

● Nomination guidelines

●●● **Nominate your choice**

Any Fellow or member of the Society may nominate candidates for Medals and Awards. Candidates do not need to be Fellows or members of the Society.

The deadline for all nominations is 28 February every year

A complete nomination consists of the following:

1. A completed nomination form. Please include membership numbers for the proposer and both supporters.
2. A full CV of the nominee.
3. Two supporting letters sent in by Fellows or members of the Society. These should be sent independently of the main nomination form and CV by the supporters themselves. For reasons of equity, the number of supporting letters is restricted to two.

All documents and letters should be sent to the Director's Office, **E:** director@rgs.org. Electronic submission is encouraged where possible.

Awarding criteria

- Nominations are not normally accepted for colleagues within the same department or institution as those making the nomination, and self-nominations are not allowed.
- An individual Fellow/member may only nominate or support one nomination within each category of medal and award. (That is, a Fellow/member may not support two different nominations for the same award.)
- Any individual organisation would only in exceptional circumstances receive honours or awards for more than two of its individual staff or members in any one year.
- Members of the Medals and Awards Sub-Committee should not normally nominate recipients, or add their names in support of others' nominations.
- Members of staff and trustees of the Society (Council members) are not eligible to be considered for medals and awards during their time of service.
- No correspondence or discussion as to why an individual was not given an award is entered into with either those nominated or the nominators.



Sub-Committee membership and meetings

Following the nomination deadline, the Medals and Awards sub-committee meet to consider all nominations.

- Sub-Committee membership, in line with the agreed principles, comprises the President, the Honorary Secretaries, the Honorary Treasurer, one external representative for each of human geography, physical geography and for scientific exploration. The Director is the only ex-officio member.
- The Sub-Committee membership is approved annually by Council in line with agreed principles on representation (above) on the Sub-committee.
- The Sub-Committee meets once per year to consider the nominations for medals and awards. The President chairs the Sub-Committee.
- Members are required to leave the room when any nominees with whom they have personal or close professional links are being considered.
- Each nominee is considered on merit and in relation to the rubric for the medal/award for which they have been proposed. The Sub-Committee bases its decisions on the information submitted in the nomination process.
- The Sub-Committee reserves the right to seek additional views on a nominee or to consider a nominee for a different award than proposed if that is deemed more appropriate.
- The Sub-Committee may 'carry forward' nominations to subsequent years, if they are deemed to be of a high standard.
- The recommendations made by the Sub-Committee for each Medal/Award recipient are presented to the Society's Council of Trustees for final approval.