, and describe the format of the report. Include:
 - ranked list of all individuals considered during the Committee's deliberations and reasons for excluding any carry over nominations.
 - candidate recommended by the Committee.
 - a short statement on why the individual was chosen for the award.
 supporting documentation for the first choice nominee with the report.

July-August, 2011, 2013, 2015

- Return Committee materials to IMA Secretariat. Include nominations, supporting letters, and c.v's of other candidates the committee considered. Offer comments for revisions of the notebook, procedures, information that the next chair would find helpful.
- The President informs the committee Chair about the Council's action.
- Chair informs committee members and the nominators about the results.

[5] MEMBERS OF THE IMA MEDAL COMMITTEE

The committee comprises **8 members** who each serve **4-year terms**, plus one Council member who typically serves 4 years as committee chair.

[6] FORMAT OF THE REPORT TO COUNCIL

Before June, you will receive a communication from the IMA Secretariat requesting a Committee report. This can be relatively simple affair. The format is

Report of the IMA Medal Committee
to the IMA Council Meeting

(Date you wrote the report)

Committee: (list member names, affiliations)

Action Items: (if any, state if none)

Report: For the final report, include:

- (1) a list of all individuals considered during the Committee's deliberations and reasons for excluding any carry over nominations.
- (2) candidate recommended by the Committee.
- (3) a short statement on why the individual was chosen for the award

Appendices: for the final report include the nomination package - letter of nomination, letters of support, and CV.

[7] RECENT COMMITTEE REPORT(S) AND ACTIONS OF COUNCIL

[8] CURRENT NOMINATIONS

Nomination packages for individuals nominated or re-nominated for the award in the last two years, and for which the IMA Secretariat has been informed, will be accessible, using a standard ftp client for access:

host:
username:
password:

This site is for use by the Committee. You do not want nominators to have access to the site.

In addition to considering new nominations received this year, your Committee should review these previous nominees. Contact the nominators of candidates whose nomination packages have not been updated in the last 4 years. Otherwise, reduce that list to those whose nominations have been active or renewed in the last two years. Include a list of all nominees that your committee considers in your final Report to IMA Council so that we can start an active list of nominees for next year.