

## **Procedures for the Brouwer Award**

**May 2001**

The Brouwer Award is named in honor of Dirk Brouwer, a pioneer in the field of astrodynamics. The award is presented annually in recognition of significant technical contributions to space flight mechanics and astrodynamics. Nominations will be accepted from any current AAS member.

The nomination form must be only one page long and address the following items:

- a. Name, position, address, and affiliation of the nominee
- b. Title of Award
- c. Citation (maximum 3 lines)
- d. Description of the accomplishments for which the nomination is being made, including applicability to specific award under consideration.

A formal letter should accompany the nomination and should include:

- a. Name, affiliation and address of the submitter
- b. Date of submission

Additional supporting materials:

- a. Curriculum vitae not to exceed 2 pages
- b. Up to three letters of recommendation

The deadline for the nominations is set by the AAS but is typically around 15 July of each year. Complete nomination packages (nomination form, nominator's letter, curriculum vitae, and letters of recommendation) should be sent to:

American Astronautical Society  
Suite 102  
6352 Rolling Mill Place  
Springfield, VA 22152

The administration of the Brouwer Award is the responsibility of the Space Flight Mechanics Committee. The following procedures describe how this administration shall take place.

- The Awards Subcommittee of the SFM Committee shall carry out this procedure and report the results to the SFM Committee Chair.
- Nomination packages are received from AAS.

- If there are no nominations submitted by an established deadline (the summer meeting of the committee) the Award shall be vacant for the year (no award made).
- The nomination packages shall be made available to all members of the SFM committee by 1 August.
- A vote on the nominations shall be by secret ballot by 1 September and will be counted by a teller's committee.
- All members of the Space Flight Mechanics Committee are eligible to vote and all votes submitted by the vote deadline will be counted.
- Should a majority of the members of the SFM Committee not choose an individual out of several nominated, then a runoff among the top two candidates should take place. If then there is a tie, a decision should be made to either not make the award for the year, or for the two remaining candidates to share the award. If there is not a majority of the SFM Committee vote for any candidate after a run-off, then the award should be left vacant for the year.
- The Award should then be presented at the winter meeting the following year.