



**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 "Buddy" 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

The Edward A. Guilbert and Earl "Buddy" Bass awards are presented annually at the first Standing Meeting of the 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.
2. Exhibit long-term advocacy of implementation and use of X12 standards.
3. Be a long-term participant in the X12 collaborative process.
4. Be a long-term contributor to the success of the X12 organization.

6 Candidate Criteria – Earl Buddy Bass Award

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

Candidates for the Earl Buddy Bass award must:

1. Exhibit considerable expertise in the implementation and use of X12 standards.
2. Be an active participant in the X12 collaborative 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.

7.2 Selecting the Recipients

In December of every calendar year, the Board will review the nominations and select a 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 Announcing the Recipients

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

7.5 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 in terminology and meaning, X12 maintains a comprehensive corporate glossary called the Wordbook. 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 and without modification or revision.

Reference the Wordbook online at <http://wordbook.x12.org/> if you have any questions about a term's definition, synonyms, or source.

9 Document History

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

01/21/2017	V4: Renamed the Bass Award and other minor revisions.
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