

# R&LHS Awards Program Rules

## I. The Awards Program

- A. The Railway & Locomotive Historical Society (“R&LHS”) presents annual awards for contributions of lasting value to the interpretation of North American railroad history and its contexts.
- B. Except as noted below, these awards are presented annually. There are seven awards issued by the R&LHS:

### **1. Gerald M. Best Senior Achievement Award:**

Awarded to an individual for significant and long-standing contributions to the writing, preservation, and interpretation of railroad history.

### **2. George W. & Constance M. Hilton Book Award:**

Awarded for a distinguished work of lasting value to the interpretation of North America’s railroading history, published within the preceding three years of the award date.

### **3. David P. Morgan Article Award:**

Awarded for a distinguished article of lasting significance to the interpretation of North America’s railroading history, published in a periodical within the preceding three years. For purposes of this award, the article or essay must be less than approximately 16,000 words and published in a periodical, defined as a publication issued at regular and recurring intervals. In exceptional circumstances, the Panel may waive the word limit, but not the requirement that the publication is issued at regular and recurring periods.

### **4. William F. Howes, Jr. Passenger Rail Article Award:**

Awarded for a distinguished article, paper, or monograph documenting the history of railroad passenger service, published within the preceding three years.

### **5. Fred A. & Jane R. Stindt Photography Award:**

Awarded for a distinguished body of work over a long period of time, or a single photographic project or publication, making an outstanding contribution to the photographic interpretation of North America’s railroad history.

## **6. John E. Gruber Video Award:**

Awarded for outstanding video projects released within the preceding three years that creatively and accurately educate viewers about one or more aspects of North America's railroading history.

## **7. Arthur D. Dubin Medal:**

Awarded to honor lifetime contributions to the study of railroad history that have shaped the field immeasurably and helped to a better understanding why railroads are important to our country's development. This award is presented at the discretion of the Awards Committee and is presented to an individual whose contributions to the preservation and interpretation of railroad history are truly extraordinary.

- C. To maintain the integrity of the Awards Program, the following rules are applied to ensure transparency and fairness, as well as to avoid even the appearance of conflicts of interest. The rules are designed to ensure the highest standards and to ensure the trustworthiness of the program,

## **II. The Awards Committee**

- A. The Awards Committee is responsible for soliciting nominations, voting on the awards, and preparing the citations for delivery to the recipients and for publication in *Railroad History*.
- B. The R&LHS Vice President, Awards serves as the Awards Committee Chair.
- C. The Awards Committee consists of at least fifteen members of the R&LHS who are selected by the Awards Committee Chair, in consultation with the Executive Committee.
- D. Any R&LHS member may nominate another member to sit on the Awards Committee by emailing the Awards Committee Chair or via the awards portal on the website. Self-nominations are allowed.
- E. Members serve for 3 year-terms and may be reappointed by the Awards Committee Chair. To ensure continuity, the terms of the members shall be staggered, with one-third of the members appointed/reappointed annually.

### **III. The Nomination Process**

- A. There is no R&LHS membership requirement to submit nominations and any R&LHS member, including Awards Committee members, may submit nominations, subject to the Paragraph III.B, *infra*.
- B. Self-nominations are not permitted. Moreover, it is a conflict of interest (and thus prohibited) for anyone, including R&LHS members and members of the R&LHS Awards Committee, to nominate a book or article that the nominator helped to create by providing material assistance in the research or drafting of the work in question. For purposes of this rule, “providing material assistance” includes co-authorship or substantial research or editorial assistance. It specifically does not include providing guidance or advice on sources or reviewing and commenting on drafts. Nor does it include pre-publication review and comment for scholarly journals or publications,
- C. Nominations should be submitted via the Nomination portal on the R&LHS website. Nominations made via email or in writing by mail to the Awards Committee Chair may also be accepted.
- D. Nominations must contain sufficient information to allow the Awards Committee to conduct its work. At a bare minimum, the nomination shall include information justifying the nomination and sufficient citation information to allow the Committee to retrieve the publication, photographs, or video. The nomination must specifically state which award for which the item is being nominated and must explain how the work meets the criteria for the award, including the significance of the work and its lasting contribution to railroad history. In short, the nomination should explain why the work is important in interpreting railroad history and why the work merits recognition.
- E. At the discretion of the Awards Committee Chair, nominations may be returned to the submitter for additional information or may be summarily rejected if insufficient information or justification is provided. Nominations that fail to meet the basic criteria for an award may be summarily rejected by the Awards Committee Chair without forwarding the nomination to the full committee. The Awards Committee Chair is empowered to decide if nominations for the David P. Morgan Article Award were published in a “periodical” as required for that award. In exercising the discretion set forth in this sub-rule, the Awards Committee Chair may consult with one or more Awards Committee members.
- F. If a nomination is submitted for one award, but the Awards Committee or panel determines that the nominated material should be considered for a different award, the Awards Committee or panel, in consultation with the Awards Committee Chair and, if appropriate the individual submitting the nomination,

may recommend that the Awards Committee Chair change the nomination to a different category.

- G. If a submission qualifies for two awards, for example, the Morgan and Howes Awards, only one award will be considered.
- H. The Awards Committee may not consider a book, article, or paper that receives an award for a different award in a subsequent awards cycle.
- I. For books, articles, papers and videos, nominations are accepted for materials published or produced in the three-year period preceding the awards cycle. For magazine articles that are published as part of a series, the publication year of the final article of the series determines the eligibility.
- J. In all award categories, nominees must be living at the time of the nomination, although posthumous awards may be presented to individuals who die after being nominated.

#### **IV. The Selection Process**

- A. The senior achievement, photography and Dubin Medal awards are voted upon by the full committee. A majority of voting members of the Awards Committee is required for issuing these awards
- B. The Awards Committee Chair may establish panels to vote upon and make award selections for books, articles and/or videos nominated for awards. Such panels are limited to the awards cycle during which they are established.
- C. When no panels are established, the full Awards Committee will vote on the nominations for books, articles and/or videos.
- D. In evaluating nominated works, the Awards Committee or panels should consider, *inter alia*, the impact that the work has had on the field (as determined by reviews, as well as the comments and discussions of the Awards Committee members); the topic of the work and whether it provides a novel approach or new perspective on the subject; the design of the work, including photography, maps, and illustrations; and whether the work contains sufficient source material (in the form of footnotes/endnotes) and bibliography to withstand scrutiny and to contribute to our understanding of railroad history.
- E. Awards shall be presented when a majority of the voting members of the full Awards Committee, or when applicable the panel, agree upon the nomination in question.

- F. Members of the Awards Committee may be considered for awards; however, no member of the Awards Committee can sit on a panel considering an award for that member and members are precluded from voting on any award category in which they were nominated for an award.
- G. Awards Committee Members who have nominated a book, article, video or individual for an award may sit on panels and vote on awards, despite having made such a nomination.
- H. Books, articles, and videos which are nominated, but which are not selected for an award, may be considered in subsequent award cycles without the need for additional nomination, provided the book, article or video in question was published within the three-year period preceding the award cycle, **and** provided that the panel that reviewed the book, article, or video specifically finds that consideration in the following cycle is warranted.
- I. Individuals who are nominated for the senior achievement, photography and Dubin Medal awards who are not selected for awards may be considered in subsequent years without the need for additional nomination. If a majority of the Committee determines that a nominee in these categories does not merit consideration, they may strike the nominee for future consideration.
- J. The Awards Committee may, at its discretion, recognize nominated works that are important contributions to the understanding of railroad history, but which fail to meet the high standards required for one of the awards. In such cases, the Awards Committee may decide to confer “Meritorious Honor” to such works. No certificates or honoraria shall be issued to any such work, however.
- K. The Awards Committee retains discretion not to issue an award in any category for which the nominee(s) do not meet the standards for the award under consideration.
- L. The Awards Committee Chair shall establish deadlines for the panels and the full Committee to ensure the selection process is completed in a timely manner.

## **V. Citations and Presentations of Awards**

- A. The Awards Committee Chair shall assign committee members to prepare the citations for presentation to the award winners and for publication.
- B. Award Citations shall be published in *Railroad History*.

- C. All Award recipients shall receive a certificate and an honorarium of \$250; the Dubin awardee shall also be presented with a medal.
- D. If possible, the awards will be presented at the R&LHS Annual Meeting. If any award recipient is unable to attend the Annual Meeting, the award certificates shall be delivered in person in an appropriate public event, when practicable. The Awards Committee Chair may deputize other members of the Awards Committee or R&LHS Officers, Board members or society members to present the awards. If this proves difficult or cannot be done in a timely manner, the certificate will be mailed to the awardee.

## **VI. Role of Awards Committee Chair**

- A. The Awards Committee Chair shall ensure that the Awards Program is run fairly, transparently, and efficiently and is free of conflicts of interest (and the appearance of conflicts of interest) during the nomination and selection process.
- B. In addition to the tasks described above, the Awards Committee Chair shall:
  - (1) Prepare a budget to cover the costs of advertising the Awards Program and for providing small monetary awards for the recipients.
  - (2) Coordinate with the editor of Railroad History and the R&LHS Quarterly Newsletter concerning advertisement of the awards program and publication of the award citations.
  - (3) Arrange for personal delivery of the citations to the award winners who cannot attend the Annual Meeting, if financially reasonable and when such delivery can be done in a timely manner.
  - (4) Work with the Awards Committee and Executive Committee to amend these rules when and as needed to ensure the integrity and viability of the R&LHS Awards Program.
  - (5) The Chair shall liaise with book and magazine publishers and video producers to facilitate copies of nominated materials for Committee Members to review.
  - (6) Collate and re-circulate nominations that did not result in selections for an award in accordance with Section IV. G.
  - (7) Periodically review and revise the list of railroad history-interested publications and groups to which announcements of awards are sent.

(8) Work with the Executive Committee to promote the Awards Program.

(9) Ensure that the R&LHS website provides accurate and up-to-date information on the Awards Program.