

## Maintenance, Engineering and Reliability Society Executive Committee Manual

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## **B. INTRODUCTION**

### **1. Welcome**

Thank you for selecting of the Maintenance Engineering and Reliability Society (MER) during your membership in the Canadian Institute of Mining, Metallurgy and Petroleum (CIM). Congratulations for successfully standing and being elected to the position of Executive Member in the MER Executive Committee. You are joining a committee of very knowledgeable, experienced and respected professional colleagues providing leadership guidance and standing as a beacon moving forward in the mining sector.

### **2. Purpose of the Executive Committee Manual**

This manual was prepared to support the MER Executive Committee members in the execution of their duties. The manual is comprised seven major sections:

- A: Table of Contents
- B: Introduction
- C: Roles and Responsibilities
- D: Awards and Selection Process
- E: Documents, Guidelines, Protocols and Procedures
- F: Forms, Media Materials, Logos, Photos and Graphics
- G: Appendices

Section “A: Table of Contents” is interactive and linked to the contents within the document. Placing the cursor and double clicking the mouse will page to the desired topic within the document. The “B: Introduction” section provides a welcome, history and further background information of both the CIM and MER. Division “C: Roles and Responsibility” highlights the individual executive roles, duties, responsibilities and terms of service. Section “D: Awards and Selection Process” list the available awards, the guidelines and process that MER is accountable to administrate including some of the CIM awards. The “E: Documents, Guidelines, Protocols and Procedures” section provides documentation and support such as “Rules of Order”, process for selecting members, other duties and chronological calendars of events, timelines and deadlines. Section “F: Forms, Media Materials, Logos, Photos, and Graphics”) is a central repository of all supporting material for the ongoing conduct of MER business. Finally, section “G: Appendices” lists items of importance or of interest to the committee such as lists of members and their coordinates and sponsors.

## **3 CANADIAN INSTITUTE OF MINING, METALLURGY AND PETROLEUM (CIM)**

### **3.1 History and Background**

#### **Over 100 years of service**

CIM was formed only 31 years after Canada was founded. The Institute was incorporated in 1898 by an Act of the Parliament of Canada as the Canadian Mining Institute. In 1920, it became the Canadian Institute of Mining and Metallurgy, and in 1990, the Canadian Institute of Mining, Metallurgy and Petroleum.

#### **Origins**

CIM was the result of individuals in the mining industry seeking a vehicle for lobbying for safety laws and workers' protection, as well as a method of ensuring the communication of ideas. Led by a very capable group of dedicated members, CIM soon came to attract new members from all across Canada.

In 1998, CIM celebrated its centennial, looking back over the past 100 years and recognizing its success. CIM has grown from a small association to Canada's leading professional association for the minerals related industries, with technical Societies and over 30 local Branches across Canada and one overseas.

### **3.2 Vision**

World-class professional development, networking, and knowledge sharing.

### **3.3 Purpose**

The core purpose of CIM is to serve minerals, materials and petroleum industries and professionals around the world. We will achieve this by:

- Being the preferred source of knowledge and best practices.
- Facilitating learning and continuous professional development.
- Facilitating collaboration among all constituents.
- Providing leadership in the development and use of industry standards.
- Promoting our industries to society.
- Recognizing excellence and outstanding achievements.
- Providing networking opportunities.

### **3.4 Values and Principles**

**CIM and its members embrace and are guided by the following values and principles:**

- We provide valued services and we are financially responsible.
- We are a proud Canadian-based organization.
- We are committed to competitiveness and improved performance of our industries worldwide.
- We contribute to society by promoting safe, visionary practices that embody the principles of sustainable development.
- We support a knowledge-based culture through continuous education programs and networking opportunities.
- We leverage the technical and cultural diversity of our members through active engagement.

- We foster a culture of achievement through recognition of our members 'contributions to industry and society.
- We expect professional and ethical behavior.
- We succeed through mentoring, fellowship, loyalty, integrity and innovation.
- We recognize that the future of CIM depends on attracting, developing and retaining youth in our industries.

### **3.5 Strategic Goals**

#### **Fostering knowledge sharing and networking by:**

- Becoming the organization of choice for our members to continue their learning and professional development.
- Identifying best practices across all constituents and establishing effective means to disseminate those across the Institute.
- Creating and delivering leading-edge educational opportunities for our members.
- Positioning the Institute as the organization of choice for publishing of technical and professional papers.

#### **Creating value and expanding the membership by:**

- Knowing what members value and aligning our services accordingly.

#### **Creating an inclusive culture by unifying and improving the membership structure**

- Positioning the Institute as an organization of choice for new employees and entrants into our industries.
- Attracting under-represented groups into our Institute.
- Collaborating with other industry associations in promoting the contributions our industries make to society.

#### **Building a sound foundation for the future by:**

- Adopting the requisite governance structure to ensure compliance with regulatory requirements and to maximize the effectiveness of the Institute.
- pursuing mergers and alliances;
- Leveraging the combined strengths of the various CIM constituents thus making the Institute stronger than the sum of its parts.
- Aligning the goals and budgets of all CIM constituents.
- Reporting the annual financial results and key activities of CIM including all its societies and branches.
- Managing the CIM brand for maximum leverage.

### 3.6 CIM Organizational Chart





## **4 MAINTENANCE, ENGINEERING and RELIABILITY SOCIETY (MER)**

### **4.1 Major Responsibilities**

- Organizing the MEMO (Maintenance/Engineering – Mine Operators) Conferences, in conjunction with other Society, the hosting CIM Branch, and CIM National
- Promote, chair, and solicit papers for Technical Sessions at the CIM Conference & Exhibition
- Administering awards and scholarship programs
- Providing peer review of technical papers for publication

All of these activities, as well as keeping abreast of a changing industry while trying to anticipate future needs of the Society, make for a full program within the executive.

### **4.2 Objectives**

- Provide a forum for Society members to share their knowledge and seek information on maintenance, engineering and reliability topics within the Society, throughout the rest of the CIM, and with external bodies.
- Promote the improvement of maintenance and engineering standards through peer review of technical papers, public and private industry presentations of technology and best practice topics.
- Encourage individuals to join the mining industry through the award of scholarships
- Provide recognition for engineering and maintenance excellence, participation and contribution through awards.
- Serve as a resource and support body to mine operating personnel, consulting engineers and designers, and suppliers of mine equipment.
- Seek to improve safety and minimize risks through the application of engineering principles and maintenance practice in the mining industry, by promoting the adoption of approved methods and devices
- The engineering disciplines covered by the Society are the fields of Mechanical, Civil, Electrical, Electronics, Instrumentation, Chemical, Energy, Computer Sciences, Material Sciences, Manufacturing and related disciplines.

### **4.3 Awards and Scholarships**

The executive of the MER Society are responsible for administering a number of awards and scholarships, which are designed to identify honour and assist individuals, who are associated with the CIM - MER Society.

To date, the executive administers nine such programs; the details of each are presented in Section D: “Awards, Scholarships and Selection Process”.

1. The McParland Memorial Medal
2. The CIM Fellowship Award
3. J. D. (Pat) Patterson Memorial Scholarship
4. Distinguished Lecturer Nomination
5. Centennial Scholarship
6. Ken Hildebrant Memorial Scholarship
7. Edward Melville (Ed) Patton Memorial Scholarship
8. CIM MER Graduate Student Research Excellence Award
9. CIM MER Memorial Scholarship

#### **4.4 MER Executive Committee**

- Chair
- Immediate Past Chair
- Vice Chair / Chair Elect
- Treasurer
- Administrator / Recording Secretary
- Director – Membership
- Director – Communications (News)
- Director – Peer Review Chair (Publications)
- Director – Education (Scholarships / Student Liaison)
- Director – Website Coordinator
- Director – Documents (Special Volumes)
- Director – Energy
- Director - Sponsorship
- Director – Executive Member

#### **4.5 MER Organizational Chart**

<INSERT INFO HERE>

## **C. ROLES AND RESPONSIBILITIES**

### **5 CHAIR**

#### **5.1 General**

It is the duty of the chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the assembly, to preserve order and decorum and to decide all questions of order within the bylaws of the CIM and the guidelines of the MER Society. In the event that the Chair is unable to make a particular meeting or commitment, he must advise the Administrator / Recording Secretary, and also arrange for the Vice Chair to represent the Chair. Other detailed information is also listed in Section G: "Appendices" under "Guidelines for Society Chair"

#### **5.2 General Duties and Responsibilities**

The Chair represents the MER Society at Council meetings (generally 4 per year). The Chair is, by agreement, a member of the CIM Council. This is a mandatory function and either the Chair or the Vice Chair must attend every meeting. The Chair should advise the Executive Committee of his inability to be present at the meeting and identify his designate. The Chair is expected to make a brief report to the MER Executive at the next meeting.

The Chair must schedule three (3) MER Society meetings outside of the Annual General Meeting. These three meetings are usually held in the September, December and February.

The Chair should keep in touch with other members of the Executive, especially the Vice Chair, the Past Chair (for advice) and the Administrator / Recording Secretary.

Most matters of the national CIM Secretariat flows through the Chair, who informs the Executive Committee and distributes the information accordingly.

#### **5.3 MER Society Duties**

The Chair chairs all MER Executive Meetings.

The Chair chairs the Annual General Meeting of the MER Society which takes place during the CIM AGM and transfers the Executive committee to the new Chair (every second year at the end of the Chair's term) who in turn will adjourn the meeting.

The MER Society's year begins with the adjournment of the MER AGM meeting normally held on the Sunday afternoon preceding the CIM/AGM.

The Chair must ensure that four Executive Meetings of which one is a General Members Meeting (AGM) are organized annually:

- Fall Executive Meeting - Typically in September
- Winter Executive Meeting – Typically in December
- New Year Executive Meeting – Typically in February
- MER AGM and Executive Meeting – Typically held on Sunday prior to the CIM AGM in May.

The Chair must ensure that the MER Agendas and Updated Action Item lists for both the MER AGM meeting and the following MER Executive meeting is set and distributed to the executive members prior to the meetings.

The Chair is responsible for the continuity of the MER Society of the CIM from his two years of duty to the next.

The Chair must attend the Council meeting which is held on the Saturday at the AGM.

The Chair must attend the second Council meeting usually held in August in Montreal.

The Chair must attend the third Council meeting (usually end November/early December). Locations vary similar to the AGM.

The Chair must attend the fourth Council meeting which is generally held in March (usually held at the location of the upcoming AGM).

#### **5.4 Annual General Meeting (AGM) Duties**

Attend the Council meeting on Saturday. The incoming Chair should also attend. The current and incoming chair should attend the Officers Breakfast and Orientation meeting on the Sunday morning (preceding the CIM AGM.) The CIM AGM meeting immediately follows this and should be attended by both.

Take charge of the Society activities starting at the end of the Executive meeting on the Sunday afternoon of the CIM – AGM when the new slate of officers is elected for the MER Society. Having taken the Chair at the end of the MER AGM meeting, the (new) Chair will adjourn the MER AGM meeting.

#### **5.5 Council Meeting Duties**

Council usually will meet four (4) times a year. The first meeting is the spring meeting which coincides with the CIM-AGM. The location of the AGM is pre-selected by the council and generally follows the rule of Eastern Canadian cities in odd years and Western Canadian cities in even years. The council meets on Saturday, with the Officers Breakfast and Orientation and CIM AGM on Sunday morning. The Saturday meeting is attended by both the incoming and outgoing MER Chair who will present his final report to Council on the activities of the MER Society for the previous year.

The second Council meeting is generally held in Montreal before mid-summer.

The Council will meet again for the third meeting in November or December.

The fourth Council meeting is generally in February/March.

#### **5.6 Awards Duties**

The Chair is responsible for the initiation of the awards nomination process including the following:

- Nomination process
- Administration of received nominations
- Work with the Immediate Past Chair to ensure that this is done.

#### **5.7 Chronological Order of Duties**

##### **a) May**

Check Society files and minutes of Society Annual Meeting for follow-up activities.

Refer to Organization Sheet of Institute published in last year's Directory. Make arrangements for the MER Administrator /Recording Secretary to supply the national Secretariat with complete listing of all MER Executive Committee members and all committees.

**b) September**

Plans for AGM should be nearly complete. Requests to authors for papers should be emailed and details of program should be falling into place. Prepare & issue agenda for fall Executive meeting. Review status of MER involvement at MER Executive meeting. For the Executive meeting, obtain and issue in advance the following:

- Treasurer's Report
- Publications Report
- Scholarships & Awards Report
- Planned future conferences (MEMO, S&R, etc.) report
- Other reports to be discussed in the meeting

**c) November/December**

Details of technical program for Annual General Meeting should be almost complete. Technical Program Committee meetings will be under way and the directives of that Committee will set deadlines for the rest of the year as far as the AGM is concerned.

Prepare for the winter (December) Executive meeting same as above fall meeting.

**d) February**

Prepare for February Executive meeting, same as for fall meeting.

**e) April**

The Chair prepares the Annual Report of the MER Society. Copies are required to be submitted to the Administrator/ Recording Secretary of the MER Society as well as the President of the CIM. The chair should request input from executive members on the following items:

- Treasurer's Report
- Publications Report
- Scholarships & Awards Report
- Other reports to be referenced for the Annual Report

Prepare for May (AGM) MER Executive meeting, same as for fall meeting.

The President will request Council members nominate a person as "President Elect" to the national CIM Nomination Committee. The MER Chair may request assistance from the executive in this regard and may or may not make a nomination. If a nomination is contemplated, the Chair must then contact the individual and ask if his name can be allowed to "stand". A deadline for nominations is established by the Nomination Committee, and any nominations which the MER Society is considering must be submitted prior to this deadline. The Nominating Committee will then vote on their choice for president.

The Chair must prepare his file for transfer to the incoming Chair. He can enlist in the Administrator / Recording Secretary to assist in ensuring that all necessary documents, files and correspondence are passed on.

Arrange that the transfer of these files be made to the new Chair and Administrator / Recording Secretary as promptly as possible, preferably at the CIM - AGM meeting on Sunday.

## **5.8 Term and Succession**

The term is two years after which the incumbent moves to the role of "Immediate Past Chair."

## 6 IMMEDIATE PAST CHAIR

### 6.1 General

This position is held by the previous year's Chair and capitalizes on the knowledge and experiences gained throughout the previous years in leadership position. The primary role is to advise and provide guidance to the new Chair. As well, this position requires the individual to coordinate and work with the other Chairs and various individuals to acknowledge and confirm the results of various awards competitions provided by CIM and MER Society. Finally prepares and ensures nominations are submitted in a timely manner for next year's Executive.

### 6.2 Duties and Responsibilities

Meet and assist the Chair as required.

Promote the various awards of the CIM and MER

Accept nominations and file the necessary papers on a timely basis for the following awards:

- **Pat Patterson Memorial Scholarship** – Application Deadline September 30<sup>th</sup> of the application year
- **Ken Hildebrant Memorial Scholarship** – Application Deadline September 30<sup>th</sup> of the application year
- **Centennial Scholarship** - Application Deadline September 30<sup>th</sup> of the application year
- **McParland Memorial Medal** - The completed and signed submission must be received by the CIM headquarters by December 15 of the previous year for final selection by January 31 of the current year
- **Distinguished Lecturer** – The completed and signed nomination must be received by the CIM Executive Director by December 1 of the previous year prior to presentation of the award.
- **CIM Fellowship Award** – The completed and signed submission must be received by the CIM headquarters by December 15 of the previous year for final selection by January 31 of the current year
- **Membership for the MER Executive** - The nominations for the following year's Executive must be received and confirmed by the end of April of the current year. This is essential as the acceptance of the Executive is confirmed at the AGM which is traditionally held in May.
- **Edward Melville (Ed) Patton Memorial Scholarship** – Application Deadline Oct 31<sup>st</sup> of the application year
- **CIM MER Memorial Scholarship** - Application Deadline Oct 31<sup>st</sup> of the application year
- **CIM MER Graduate Student Research Excellence Award** - The award is expected to be made annually. It is open to graduate students currently enrolled at a University, or those who have obtained their postgraduate qualification no more than six months prior to submission.

### 6.3 Term and Succession

The term is a minimum two years after which the incumbent can take on another position or return to the role of a "Director – Executive Member".

## 7 VICE CHAIR / CHAIR ELECT

### 7.1 General

The Vice Chair / Chair Elect primary function is to stand-in or replace the Chair in the event that the Chair is unable to attend some of the scheduled meetings, activities or complete the term of office.

The secondary function is to co-ordinate the MER portion of the Technical Program Annual General Meeting (AGM). There are many details to look after, and help and support are essential. To this end, the Vice Chair should organize and lead a team comprised of volunteer Executive Members and others to ensure superior representation and success at the AGM. Similarly the Vice Chair / Chair Elect needs to provide leadership guidance and coordination of activities or initiatives supported by the MER Executive including engaging MER members and Executive Members for assistance.

## **7.2 Duties and Responsibilities**

Stand-in or replace the Chair as required.

Provide leadership, guidance and co-ordinate the MER portion of the Technical Program at the AGM.  
Seek “volunteers” to chair sessions in the technical program.  
Assist the volunteer Technical Program Chairs, when requested, in selecting their Co-chairs.  
Ensure Technical Program Chairs remain on schedule in organizing their sessions.  
Liaise and work with the national organizers to ensure a coordinated program roll-out.

Organize, coordinate and deliver various initiatives or activities as supported by the Executive Committee.

Enlist the help of other MER members or Executive Members in MER activities.

Arrange for a meeting room at the AGM on Sunday to hold the MER Society meeting.

## **7.3 Term and Succession**

The term is two years after which the incumbent moves to the role of “Chair”.

# **8 TREASURER**

## **8.1 General**

The Treasurer acts as the banker and ensures the security of the MER financial assets following accepted accounting and investment principles, regulations and guidelines. This includes collecting receivables, paying debts and maintaining detailed records of all transactions. Also, the Treasurer provides or engages others to provide investment and risk information to optimize investment opportunities to the MER Executive Committee. The Treasurer prepares financial updates for the MER Executive meetings. The Treasurer supervises the preparation of annual audited financial statements, as required by CIM National.

## **8.2 Duties and Responsibilities**

Ensure ongoing security of MER Assets

Attend and report financial affairs at MER Executive Meetings

Prepare ongoing updates to financial reports for MER and other meetings. These should include:

- The source and amounts received during the fiscal year
- The recipients and amount paid during the fiscal year
- The balance of accounts

- Investment Performance or changes in investments
- An Income and Expenses Report

Ensure timely receipt of revenues.

Arrange payments to all outstanding accounts of the MER Society in a timely fashion. (Note: these payments are to be made only after approval by the Chair or his designate.)

Financially support the Maintenance, Engineering, and Mine Operators (MEMO) Conference. These duties include:

- Arrange to transfer "seed monies" to the Chair of the MEMO Conference after the approval by the executive to release such funds.
- Advise MER Chair on the financial status of the MEMO Conference.
- Recommend investment options for sustaining scholarship funds.

Supervise preparation of annual audited financial statements consisting of:

- Balance Sheet
- Income Statement
- Cash Position Statement
- Auditor's Report and Statement

### **8.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a "Director – Executive Member".

## **9 ADMINISTRATOR / RECORDING SECRETARY**

### **9.1 General**

The Administrator / Recording Secretary is responsible for maintaining MER Society files, and recording and publishing "Action Items" and full "Minutes" of all Executive meetings. It is essential for the continuity of the Society that the secretary complete and distribute both the "Action Items" and the full "Minutes" as soon after the meeting as possible. In any event, the Action Items must be distributed within 7 days and the full Minutes within 30 days of the meeting date.

### **9.2 Duties and Responsibilities**

Record minutes of all Executive meetings and email the Action Items and the full Minutes to all Executive members.

Maintain files of meeting action items and full minutes.

Maintain a list of pertinent information and email addresses of all Executive members.

Prepare and email correspondence sent and received when required for future reference.

File email correspondence (or hard copy) sent and received when required for future reference.

At the request of the Society Chair, send out notices of meetings with agendas; at least one month in advance, to all executive members.



Maintain the master file and computer disc for the MER Executive Committee Manual.

Soon after the AGM, supply the National Secretariat with a complete listing of all MER Executive members and all MER committees.

**Note:** The secretary is responsible for updating any revisions which are made to the MER Executive Committee Manual and ensuring that these revisions are distributed to the Executive members. A distribution of the numbered copies of the position guide is to be maintained by the secretary and it is the responsibility of the secretary to ensure that the update and current Executive Committee Manual is passed on to incoming Executive members.

### **9.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **10 DIRECTOR - MEMBERSHIP**

### **10.1 General**

The function of this position is to increase the current membership of the Society. The challenge is to significantly increase the numbers of members who belong to the MER Society.

### **10.2 Duties and Responsibilities**

Maintain contact with the CIM personnel responsible for membership in Montreal.

Promote membership in the CIM, MER Society from within the mining and related sectors governments, non-government organizations (NGO) and academia such Universities, Colleges, Trade Schools and Training Facilities.

Encourage and facilitate the Executives of the MER Society to actively pursue new members from their contact network.

Represent the MER Society at the CIM membership meetings.

Report the MER Society membership statistics. Devise appropriate programs to increase the membership of the MER Society.

Ensure an equitable process exists and provide guidance in the selecting and electing of future candidates to the Executive Committee.

Act as a first contact to indoctrinate and prepare new members.

Attend CIM membership committee meetings

Attend MER Executive Committee meetings

### **10.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **11 DIRECTOR – COMMUNICATIONS (NEWS)**

### **11.1 General**

The role of the Director – News is to facilitate communication among MER members, with the general CIM membership and with other organizations. The MER News can be communicated with the CIM members over the CIM Web Site (Enews), and other social media groups and platforms such as the LinkedIn. The Director should also explore the possibility of publishing MER news in Magazines, such as the CIM Magazine.

### **11.2 Duties and Responsibilities**

Publicize the significant achievements and activities of the MER members in the CIM Web site,

Assist in providing news release regarding paper calls for upcoming MER technical events.

Attend all of the MER functions or have a designate to ensure collection of newsworthy information for publication.

Inspire other members of the MER Executive to provide news for the newsletter

### **11.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **12 DIRECTOR – PEER REVIEW CHAIR (PUBLICATIONS)**

### **12.1 General**

The purpose of this position is to ensure MER Society technical papers are peer-reviewed for possible publication in the CIM JOURNAL. This position is also responsible for soliciting papers from various sources, including MEMO conferences, AGM and other events where MER Society participates.

### **12.2 Duties and Responsibilities**

The review chair is responsible for ensuring that paper reviews are completed within two (2) months of the paper submission date to the CIM JOURNAL Peer-Review Management System. To accomplish this, the review chair maintains and communicates with a roster of peer reviewers that encompasses the expertise required to provide thorough assessment of papers submitted to the society for review.

The review chair also communicates with the CIM JOURNAL technical paper coordinator to ensure that the status of all papers in the CIM JOURNAL Peer-Review Management System is up-to-date.

The review chair should assign a submitted paper to his reviewers within one (1) week of its assignment to him.

The review chair should respond to inquiries from the National Office within one (1) week.

The review chair participates in quarterly technical paper committee meetings with other society chairs.

The duties can be delegated to another executive member by the review chair.  
The peer review process and decision making process are outlined below

### **12.3 Review Process**

The review chair will receive email notification that a paper has been assigned to him for review on behalf of his Technical Society and the CIM JOURNAL. The review chair assigns the paper to at least two reviewers in his roster and is responsible for periodically following up on all papers he has sent out for review to ensure that the reviews are carried out within the allotted time. If a reviewer is not completing the review in a timely manner, or indicates they cannot complete the review (e.g., too busy, not within their area of expertise), the review chair must find an alternate peer reviewer. The review chair may serve as one of the reviewers if he feels qualified to conduct the review.

Based on the reviews of at least two qualified reviewers, the review chair is responsible for making the final decision as to the disposition of a paper.

The review chair is also responsible for ensuring the proper reviewing of papers; constructive and professional criticism is required from all reviewers. In the case where reviewers' recommendations differ, a third person is required to review the paper if the review chair does not feel qualified to make his final decision based on the first two reviews.

Once a review is complete, the reviewer (and chair if he is acting as a reviewer) must upload his annotated manuscript, review form, and comments/recommendations to the CIM JOURNAL Peer-Review Management System. The review chair is notified once two reviews are completed. At that time, the review chair must approve the reviews and render his decision (see below). Optionally, the review chair can upload comments and any related material to the CIM JOURNAL Peer-Review Management System to provide his own input to clarify or expand upon what is required for the author to complete the revision.

If the decision is accept with no or minor revisions or reject, the paper is no longer the responsibility of the review chair – it either moves on to the edit and layout stage or is deleted from the system if rejected. If the decision is revisions required, the author must upload a revised paper. The review chair assigns the revised paper to the original reviewers for the second review if possible, unless an author requests otherwise or the first reviewers are not available. Up to three review cycles can occur, with the final decision being one of the following.

### **12.4 Peer Review Decisions**

For the CIM JOURNAL there are just four different review decisions.

- Publish As Is
  - No revisions requested.
- Publish With Minor Revisions
  - Revisions are requested (e.g., grammar), however, the paper does not need further assessment.
- Significant Revisions Requested
  - Revisions are required and the revised paper will need to undergo further assessment (second review cycle).

- Reject
  - A paper does not meet CIM standards. For example, it may not appeal to or benefit a significant number of JOURNAL readers, its theory may not translate into application, or its conclusions may not be sufficiently supported.

### **12.5 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **13 DIRECTOR – EDUCATION (SCHOLARSHIPS / STUDENT LIAISON)**

### **13.1 General**

The education Committee Representatives has two main functions. The first is to participate in the General Committee on Education meetings held several times a year in different cities and convey the views of the MER Society to the deliberations. The second function is to play an active role in a selection process for three scholarships administered by CIM MER Society: Centennial, J.D. Patterson Memorial, and Ken Hildebrand Memorial. The applications are sent to the incumbent by the CIM headquarters.

Preferably the representative should be associated with an institution of higher education such as a university or retired professor.

### **13.2 Duties and Responsibilities**

Maintain contact with the Committee on Education for the Mineral Industry.

Oversees publicity for the scholarships, and is a resource person for potential candidates.

As a member of selection committee reviews and ranks the applications.

Communicates with the recipients and verifies conformity of their files.

### **13.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **14 DIRECTOR – WEBSITE CO-ORDINATOR**

### **14.1 General**

The purpose of this position is to maintain and keep current the CIM MER Society Website, and harmonize with the activities of the MER Society and changes to the Executive Committee Manual. Also the position informs MER Society of CIM Website related activities and new applications.

### **14.2 Duties and Responsibilities**

Maintain MER Society Website

Coordinate or work closely with Administrator/Executive Secretary to ensure website is kept current.

Inform MER Society on the new developments pertaining to CIM Website and computer applications

### **14.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **15 DIRECTOR – DOCUMENTS**

### **15.1 General**

The function of this position is to assist in preparing, maintaining and dissemination of special purpose documents as required by the MER Society and the Executive Committee. These may take on the form of special purpose documents as tabled by the Executive committee such as the “MER Executive Manual” CIM or MER Bylaws or Rules of Order. This position requires leadership, organization, methodical thinking and strong project coordinator skills. Must be able to communicate with people from diverse background and synthesize their ideas and comments into the document framework.

### **15.2 Duties and Responsibilities**

Accept special documents as required from the Chair or Executive Committee.

Work closely with the Administrator / Executive Secretary to ensure updated special documents are available to those concerned.

Set up for review all special documents on a timely basis. This can be accomplished by adding a new item of business to an MER Executive Committee meeting. During the meeting any addition, deletions or changes can be discussed and voted on by the committee.

Set up and chair a document task force, when required, to initiate new documents or address major rewrites and updates of existing documents

### **15.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **16 DIRECTOR – ENERGY**

### **16.1 General**

Energy is an important and a key input factor into all facets of the mining, milling, smelting and refining processes. Best in class energy supply and demand management increases profits by reducing costs, energy waste and improving efficient production. Furthermore, managed energy reduces the environmental footprint while increasing clean production.

Qualifications, background and management experience would be invaluable in promoting the cost effective procurement and efficient use of energy in the mining sector. Similarly, strong communications

skills would support delivery of energy knowledge, education, and help influence the changing to an energy efficiency culture of people of all levels within an organization.

## **16.2 Duties and Responsibilities**

Promote best in class energy supply, procurement and demand management techniques.

Act as an energy resource person to the MER Executive Committee and the mining sector.

Remain current in all aspects of energy management including changes in government regulations and related environmental impacts on the mining sector.

Form and maintain business relationships in the energy sector to liaise with the mining sector.

Report as required to the MER Executive any energy item of interest or changes that may impact the mining sector.

Initiate and support an “Energy Table” or in the least energy papers for both the annual AGM and MEMO conferences.

## **16.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

# **17 DIRECTOR – SPONSORSHIP**

## **17.1 General**

The role of the Director – Sponsorship is to develop and implement a strategy to attract and maintain sponsorship for various activities pursued by MER. The Director – Sponsorship will work closely with the Executive Committee and other Directors in planning of the MER activities.

## **17.2 Duties and Responsibilities**

Conduct research and identify prospects.

Cultivate and manage relationship for the portfolio of activities planned by MER.

Relying on the CIM network, develop proposal and solicitation.

Oversee the fulfillment of all sponsorship agreements and that the sponsors are recognized accordingly.

Attend various Executive Committee meetings

## **17.3 Term and Succession**

The term is a minimum two years after which the incumbent can elect to continue, take on another position or return to the role of a “Director – Executive Member”.

## **18 DIRECTOR – EXECUTIVE MEMBER**

### **18.1 General**

The success of a learned society is dependent on the active participation and enthusiasm of all its members. Directors of the Executive Committee need to provide knowledge, leadership and guidance to support the MER Society in its mandate and to foster membership participation and activities

### **18.2 Duties and Responsibilities**

Attend, and participate in Executive committee meetings or other meetings as declared to conduct the business of the MER society.

Volunteer for tasks as requested by the Chair to assist in the conduct of the business of the Society or for other Executives in fulfilling their mandate.

Seek new candidates for membership, and recommend exemplary members for the MER Executive Committee.

Maintain the highest professional and ethical behavior in representing the CIM and MER.

Engage the MER membership by providing updates on key MER initiatives.

Listen and return to the Executive Committee the membership or others comments, concerns, issues and ideas.

Visibly promote the CIM and the MER Society to all other professionals

### **18.3 Term and Succession**

Membership in the MER Executive Committee may continue as long as the candidate is a paid up member in good standing of the CIM. Termination is through submitting a resignation to the MER Chair, failing to attend three consecutive MER Executive meetings, or by a vote of the majority of the MER Executive.

## **D. AWARDS, SCHOLARSHIPS AND SELECTION PROCESS**

### **19 MCPARLAND MEMORIAL MEDAL**

**For outstanding performance in the minerals industry**

#### **19.1 Background**

Donald J. McParland was a founding member of the Mechanical-Electrical Division and its first Chairman. After a short and distinguished period with Noranda and Rio Algom, he joined the Brinco organization and eventually became its president and chief executive officer, primarily responsible for the design and construction of the giant Churchill Falls project. His brilliant career was tragically ended in 1969 at the age of forty in an airplane crash at Labrador City. Mr. McParland was engaged in a tour as a CIM Distinguished Lecturer at the time, concentrating his efforts on the small isolated Branches of the Institute.

The Mechanical-Electrical Division (now the Maintenance, Engineering and Reliability Society MER) was established by Mr. McParland and his CIM associates in 1961 to provide a forum for the people and the technology in the field, which had become such a vital part of the mining industry, filling a recognized need. It seemed totally appropriate that a suitable award, under the auspices of the MER Society, should be established, and that it should commemorate the memory of the founding Chairman and a most remarkable Canadian engineer. Approval for the award was given by the CIM Council in 1972 and sponsorship for the design and execution of the Medal was generously undertaken by Churchill Falls (Labrador) Corporation, for a period of 10 years.

The fallen maple leaf in the design depicts a young Canadian abruptly severed from his life and country at the height of his career - a most fitting tribute.

## **19.2 Nomination Process:**

- 1.** The Donald J. McParland Memorial Medal is awarded for outstanding performance in the minerals industry in the field of mechanical, electrical or civil engineering design, general plant design, project engineering and/or management of mine plants. The award may also recognize innovations in mine plant installations or in operating and maintenance methods. Major improvements in equipment used in the mining industry or the development of new types of equipment by engineers in the equipment manufacturing industry will also qualify.
- 2.** The award is to be presented from time to time as conditions warrant, but not more than one award shall be made in any given year.
- 3.** Nominations for the award shall be made over the signatures of at least ten (10) CIM national members and forwarded to the Executive Director of the Institute by December 15th of the year prior to the presentation of the award.
- 4.** All nominations must be accompanied by a brief description of the meritorious contribution and its value to the mineral industry. A biographical sketch of the recommended candidate is also to be given.
- 5.** The award shall be adjudicated by the Awards Committee of the Maintenance, Engineering and Reliability Society, which includes the Society Chairman and the Past Chairman remaining on the Executive Committee.
- 6.** The recommendation of the MER Awards Committee is to be sent to the CIM Executive Director not later than the last day of January in the calendar year of the award year for consideration and approval of CIM Council.
- 7.** The members of the Awards Committee shall not be party to the nomination of any candidate.
- 8.** When reasonably possible, the recipient shall be expected to receive the Award in person at the annual CIM Conference & Exhibition following the announcement of the Award, or at such other place and time agreeable to the CIM Council.
- 9.** All nominations properly presented shall remain in good standing for a period of three (3) years unless formally withdrawn over the signatures of a majority of members responsible for the nomination.
- 10.** The award can be made to any person in Canada, or elsewhere, although it is preferable that it be made to a CIM National Member.



## **20 THE CIM FELLOWSHIP AWARD**

This award is presented to recognize the outstanding contributions to the mining, metallurgical and petroleum industries.

### **20.1 Background**

The CIM Fellowship award was established by CIM Council in November 1986. The award differs from existing CIM awards in that a larger number of members can be recognized – up to 10% of the membership can be CIM Fellows – and the recognition visibly continues after the time of presentation. A CIM Fellow can place "FCIM" after his name when deemed appropriate.

The selection of CIM Fellowship award winners is under the auspices of the CIM President-Elect, and recipients are chosen through a three-tier process designed to promote uniformity and fairness.

The Fellowship Award will consist of a certificate suitable for framing, and will be presented at the Annual General Meeting or at an appropriate Society, District or Branch meeting. The names of new Fellows will be announced in the CIM Magazine. With the Fellowship Award, the Institute will recognize many of its distinguished members for their achievements and contributions. Successful implementation will require the cooperation of members in each discipline represented by CIM and in all geographic regions of Canada.

### **20.2 Conditions**

1. Candidates shall have a minimum of ten (10) years of current, continuous CIM National membership. The following criteria shall be considered in the selection of CIM Fellows:

- Contributions to CIM.
- Contributions to the mining, metallurgical and petroleum industry.
- Contributions to society and mankind.
- Contributions to education.
- Special distinction (awards, honors previously received).
- Other significant contributions.

2. The award shall be presented annually, and there may be more than one recipient.

3. Nominations for the award shall be made over the signatures of at least ten (10) CIM national members and forwarded to the Executive Director of the Institute by December 1st of the year prior to the presentation of the award.

4. A citation not to exceed 15 words shall appear on the Nomination Form.

5. Completed nominations shall be forwarded to the appropriate technical Societies/Divisions where a Fellowship Committee, consisting of at least five (5) people, shall review the nomination and make recommendations to the CIM Fellowship Award Committee.

6. The CIM Fellowship Award Committee, chaired by the President-Elect and consisting of the Chairmen/Presidents of each Society, shall review only nominations submitted on the official Nomination Form. Nominations will be submitted to CIM Council at a regular meeting for approval.

7. The members of the CIM Fellowship Award Committee shall not be party to the nomination of any candidate.

8. When reasonably possible, the recipients shall be expected to receive the award in person during the course of the CIM Conference & Exhibition following the announcement of the award, or at an appropriate Society, Division, District or Branch meeting.

9. All nominations properly presented shall remain in good standing for a period of three years unless formally withdrawn over the signatures of a majority of members responsible for the nomination.

10. Nominees must be CIM National Members.

11. No posthumous Fellow nominations shall be considered.

12. Fellow membership for any individual shall not remain in effect unless his/her membership is in force.

## **21 CIM MER GRADUATE STUDENT RESEARCH EXCELLENCE AWARD**

### **21.1 Background:**

At the meeting of its executive group on Thursday 28<sup>th</sup> November 2013, the MER Society resolved to create the CIM MER Graduate Student Research Excellence Award.

The aim of the award is to provide a platform for the dissemination of innovative thinking of benefit to the mining industry from the Society's brightest new minds, and to provide a means to allow such contributions to be recognized.

The award will permit a current or recent graduate student to attend the MER Society's MeMO conference to present their findings. The winner of the award will be recognized through the peer review process of the CIM Journal. The award is expected to be made annually. It is open to graduate students currently enrolled at a University, or those who have obtained their postgraduate qualification no more than six months prior to submission.

### **21.2 Conditions:**

- a) An award of \$2,000 is to be made available towards the travel and accommodation costs of a current or recent graduate student to make a presentation at the next MeMO conference of the CIM Maintenance Engineering & Reliability Society, in the year following the decision of the award.
- b) That in the year of the award, any CIM membership fees will be waived, or covered by the MER Society for the awardee, with the provisos that at the time of application for the award:
  1. The awardee identifies his or her affiliation within the CIM with the MER Society (as a first choice Society), if not already affiliated with the MER Society.
  2. The awardee commits to additionally presenting their contribution to their local branch of the CIM within one year of the award, if this is wanted by the Branch.

- c) That the award be made on the basis of paper submissions made to the CIM Journal that are routed for review by members of the CIM MER peer review panel and awards and scholarship sub-committee.
- d) That the meaning of a graduate student shall include anybody registered on a graduate program at a learned institution, such as a University or College, and will include a person who, at the time of submission of application, has received written notification from their learned institution that they have satisfied all the requirements of their graduate program, not more than six months prior to paper submission.
- e) That the paper makes an original, possibly innovative, but definitely excellent contribution to the body of knowledge concerning the topics of maintenance, engineering or reliability in the mineral industry.
- f) That if, at the time of submission of the paper, the graduate student, as defined in d), is not a member of the CIM, nor has identified her or his affiliation within the CIM to the MER Society, that she or he may be contacted to declare such membership and/or affiliation and thus become eligible for the award.
- g) That the paper can be co-authored but that the awardee must be the first named author of the paper in recognition of their personal contribution to the work reported and the joint authorship.

## **22 J.D. “PAT” PATTERSON MEMORIAL SCHOLARSHIP**

### **22.1 Background:**

The CIM Maintenance, Engineering and Reliability Society (MER) J. D. “Pat” Patterson Memorial Scholarship was created in 1991 in memory of Mr. Pat Patterson, a past CIM M/E Division (now MER Society) chairman who was a well-known individual in the Canadian mining industry.

**Type of Scholarship:** Post-Secondary Entrance, non-renewable

**Value of Scholarship:** \$1500.00 payable in 2 equal portions in October and the following January of the year awarded upon successful completion of the first term.

### **Eligibility:**

This entrance scholarship is open to any CIM National member or the son, daughter or spouse of a CIM National member or a student CIM member entering a post-secondary educational institution to study in the Maintenance, Engineering and Reliability disciplines with the intent of pursuing a career in the mining industry. The MER disciplines comprise of engineering or technologist level studies in Mechanical, Civil, Electrical, Electronics, Instrumentation, Chemical, Computer Sciences, Material Sciences, Manufacturing, and related disciplines

### **Required Application Information:**

- Applicant's name, address, telephone number,
- Parent's name and CIM membership number,
- Graduating high school's and Principal's name, address and telephone and fax number,
- Transcript of high school marks,
- Personnel information including extracurricular activities, community involvement and,
- An essay stating why the applicant is considering a career in the mining industry

**Basis of Scholarship Award:**

- A. Scholastic achievement
- B. Community involvement
- C. Extracurricular activities such as sports, hobbies, organizations
- D. Receipt of other scholarships

**Application Deadline: September 30th of the application year**

**Where to Apply:**

**CIM National Office**

Attention: CIM MER Society - J. D. "Pat" Patterson Memorial Scholarship  
Suite 1250  
3500 de Maisonneuve Boulevard West  
Westmount, Québec  
H3Z 3C1

**Scholarship Selection Committee:**

CIM-MER Society Immediate Past Chairman  
CIM-MER Society Chairman  
CIM-MER Society Education Representative

**Advertisement for the Scholarship:** CIM Magazine, CIM Reporter, Post-Secondary Institution's Calendars and the CIM Web site.

**Scholarship Recipient's Announcement:** CIM Magazine.

## **23 CIM DISTINGUISHED LECTURER**

### **23.1 Background**

CIM Distinguished Lecturers are chosen on the basis of their accomplishments in scientific, technical, management or educational activities related to the minerals industry, and speak at CIM Branch and Student Chapter meetings across the country.

Conditions:

1. Persons shall be selected as CIM Distinguished Lecturers on the basis of their distinguished service and accomplishments in scientific, technical or administrative activities related to the minerals industries.
2. Not more than five (5) Distinguished Lecturers shall be selected in any Council year.
3. Nominations for the honor of CIM Distinguished Lecturer shall be made over the signatures of at least ten (10) CIM national members and forwarded to the Executive Director of the Institute by the executive of each of the Technical Societies/Committees of the Institute or CIM's District Vice Presidents, by December 1st of the year prior to the presentation of the award.
4. Each nomination shall be accompanied by a statement supporting the nomination.
5. The nominations shall be submitted to a special CIM Distinguished Lecturers Selection Committee under the chairmanship of the CIM President-Elect and consisting of four other members appointed by

CIM Council.

6. The Committee shall select the recipients, confirm their willingness to accept the honor and dedicate their time to give the Lectures, and inform the CIM Executive Director prior to the last meeting of Council preceding the Annual General Meeting of the Institute.

7. The CIM Distinguished Lecturers shall be honored at the Annual General Meeting and shall be presented with a certificate.

8. The CIM Distinguished Lecturers are expected to give their Lectures before appropriate Branches of the Institute and at any Annual Meeting of the appropriate Society/Division.

9. In the case where the Distinguished Lecturer's employer or the nominating body is unable to cover the expenses for a Lecture, CIM National will cover the cost of air travel while the Branches will cover local expenses (accommodation, transportation, etc.)

10. All nominations properly presented shall remain in good standing for a period of three (3) years unless formally withdrawn over the signatures of a majority of members responsible for the nomination, or withdrawn by the nominee.

11. Nominees should be CIM National Members.

## **24 Centennial Scholarship – CIM MER Society**

### **24.1 Background**

The CIM Maintenance, Engineering and Reliability Society (MER) Centennial Scholarship was established in 1998 in recognition of the CIM 100th Anniversary.

**Type of Scholarship:** Undergraduate, non-renewable

**Value of Scholarship:** \$1998.00 payable in 2 equal portions in October and the following January of the year awarded upon successful completion of the first term.

**Eligibility:**

This scholarship is open to any CIM National member or the son, daughter or spouse of a CIM National member or a student CIM member who is currently enrolled in a post-secondary educational institution to study in the MER disciplines with the intent of pursuing a career in the mining industry. The MER disciplines comprise of engineering or technologist level studies in Mechanical, Civil, Electrical, Electronics, Instrumentation, Chemical, Energy, Computer Sciences, Material Sciences, Manufacturing and related disciplines.

**Required Application Information:**

- Applicant's name, address, telephone number
- CIM membership number or Parent's or spouse's membership number
- Name of post-secondary institution where enrolled and department head's name, address, telephone and fax number,
- Transcript of high school and post-secondary institution marks, graduating high school's and principal's name, address, telephone and fax number,

- Personal information including extracurricular activities, community involvement and,
- An essay stating why the applicant is considering a career in the mining industry.

**Basis of Scholarship Award:**

- Scholastic achievement
- Community involvement
- Extracurricular activities such as sports, hobbies, organizations
- Receipt of other scholarships

**Application Deadline: September 30th of the application year**

**Where to Apply:**

**CIM National Office**

Attention: CIM MER Society "Centennial Scholarship"  
 Suite 1250  
 3500 de Maisonneuve Boulevard West  
 Westmount, Québec  
 H3Z 3C1

**Scholarship Selection Committee:**

CIM-MER Society Immediate Past Chairman  
 CIM-MER Society Chairman  
 CIM-MER Society Education Representative

**Advertisement for the Scholarship:** CIM Magazine, CIM Reporter, Post-Secondary Institution's Calendars and the CIM Web site.

**Scholarship Recipient's Announcement:** CIM Magazine.

## **25 Ken Hildebrant Memorial Scholarship CIM-MER Society**

### **25.1 Background**

The CIM Maintenance, Engineering and Reliability Society (MER) Ken Hildebrant Memorial Scholarship was created in 2006 in memory of Mr. Ken Hildebrant, a past CIM MER Society chairman who was a well-known individual in the Canadian mining industry.

**Type of Scholarship:** Post-Secondary Entrance and Undergraduate, non-renewable

**Value of Scholarship:** \$2,000.00 payable in 2 equal portions in October and the following January of the year awarded upon successful completion of the first term.

**Eligibility:**

This scholarship is open to any CIM National member or the son, daughter or spouse of a CIM National member or a student CIM member who is currently enrolled in a post-secondary educational institution to study in the MER disciplines with the intent of pursuing a career in the mining industry. The MER disciplines comprise of engineering or technologist level studies in Mechanical, Civil, Electrical, Electronics, Instrumentation, Chemical, Energy, Computer Sciences, Material Sciences, Manufacturing and related disciplines.

**Required Application Information:**

- Applicant's name, address, telephone number,
- CIM membership number or Parent's or spouse's membership number
- Graduating high school's and Principal's name, address and telephone and fax number,
- Transcript of high school marks and university marks if applicable,
- Personnel information including extracurricular activities and community involvement.

**Basis of Scholarship Award:**

- A. Scholastic achievement
- B. Community involvement
- C. Extracurricular activities such as sports, hobbies, organizations...
- D. Receipt of other scholarships

**Application Deadline: September 30th of the application year.**

**Where to Apply:****CIM National Office**

Attention: CIM MER Society - Ken Hildebrant Memorial Scholarship  
Suite 1250  
3500 de Maisonneuve Boulevard West  
Westmount, Québec  
H3Z 3C1

**Scholarship Selection Committee:**

CIM-MER Society Chairman  
CIM-MER Society Immediate Past Chairman  
CIM-MER Society Education Representative

**Advertisement for the Scholarship:** CIM Bulletin, CIM Reporter, Post-Secondary Institution's Calendars and the CIM Web site.

**Scholarship Recipient's Announcement:** CIM Magazine.

## **26 Edward Melville (Ed) Patton Memorial Scholarship**

### **26.1 Background**

The CIM Maintenance, Engineering and Reliability Society Edward Melville (Ed) Patton Memorial Scholarship was created in 2015 in memory of Mr. Edward Melville (Ed) Patton, a distinguished CIM MER Society member who was a well-known individual in the Canadian mining industry.

**Type of Scholarship:**

For undergraduate and graduate university students, non-renewable.

**Value of Scholarship:**

\$2000 payable in 2 equal portions in December and the following February of the academic year for which the award is made. In order to receive the second instalment, the recipient must provide an official university bulletin confirming the successful completion of the fall semester.

**Eligibility:** This scholarship is open to any CIM National member or the son, daughter or spouse of a CIM National member enrolled at any Canadian university, whose recent or current project, research or thesis has been or is related to maintenance and reliability issues in the mining industry.

**Note:** CIM National membership is open to students from a very broad range of degree disciplines, including those that extend well beyond science and engineering.

**Required Application Information:**

- Applicant's name, address, telephone number,
- CIM membership number or Parent's or spouse's membership number
- Proof of enrolment at the Canadian university
- Transcript of university marks,
- Personnel information including extracurricular activities, community involvement and,
- An essay (max. 3 pages) stating the background, objectives, methodology and benefits of the project/research/thesis for Canadian mining industry.

**Basis of Scholarship Award:**

- A. Scholastic achievement
- B. Quality of the essay
- C. Community involvement
- D. Extracurricular activities such as sports, hobbies, organizations
- E. Receipt of other scholarships

**Application Deadline:** October 31<sup>s</sup> of the application year.

**Where to Apply:**

**CIM National Office**

Attention: CIM MER Society - Edward Melville (Ed) Patton Memorial Scholarship  
Suite 1250  
3500 de Maisonneuve Blvd. West  
Westmount, QC, H3Z 3C1

**Scholarship Selection Committee:**

CIM MER Society Immediate Past Chairman or nominated delegate  
CIM MER Society Chairman or nominated delegate  
CIM MER Society Education Representative

**Advertisement for the Scholarship:** CIM Magazine, CIM Reporter, Post-Secondary Institution's Calendars and the CIM Web site.

**Scholarship Recipient's Announcement:** CIM Magazine.



## 27 MER Memorial Scholarship

### 27.1 Background

The CIM Maintenance, Engineering and Reliability Society MER Memorial Scholarship was created in 2017 and is awarded each year in remembrance of one or more of the Society's individuals who have attracted prominence and recognition for contributions and service to the activities of the CIM MER Society.

In 2016 the CIM Diversity and Inclusion best practice guidelines articulated the goal that *Diversity* become an ingrained value systemic of the CIM and the mining industry as a whole. Consequently in 2017 the MER Society decided that MER Memorial scholarship should be used to strengthen the opportunities for access and inclusion to the industry, via a post-secondary education pathway for awardees, so that diversity within the Canadian mining industry and associated industries is improved.

<b>Name of Scholarship</b>	MER Memorial Scholarship
<b>Type of Scholarship</b>	Access and/or maintenance scholarship for academically excellent post-secondary students, non-renewable
<b>Value of Scholarship</b>	\$2500 payable in 2 equal portions in December and the following February of the academic year for which the award is made. In order to receive the second installment, the recipient must provide an official communication from their institution confirming successful completion of the fall semester.
<b>Eligibility</b>	This scholarship is open to any CIM National member (including student members), or the son, daughter or spouse of a CIM National member, enrolled at any Canadian post-secondary institution, following a program of relevance to the Canadian mining industry.

Note: CIM National membership is open to students from a very broad range of degree disciplines, including those that extend well beyond science and engineering. Students, and prospective students can join the CIM online at:

<http://store.cim.org/en/cim-national-memberships>

### Required Application Information

- Applicant's name, address, telephone number and email address
- CIM membership number or parent's or spouse's membership number
- Proof of enrolment at a post-secondary institution in Canada
- Transcript of marks from post-secondary institution, or if at the stage of having just entered a post-secondary institution, transcript of secondary education marks
- Personal statement detailing how and why you have decided to follow your university program and how the scholarship, if awarded, will assist you in developing your career within the Canadian mining industry and/or related industries. (max. 2 pages)
- In your application please clearly respond to the following question: "If the MER Memorial Scholarship is awarded to you, how will this help the CIM achieving its Diversity and Inclusion objectives?" (max. ½ page)

<b>Basis of Award</b>	Satisfaction of eligibility criteria Scholastic achievement and excellence Caliber of personal statement Answer to question above
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<b>Application Deadline</b>	October 31 <sup>st</sup> of the application year
<b>Address for submissions</b>	CIM National Office <b>Attention: CIM MER Memorial Scholarship</b> Suite 1250 3500 de Maisonneuve Blvd. West Westmount, QC, H3Z 3C1
<b>Advertising</b>	CIM Magazine, CIM Reporter, Post-Secondary Institution's Calendars, CIM web site
<b>Recipient announcement</b>	CIM Magazine

## **E DOCUMENTS, GUIDELINES PROTOCOLS AND PROCEDURES**

### **28 Rules of Order**

#### **28.1 What is the Primary Rule?**

All business is brought before the meeting by a motion or resolution, a report of a committee or a communication. The terms motion and question are synonymous; when first stated, it is a motion, and when repeated by the Chair, it is referred to as a question.

Only one such proposal can be considered at a time. It must be made by a member and seconded by another member. The maker of a motion must get the floor by rising, addressing the presiding officer and obtaining recognition. The motion should be worded in the affirmative whenever possible.

The presiding officer restates the motion and asks, "Are there any remarks?" This opens debate on the question. The maker of the motion is entitled to speak first on the motion. All remarks must be addressed to the Chair. No one may speak a second time on the same question if another member desires to speak on the subject, but he may speak a second time if one who has not spoken is not seeking recognition. But in formal meeting, if anyone objects, he may not speak more often without permission from the assembly.

#### **28.2 Voting Methods**

All motions are divided into two classes - undebatable and debatable. Undebatable motions are put to a vote immediately, after the Chair states the motion. Some motions require a majority vote, a number greater than half the votes cast, others a two-thirds vote. One of the fundamental principles of parliamentary law requires a two-thirds vote for every motion that suppresses a main question without free debate. Sometimes a vote is unanimous. A plurality vote - the most votes cast for a candidate - is used only in elections when authorized by bylaws.

There are many methods of taking the vote. Those most used are by voice {viva voce} aye and no, raising right hand or rising, ballot (usually authorized in elections), roll call, general consent. On courtesy votes, such as a "vote of thanks to the speaker", the negative vote is not put.

While parliamentary rules permit a Chair to vote on any question when his vote will change the result, it is wiser that a president should avoid showing partisanship on a moot question. He should vote when a ballot is used (usually for elections). His name is called last when a roll call is used.

By general consent or unanimous vote: this ruling is used to avoid the formality of taking the vote when there seems to be no objection to the question. It is used when routine business is conducted and on minor matters, Instead of taking a vote, the Chair says, "If there is no objection," and assumes general consent, unless someone objects. Then a vote must be taken.

In the case of approving the minutes and asking for corrections, no motion is required. The Chair states, "If there is no objection, the minutes stand approved as read (or corrected)."

### **28.3 Rules of Order**

All business should be brought before the assembly by a motion of a member or by the presentation of a communication to the assembly. It is not usual, however, to make a motion to receive the reports of committees or communications to the assembly and in many formality of a motion is dispensed with; but should any member object, a regular motion becomes necessary.

Before a member can make a motion or address the assembly upon any question, it is necessary that he obtain the floor; that is, he must rise and address the presiding officer by his title, thus: "Ms. /Mr. Chair," who will then announce the member's name. Where two or more rise at the same time, the Chair must decide who is entitled to the floor? The Chair makes the selection by announcing that member's name. In making his decision he should be guided by the following principles:

- The member upon whose motion the subject under discussion was brought before the assembly (or, in case of a committee's report, the one who presented the report), is entitled to be recognized as having the floor (if he has not already had it during that discussion)
- No member who has once had the floor is again entitled to it while the same question is before the assembly, provided the floor is claimed by one who has not spoken to that question.

Before any subject is open to debate, it is necessary, first that a motion is made by the member who has the floor; second, that it be seconded and third, that it be stated by the presiding officer. When the motion is in writing it shall be handed to the Chair, and read before it is debated.

### **28.4 To Adjourn**

This motion (when unqualified) takes precedence of all others, except to "fix the time to which to adjourn." to which it yields. It is not debatable, it cannot be amended or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.

## F FORMS, MEDIA MATERIALS, LOGO, PHOTOS, AND GRAPHICS

### 29 Logos



## **G APPENDICES**

### **30 Guidelines for Society Chair**

By virtue of election, and in accordance with By-Laws, Chairs of Societies are members of the Council of the Institute. They are expected to attend meetings of Council and By-Laws require at least four Council meetings per year; one at the Annual Meeting; one in the summer, one at the time and place of a District Meeting; and one close to Secretariat in Montreal in March. Council has authorized travel expenses for those attending Council meetings pending on prior approval by National Executive Director.

Society Councilors are expected to bring the view of their respective technical areas to Council so that the Institute can expand and improve its position as the professional society of Canada's minerals industries.

Society Councilors are required to advise Council of the date and place of all meetings, tours, courses, etc., so as to avoid conflict of dates, conflict of financial campaigns, and so as to accomplish coverage by the Institute's liability insurance policy.

Society Councilors are expected to respond to the Institute's annual call for nominations for Distinguished Lecturers Awards, and they should make sure that each nominee is in a position to accept the very demanding lecture requirements. Deadline for these nominations is December 31st.

Society Councilors are expected to submit an annual report on the Society's activities. Councilors may request a slot in the Council agenda at any Council meeting to present the Society's activities or raise an issue pertaining to the Society. Society Councilors are expected to bring their Medal and Award recommendations to Council for approval and as a safeguard against duplication of awards.

Society Councilors are expected to promote Institute membership growth throughout their particular discipline; to encourage the exchange of technological information at a variety of meetings, workshops, seminars, etc., and to encourage all authors to develop and enhance their professionalism via the publications of the Institute.

Society Councilors are expected to act as the representative of the President on certain occasions and to maintain contact with the Vice-Presidents of the Institute and with Secretariat so as to convey Institute policies throughout their respective Divisions/Societies during their term in office.

#### **30.1 Helpful Hints to Division / Society Chair**

Numerous requests have been made to Secretariat for a printed directive to be issued to all new Society Chair following their election. Since many of the Societies formerly had no system of continuity in the election of their officers, it often happened that a Chair would be elected who had no knowledge or experience of Society affairs. It is hoped that the following "hints" will make it easier for a Society Chair to pick up the reins of office and enable him to be in full control of the affairs of his Society in a very short time following his election.

## **30.2 RESPONSIBILITY**

Each Society Chair occupies a very responsible position in the affairs of the Institute. By virtue of his election as Chair he is an ex-officio member of the Council of the Institute. In this position he is expected to represent the technological interests of the members of his Society on the governing body of the Institute.

In addition he must direct the general affairs of his Society. No firm directives can be laid down by Secretariat on this phase of his duties. It is assumed that since he has shown sufficient interest in the affairs of his Society to be elected Chair by his fellow members, he must have considerable knowledge of the particular wishes of the Society members. Some Societies hold joint meetings with representatives of their technology in the United States (e.g. the Industrial Minerals and the Coal Divisions). Others hold special field trips of interest to their members (e.g. the Geology Division). Others organize very popular Operator's Conferences (e.g. the Coal, Metal Mining and Maintenance, Engineering and Reliability Societies).

Probably the most important, and certainly the most demanding duty of the Society Chair is stimulating the preparation, presentation and publication of technical papers on all subjects appropriate to his Society. The main purpose of the Institute is:

"...to enhance the arts and sciences pertaining to the discovery, production and utilization of minerals and metals by means of the presentation, discussion and publication of technical papers."

The Societies have been given the duty of furthering this very important objective. In addition and closely allied to this is the fact that the Society Chair are members of the Institute Technical Program Committee and as such are responsible for organizing the program to be sponsored by the Societies at the Annual General Meeting.

## **31 Members List**

The updated list is available from the Administrator / Recording Secretary

## **32 Executive Members List**

The updated list is available from the Administrator / Recording Secretary

## **33 Sponsors**

<INSERT INFO HERE>