



**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.

Members agree to be bound by these policies and to follow the associated procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to be bound by these policies and to follow the associated procedures as a condition of those privileges.

Suggestions for improvements to this document are welcome. They may be submitted at <http://changerequest.x12.org>.

Staff procedures supporting these policies and procedures are maintained separately. Questions related to the staff procedures may be directed to the Executive Directory at execdir@x12.org.

2 Authority

The corporate rules of order and standing rules detailed herein supplement the **X12 Bylaws (CAP01)**. The Bylaws prevail in the case of any inconsistency.

The corporate rules of order and standing rules defined herein may be augmented by detailed or more restrictive committee or subordinate group instructions, published in documents identified with the X12 subcommittee's intended prefix; however, such instructions shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules of order and standing rules defined herein. The corporate rules prevail in the case of any inconsistency.

3 Background

X12 recognizes the contributions of outstanding individuals with corporate awards annually. The policies and procedures for awarding the Edward A. Guilbert and Earl J. Bass 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 Timing

Beginning in 2018, the Edward A. Guilbert and Earl J. Bass awards will be presented annually at the first Standing Meeting in every calendar year.

5 Candidate Criteria – Edward A. Guilbert Award

The Edward A. Guilbert award is based on an individual's long-term X12 participation and advocacy.

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

1. Be a recognized EDI expert in an industry supported by X12 Standards.
2. Exhibit long-term advocacy of implementation and use of X12 Standards.
3. Be a long-term participant in the X12 development process.
4. Be a long-term contributor to the success of the X12 organization.

6 Candidate Criteria – Earl J. Bass Award

The Earl J. Bass award is based on an individual's actions and activities in the calendar year preceding the award presentation.

Candidates for the Earl J. Bass award must:

1. Exhibit considerable expertise in the implementation and use of X12 Standards.
2. Be an active participant in the X12 development process.
3. Have demonstrated "above and beyond" contributions during the consideration period.

7 Award Procedures

7.1 Call for Nominations

At the beginning of September in every calendar year, the Executive Director will publish a call for award nominations. The call for nominations announcement will include the criteria for each award and the deadline for nominations. Online nominations may be accepted prior to the call for nominations and shall be accepted between the call for nominations and the deadline for nominations.

7.2 Selecting the Recipients

In December of every calendar year, the Board will review the nominations and select the most qualified recipient(s) for each award. The Board may solicit input from committee chairs, however the Board deliberations are confidential and shall not be shared or discussed with other parties. The Board shall not record the deliberation details in minutes nor provide details or justification of their assessments and findings. If no nominated candidate is determined to be qualified for either award, the Board may select a candidate of their choice who meets the established criteria or decline to name a recipient for that award.

7.3 Notifying the Recipients

To preserve the impact of the award ceremony, recipients are not generally notified in

advance of their selection. However, at the discretion of the Executive Director any recipient may be provided with advance notification.

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.

7.4 Ordering the Awards

The Executive Director will order the awards and arrange for shipping of the awards to the meeting location.

7.5 Announcing the Recipients

Following the presentation of the awards, the recipients will be announced publicly.

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 consistency within X12, the terms, definitions, abbreviations and acronyms herein have been adopted for organizational use. Some definitions are proprietary to X12. Others recognize the terms and definitions of another organization or authority, including Robert's Rules of Order. Inclusion of external terms and definitions reduces the need for external references and improves consistency within X12 work products. The terms and definitions defined herein must be used in X12 work products when applicable and shall not be modified or revised.

Administration

A group of X12 or contracted staff members, managed by the Executive Director, who have duties and perform tasks necessary to run the X12 organization, including business and standards development matters.

Synonyms: Staff, X12 Staff

Bylaws

A document that defines how an organization functions. It includes an organization's foundational rules that do not change frequently. Bylaws may be suspended only if they allow their own suspension or are in the nature of rules of order.

Chair

The person who presides over meetings, makes administrative decisions, and generally leads an X12 group or committee.

Electronic Data Interchange (EDI)

The computer to computer exchange of processable data in a standard format.

Member

An entity that has completed an application, paid the applicable dues and been granted X12 membership for a specific period of time.

This term is used only in reference to X12 membership. Recognized participants of specific committees, subcommittees or other subordinate groups who have met the requirements for specific privileges within that group shall be referenced as constituents, not members.

Standing Rules

An organization's administrative governance, including all matters not related to parliamentary procedure. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

Rules of Order

An organization's rules of order govern parliamentary matters. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

X12 Board

A group of elected and ex-officio leaders who oversee the business affairs of X12.

9 Document History

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

09/22/2016	V3: Renamed from ADP18 to CAP13, revised to reflect the organization's name change and the timing of the award presentations.
05/18/2015	V2: Minor revisions
04/29/2013	Initial version