



AAPG

Energy Minerals Division

Procedures Manual

The purpose of the Energy Minerals Division (EMD) Procedures Manual is to document the duties, responsibilities, and expectations for each elected and appointed officer and chairperson. The manual is supplemental to the EMD Bylaws. All EMD officers and committee chairpersons should read and understand the EMD Bylaws. The manual should be considered a “living document” and be updated as needed. A copy of this manual should be distributed to each EMD officer. During their term in office, officers must remain in good standing of the American Association of Petroleum Geologists and of the Energy Minerals Division.

PRESIDENT

Duties:

- (1) The President appoints all Committee Chairs and Councilors as vacancies occur, according to the procedures defined in the Division bylaws, and keeps AAPG staff informed of all updates and changes to Division leadership for the purpose of web updates, Bulletin records, and other communication.
- (2) The President is responsible (and the final decision maker) for all financial decisions and commitments made by the EMD.
- (3) The President establishes the goals and objectives for Division activities at the next Annual Convention, selects the EMD Annual Meeting Chair for the Annual Convention two fiscal years out, and works closely with the current Vice Chair, the President-Elect, and members of the Executive Committee to encourage, assist and promote Division activities at the Convention.
- (4) The President presides at the EMD Council Annual Business meeting, typically held on the Saturday prior to the Annual Convention. The President also attends the House of Delegates (HoD) meeting and the opening session of the of the Convention, typically held on the Sunday prior to the beginning of the technical program. The President typically presents a short overview of EMD activities to the Delegates at the HoD meeting. The President should attend the AAPG President's reception at the AAPG Annual Convention.
- (5) The President (and/or President-Elect) should attend Region and Section meetings as his or her schedule allows and where doing so will advance Division outreach goals. The President may be invited to provide a short summary presentation of Division activities at the meeting. The President should work with the EMD Section Councilors and Section Officers to promote EMD programs, awards, short courses, and field trips at the AAPG Section and Region meetings.
- (6) The President is a member of the AAPG Advisory Council and must attend the AAPG Advisory Council meetings that are typically held twice per year (the first in the fall, and the second adjacent to the AAPG Annual Meeting).
- (7) Each month the AAPG Bulletin lists the members of the AAPG Executive Committee, the AAPG Advisory Council, and each of the officers and committee chairs of the Divisions. The EMD President should examine the Bulletin for accuracy and submit any corrections to the Bulletin Editor.
- (8) Each AAPG Division receives a quarterly column in the AAPG Explorer. The EMD column appears in the August, November, February, and May issues. The EMD President writes the article, due to the AAPG one month before publication.
- (9) The President must submit a fiscal (July 1 through June 30) annual report of the Division's activity, including membership statistics, by September 1 following their term in office for publication in the December edition of the AAPG Bulletin.

PRESIDENT-ELECT

Duties:

- (1) Attend and participate in the EMD Mid-Year Leadership teleconference, other scheduled teleconferences, and Annual Business Meetings.
- (2) Fill a vacancy in the office of President for the unexpired term.
- (3) Become acquainted with the overall business of the Division and its various committees, and the duties of the President, including service on the AAPG Advisory Council.
- (4) Become familiar with the EMD Bylaws and Procedures Manual.
- (5) Be responsible for preparation of the Division Business Plan for the next fiscal year. The Plan should have its basis in the bylaws of the Division. It should outline the overarching vision for the incoming President and specify key objectives for the year and how they will be accomplished. The plan should also address how the incoming executive officers will communicate with Councilors and Committee Chairs outside of the Mid-Year and Annual meetings specified in the bylaws.
- (6) Consult closely with the EMD Vice Chair of the Annual Meeting Committee for the following year, becoming familiar with the events and topics of that meeting.
- (7) Towards the end of the year, discuss with all Committee Chairs about the needs and possibilities of their committee, whether they wish to continue to serve as Chair, who might succeed them if not, and other issues regarding the committee's function in preparation for assuming duties as President on July 1.
- (8) Prepare a schedule of EMD Explorer articles for the term as President (August, November, February, and May). The initial Explorer article will be due on or around July 1.
- (9) Perform such duties as may be assigned by the President.

VICE-PRESIDENT

Duties:

- (1) Attend the EMD Leadership teleconference and Annual Business Meetings.
- (2) Chair of the Communications Committee.
- (3) Update, modify, and enhance the EMD Procedures Manual as may be necessary or appropriate, and distribute to officers and Committee Chairpersons.
- (4) Perform such duties as may be assigned by the President.

SECRETARY

Duties:

- (1) Attend the EMD Leadership teleconference and Annual Business Meetings.
- (2) Record and distribute the minutes of the EMD Leadership and Annual Business Meetings. The format of the minutes should follow the format of the President's agenda; include the location and date of the meeting; list all members in attendance and include a list of officers/chairpersons not present at the meeting. All supporting documentation presented during the meeting should be distributed with the minutes to all EMD officers/chairpersons and EMD members who attended the meeting. It is recommended that the minutes be available one month after the meeting so that all those concerned know what they agreed to do.
- (3) Perform such duties as may be assigned by the EMD President.

COUNCILORS

Duties: Councilors serve as spokespersons, maintaining a scientific information pipeline, open at both ends, between EMD, its leaders, and AAPG members in each Region or Section. Councilors are to "get the word out" wherever and whenever the AAPG is providing a venue for EMD technical content, and to advocate for the inclusion of EMD-related topics when a Region or Section is planning an event. Specific duties include:

- (1) Attend the EMD Leadership teleconference and Annual Business Meetings. For the latter, prepare a one page/one slide report of the key activities and focus on sharing successful efforts.
- (2) Advise EMD leadership of technical activities in the region/section of interest to EMD members via email, call-in, or during mid-year and year-end meetings.
- (3) Provide information on select activities for posting to EMD Facebook, LinkedIn Group, or web page.
- (4) Suggest appropriate candidates for leadership roles within EMD from each Region or Section and recruit new EMD members.
- (5) For major meetings in the Regions and Sections, propose and organize EMD related sessions, speakers, short courses and/or field trips as appropriate.
- (6) For annual AAPG-wide meetings, especially ACE and ICE, distribute information on opportunities to present papers and posters on EMD related topics to leaders and members of each Region and Section.

TECHNICAL COMMITTEES

Duties:

- (1) Identify and develop papers for presentation at AAPG Annual, Section, and Region meetings, in special publications, or in the Bulletin or Explorer. By

convention, Technical Committee Chairs may also serve as AAPG Associate Editors, directed to review commodity papers for the AAPG *Bulletin*.

- (2) Each Technical Committee shall select their preferred reporting mechanism for distribution of information related to their topic on an annual basis. Options for reporting include:
 - (a) traditional review of global activity related to the committee's area of interest, which is prepared as a PDF, posted to the division web page, and shared via Search and Discovery;
 - (b) technical session focused on the committee's area of interest at an annual, region or section meeting of the AAPG;
 - (c) technical paper presented at an oral or poster session of an AAPG meeting, with slide deck published on Search and Discovery;
 - (d) topical article published in the AAPG Explorer;
 - (e) technical research article published in the AAPG Bulletin;
 - (f) special issue of the AAPG Bulletin or Memoir; and
 - (g) other unique or innovative reporting ideas.
- (3) Timing of technical reporting may vary by committee and activity but shall be completed before the end of the AAPG fiscal year (June 30).
- (4) Each committee chair shall prepare a one page/one slide summary of the committee's activities, including method of reporting and recognition of all committee members' roles and work. This summary shall focus on recent committee activities for the year preceding the annual meeting and shall be presented with five minutes of discussion at the annual meeting of the division.
- (3) Perform other duties as assigned by the EMD President.

ANNUAL MEETING (ACE/ICE) COMMITTEE

Duties:

- (1) The Annual Meeting Chairs are responsible for overall coordination of EMD activities at the Annual Meetings (both ACE and ICE). This includes serving on the Central Planning Committee for the meetings (with Chairs from the other Divisions) and regular reporting of progress to the EMD Executive Committee.
- (2) The Chair's specific duties include:
 - (a) coordinating with EMD Chairs and Councilors to prepare a program recommendation for ACE and ICE in the coming year to be presented at the Annual Meeting of the Division and proposed to the Central Planning Committee for inclusion in the following year's meetings;
 - (b) proposing EMD Short Courses and Field Trips with identified EMD Short

Course and Field Trip Coordinators;

- (c) finding and appointing Judging Chairs for EMD sessions;
- (d) finding and proposing a speaker for the EMD luncheon;
- (e) coordinating with AAPG staff to ensure that logistics are properly planned and that program information for event advertising is provided;
- (f) filing a report for the EMD Executive Committee following the convention summarizing event attendance, technical highlights and lowlights, financials, and general feedback, as an aid in planning future events.

NOMINATIONS COMMITTEE

Duties:

- (1) The Committee establishes the list of officer candidates in accordance with the EMD Bylaws. The Committee may seek suggestions for nominees from any appropriate individual.
- (2) The Committee is formed beginning July 1 and prepares a slate of nominees for all offices which shall become vacant at the end of the fiscal year (President-Elect, Vice-President, or Secretary).
- (3) The nominees' names should be submitted to the EMD Executive Committee for approval at least one week before the Mid-Year Leadership Meeting so that it may be included on the agenda. The Executive Committee must approve a slate prior to the close of the meeting. The EMD President will immediately forward the approved slate to the AAPG Executive Committee in time for it to be considered at their next meeting. The EMD President should notify the Nominations Committee of the Association's action. There should be no announcement of the slate before the Association's approval. The Committee should instruct the nominees to prepare their vitas and platforms prior to the Mid-Year Leadership Meeting. It is as important for the EMD membership to be informed of each candidate's vision of EMD's future as it is for them to be informed of each candidate's qualifications. Upon Association approval of the slate, this information shall be submitted to the EMD staff representative at AAPG Headquarters and included with the ballot sent to the Division membership for the election.
- (4) Prior to the date the ballot is mailed to the Division membership, the President shall forward the approved slate, and each candidate's vita and platform to the AAPG Web Producer to be posted on the EMD website prior to distributing the ballot to the Division members.
- (5) Each year, the entire process of nomination, candidate statement preparation, slate approval, ballot preparation, and election should be timed so that the names of elected officers can be announced at the EMD Business Meeting held at the Association Annual Meeting.

COMMUNICATIONS COMMITTEE

Duties:

- (1) Coordinate communications to the EMD members through various online resources, including the EMD website, social media, and other available outlets.
- (2) Provide content for the EMD website via communications to EMD staff liaison, copied to AAPG webmaster, so that proper tickets and tracking can be implemented.
- (3) Assist the EMD President or President-Elect to coordinate EMD presence in the AAPG booth at the AAPG Annual Convention or AAPG Sectional or Regional meetings.

PUBLICATIONS COMMITTEE

Duties:

- (1) Promote and support timely technical and general informational publications on Energy Minerals and technology topics for which EMD has responsibility. Publications are prepared with the intent that they must have immediate and lasting value to energy professionals and the geological community in general.
- (2) Utilize AAPG publications resources and infrastructure (e.g. Search and Discovery, AAPG Bulletin) to improve timeliness and accessibility of information dissemination for the benefit of the technical community.
- (3) For special topics that may be suitable and have long lasting importance and relevance, promote and support special publications in the AAPG Bulletin.
- (4) Act as an editor on proposed publication projects or serve in an oversight capacity for projects and handle related interactions between EMD and the AAPG Elected Editor, AAPG staff, and cooperating societies or groups. The Chair also generally handles any negotiations and production interactions with whatever publisher is involved in specific publication projects, with oversight by the EMD Council.

HONORS AND AWARDS COMMITTEE

Duties:

- (1) Direct the search for outstanding service to the EMD, and outstanding achievement in the field of Energy Minerals, and recommend recognition.
- (2) Submit the names of recommended awardees in a report at the Mid-Year Leadership meeting. When the names have been approved, the EMD President notifies the awardees by telephone, followed by a letter.

The Chair decides on the citation and arranges for the preparation of the plaques or certificates, compiles and submits the photos and biographies for the AAPG

- “Awards and Honors” program to the AAPG EMD representative, and arranges for
- (3) a photo to be taken of the recipient receiving the award at the AAPG Annual Convention EMD Luncheon.
 - (4) The EMD issues awards for both service and excellence in technical communications. A list of specific awards that may be presented is provided in the Appendix, along with a narrative of their history and specific requirements. There is no requirement to give every award every year.

APPENDIX: EMD AWARDS

(1) Service Awards

Honorary Membership was initiated by the Division in 1998 and is bestowed upon Division members who have distinguished themselves by their service to the Division and devotion to the sciences involved with energy minerals geology. By EMD Leadership Council action, this honor has been declared the Divisions’ highest award. Honorary EMD members must continue to pay AAPG dues. This award is open to nominations from the EMD membership.

The Distinguished Service Award was initiated by the Division in 1990 to recognize a member’s continuous, outstanding, exceptional, meritorious service to the Division. This award is considered to be the second highest service award within EMD. This award is open to nominations from the EMD membership.

The Distinguished Contributors Award was initiated in 1994 to recognize outstanding, exceptional, meritorious service to the Division by a member of the AAPG Headquarters staff. Recipients need not be an EMD member but must be a member of the AAPG Headquarters staff. This award is presented irregularly.

The Past President’s Award was initiated by the Division in 1990 to recognize a year of dedicated, energetic service to the Division by its past presidents. In 2001 the award was presented to all EMD presidents who served before the 1988-1989 service year. This award is not open to nominations from the EMD membership.

The Certificate of Merit Award is presented to persons contributing to the overall success of the Divisions’ activities by their service at national or international annual or biennial meetings of the Division, by outstanding service on committees, or through other significant forms of service to the Division (such as at AAPG Section Meetings). This award recognizes recent or cumulative outstanding contributions, such as serving as a member of the local EMD planning committee for an annual meeting. This award is open to nominations from the EMD membership.

(2) Presentation Awards

The Frank Kottowski Memorial Award, the Loyd Carlson Memorial Best Poster

Award, and President's Certificates for Excellence of Presentation are presented the recipients at the annual luncheon and awards program in the year following the EMD meeting in which the winning papers were presented.

The Frank Kottowski Memorial Award (formerly known as the "Best Paper Award") is presented to the author(s) of an oral presentation that is judged to be the "best oral paper" in any EMD-sponsored technical session at an AAPG Annual Meeting. This award is not open to nominations from the EMD membership.

A President's Certificate for Excellence in Presentation may be presented to the author(s) of a runner-up oral or poster paper. Certificates can be awarded for up to three each poster and oral presentations per annual meeting. This type of award is at the EMD President's discretion as to how many awards will be given per year, based on recommendations from the EMD Awards Chair for a given Annual Meeting. This award is not open to nominations from the EMD membership.

The Loyd Carlson Memorial Best Poster Award is awarded to the author(s) of the best poster presentation in any EMD-sponsored session at an annual meeting. This award is not open to nominations from the EMD membership.

(3) Closed Awards

The Distinguished Founder's Award was established by the Division in 1978. Not to be confused with EMD Founder, this is an honor with a certificate identifying members who joined EMD by July 1, 1978. The Distinguished Founder's Award is reserved for members who played a significant role in the AAPG Economics Committee or its successor, the AAPG Energy Minerals Committee, and thus contributed greatly to the formation of the EMD. The Distinguished Founder's Award has effectively been retired due to completion of giving awards to all living, eligible members.

EMD Founder Award, an honor with a certificate identifying members who joined EMD in the division's first year between July 1, 1977 and July 1, 1978.

(4) Section Awards

The Gordon H. Wood, Jr, Memorial Award was established in 1989 and is presented in recognition of outstanding contributions to the geology of coal and other energy minerals, and the goals of the AAPG Energy Minerals Division in the Eastern Section. The decision to present this award is in purview of the Eastern Section Honors and Awards Committee.