X12 Corporate Administrative Policy and Procedure

X12 Awards

(CAP13)
X12 Awards

1 Introduction
The X12 Board of Directors (Board) is responsible for this policy and associated procedures.

Suggestions for improvements to this document may be submitted at x12.org/maintenance-requests.

2 Authority
X12’s award policies stand-alone as defined in X12 Bylaws (CAP01) and herein. No other corporate or committee rules of order or standing rules shall be established related to X12’s awards. The X12 Bylaws shall prevail in the case of any inconsistency between the policies.

3 Background
X12 recognizes outstanding individual contributions with corporate awards annually. The criteria, policies, and procedures for awarding the Earl “Buddy” Bass, Edward A. Guilbert, and Distinguished Service awards are defined herein. Other corporate or committee awards may be conferred at any time at the discretion of the Board or committee leadership.

4 Award Timing
The Earl “Buddy” Bass and Edward A. Guilbert awards are presented annually at corporate meeting session held during the Winter meeting. The Distinguished Service award is presented annually at the corporate meeting session held during the Fall meeting.

5 Award Criteria

5.1 Earl “Buddy” Bass Award
The Earl “Buddy” Bass award recognizes member representatives who are currently making significant contributions in one or more specific X12 activities. The award is based on an individual’s contributions in the calendar year preceding the award presentation.

Candidates for the Earl Buddy Bass award must:
- Be an active participant and positive role model in X12 collaborative processes.
- Be a strong ambassador for X12’s initiatives and activities.
- Demonstrate “above and beyond” contributions during the consideration period.
5.2 Edward A. Guilbert Award

The Edward A. Guilbert award recognizes member representatives who have made exemplary contributions to X12’s collaborative processes, to wide-spread implementation of X12 standards, and to the development of other EDI professionals over an extended period. This award is based on an individual's long-term commitment to X12 collaboration, EDI expertise, implementation advocacy, and peer encouragement.

Candidates for the Edward A. Guilbert lifetime achievement award must:

- Be a recognized EDI expert in one or more industries served by the X12 standards.
- Exhibit long-term advocacy for the implementation and use of X12 standards.
- Be a consistent and committed participant in X12 collaborative processes.
- Be a positive mentor to other professionals within the X12 organization and the implementation base.
- Be a long-term contributor to the success of the X12 organization.

5.3 Distinguished Service Award

The Distinguished Service award recognizes member representatives who have been dedicated to the development of X12 standards, implementation of those standards, and the forward progress of the X12 organization over the course of their career. This award is presented to an individual who is retiring from an EDI-based career when the individual has made outstanding contributions to X12 activities over an extended period.

Candidates for the Distinguished Service award must:

- Be retiring within 3 months or recently retired from active employment.
- Be an established X12 contributor who has actively participated in X12 collaborations over a period of at least 15 years.
- Be a positive proponent of the X12 standards and the X12 organization.

6 Nominations

The process for award nominations is uniform across all three X12 awards. Award nominations are accepted at any time throughout the year. A nomination may be submitted by any X12 member representative via the online award nomination form.
7 Selecting and Notifying Recipients

7.1 Guilbert and Bass Award Recipients
In November or December of every calendar year, the Board will review the nominations for the Guilbert and Bass awards and select one or more qualified recipient(s) to receive the awards. The Board may solicit input from committee chairs prior to their deliberations; however, the Board deliberations are confidential and shall not be shared or discussed with other parties.

If no nominated candidate is determined to be a qualified recipient, the Board may either select a candidate who meets the established criteria or decline to name a recipient for the award at that time.

7.2 Distinguished Service Award Recipients
Once a nomination for a Distinguished Service award has been received, staff will add supporting information confirming length of participation as a member representative, attendance at Standing meetings, participation in corporate ballots, participation at interim meetings, and participation in online collaborations to the nomination submission.

In August of every calendar year, the Board will review the nominations and any supporting information and select one or more qualified recipient(s) for the Distinguished Service award. The Board may solicit input from committee chairs prior to their deliberations; however, the Board deliberations are confidential and shall not be shared or discussed with other parties.

If no nominated candidate is determined to be a qualified recipient, the Board will decline to name a recipient at that time.

7.3 Notifying the Recipients
To preserve the impact of the award ceremony, recipients are not generally notified in advance of the award presentation at the corporate meeting. However, at the discretion of the Board Chair or Executive Director a recipient may be provided with an advance notification to ensure their presence at the award presentation.

7.4 Recipient Compensation
Awards are not accompanied by financial compensation of any kind, including compensation of travel expenses. However, any recipient not entitled to attend the meeting based on affiliation with an X12 membership will be accommodated at the award meeting as an invited guest.
7.5 Announcing the Recipients
Following the presentation of an award, information about the recipient(s), including biographical information and photographs, will be made public via announcements and posting on the X12 website.

7.6 Shipping the Awards
At the recipient's request, awards may be shipped from the meeting location to the recipient's home or office at X12's expense.

8 Terminology
To ensure consistent terminology and definitions across X12 activities and products, X12 maintains the Wordbook, an online comprehensive corporate glossary at wordbook.x12.org. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert's Rules of Order. The terms and definitions defined in the Wordbook must be used in X12 work products when applicable, without modification or revision.

9 Document History
Revisions to this document are effective when approved, unless a specific effective date is included in the approval.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>04/12/2019</td>
<td>V5: Added the Distinguished Service Award and other minor revisions.</td>
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<tr>
<td>01/21/2017</td>
<td>V4: Renamed the Bass Award and other minor revisions.</td>
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<tr>
<td>09/22/2016</td>
<td>V3: Renamed from ADP18 to CAP13, revised to reflect the organization's name change and the timing of the award presentations.</td>
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<tr>
<td>05/18/2015</td>
<td>V2: Minor revisions</td>
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<td>04/29/2013</td>
<td>Initial version</td>
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