

**ANNUAL PROCEDE AWARDS
GUIDELINES
(REVISED June 2008)**

Background:

- PROCEDE has a tradition of recognizing members and other individuals or groups who have contributed significantly to the advancement of English-language adult education and/or vocational training in Quebec.
- As part of an overall strategy to increase visibility for adult education and vocational training in English, the organization has formalized this recognition process.
- These guidelines will be subject to a review in 2010. (The general functioning of the guidelines and criteria, the involvement of associate member boards and the application of various categories of awards will be reconsidered at that time.)

Objectives of Annual PROCEDE Awards:

- To recognize, encourage and celebrate significant achievement within the extended PROCEDE community that contributes to the advancement of adult education, vocational training and lifelong learning in English;
- To recognize, encourage and celebrate similar achievement among PROCEDE partners and other individuals or groups external to the PROCEDE community who assist the organization in furthering its goals;
- To raise awareness and appreciation of English-language adult education and vocational training within the educational community and the community-at-large by publicizing the accomplishments of award winners;
- To reinforce PROCEDE's leadership role in promoting and developing adult education, vocational training and lifelong learning in English.

Nomination and Selection process:

- An annual call-for-nominations (including award criteria and nomination form) will be made by the Past President to members in early spring.
- Submission of a completed nomination form in writing to the Past President or designated PROCEDE representative before the advertised closing date will be sufficient notice of the nomination.
- The Past President will form and chair a Selection Subcommittee to review the nominations, ensure their eligibility and make recommendations on award winners to the full committee. Subcommittee members (minimum 3 persons) should each represent a different PROCEDE member board.
- The Selection Subcommittee will present an analysis of all nominations received and provide its recommendations to the June Annual General Meeting of the full PROCEDE committee. Assuming a quorum of members is present, voting on nominees will take place at that time (with proxy or telephone or email voting an option for those members unable to attend in person.) Seven out of the nine full member boards will constitute the voting quorum.
- PROCEDE members involved in the selection process will be expected to maintain strict confidentiality with regard to all nominees, the subcommittee recommendations and the final selections made by the PROCEDE table.
- As part of a larger information and promotion strategic plan, and to provide maximum visibility, selected award winners will be honoured, whenever possible, at the annual PROCEDE conference in the fall.
- The Chairperson of PROCEDE will also send letters to each of the recipient's employers encouraging them to share the news of the award within their organization and local community.

Award Categories:

Name of award	Criteria for eligibility	Nomination/voting criteria	Recognition	Frequency
<p>Friend of PROCEDE Award</p> <p><i>For individuals who have served on the PROCEDE table</i></p>	<ul style="list-style-type: none"> Actively engaged in the work of the organization for a minimum of 5 years; Served on the PROCEDE executive; Consistently demonstrated leadership in advancing PROCEDE goals and priorities; Typically presented when member is leaving the Adult Education & Vocational Training sector due to promotion, change of career path or retirement 	<p>Nomination by an active member of the PROCEDE table;</p> <p>Seconded by another PROCEDE member from a board other than the nominating member's board.</p> <p>In accordance with usual voting procedures, each member board will have one vote. Acceptance will require the support of seven of nine active member boards.</p>	<p>Presentation of plaque at annual PROCEDE conference (honouree's expenses to be paid by PROCEDE)</p> <p>Honourary life membership in PROCEDE</p>	<p>More than one award, or no award, could be presented in any given year.</p>
<p>Distinguished Service Award</p> <p><i>For individuals working within the Adult and Vocational sector of PROCEDE member boards (e.g. teachers, centre administrators, support staff, coordinators, consultants, directors, etc.)</i></p>	<ul style="list-style-type: none"> Dedicated service in the adult/vocational sector over an extended period of time (minimum 5 years); Has consistently contributed to ongoing advancement of adult education and/or vocational training <u>within his/her PROCEDE member board;</u> Recognized by peers within his/her board as a leader in his/her field of activity. 	<p>Nomination by an active member of the PROCEDE table;</p> <p>Seconded by another Adult Education or Vocational Training administrator or the Director-General within the nominee's board.</p> <p>In accordance with usual voting procedures, each member board will have one vote. Acceptance will require the support of seven of nine full member boards.</p>	<p>Presentation of certificate at annual PROCEDE conference</p> <p>(Honouree's expenses to be paid by board)</p>	<p>Maximum of one award per board per year, or no award in any given year.</p>

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<p>Outstanding Achievement Award</p> <p><i>For an individual involved in the English Adult Education and Vocational Training sector</i></p>	<ul style="list-style-type: none"> • Minimum of 5 years of service in the adult /vocational sector; • Has significantly contributed to the advancement of adult education and/or vocational training in English <u>province-wide</u> through exceptional and ongoing dedication and accomplishments (<i>such as ongoing participation in provincial-level committees; sustained leadership in projects that affect all boards; significant contribution to program development/review or province-wide professional development; major role in creating industry partnerships, etc.</i>) • Recognized by his/her peers as a leader in the field of English adult education and/or vocational training in Quebec. 	<p>Nomination by an active member of the PROCEDE table; Seconded by a member from a board other than the nominating member's board.</p> <p>In accordance with usual voting procedures, each member board will have one vote. Acceptance will require the support of seven of nine active member boards.</p>	<p>Presentation of plaque at annual PROCEDE conference</p> <p>Honouree's expenses to be paid by PROCEDE</p>	<p>Maximum of two awards per year</p>

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<p>Award of Merit</p> <p><i>For an individual or team from the Adult Education and Vocational Training sector of a PROCEDE member board</i></p>	<ul style="list-style-type: none"> • No minimum service requirement • Recognizes one-time individual or group effort (<i>such as event organization, participation in pilot projects</i>) that has contributed to the achievement of PROCEDE goals and annual priorities. 	<p>Nomination by an active member of the PROCEDE table; Seconded by a PROCEDE member from another board.</p> <p>In accordance with usual voting procedures, each member board will have one vote. Acceptance will require the support of seven of nine active member boards.</p>	<p>Presentation of certificate at an appropriate time and place determined by the PROCEDE table.</p> <p>Expenses of honouree(s) to be paid by board</p>	<p>Maximum of one award to an individual or group per board per year, or no award in a given year.</p>

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<p>PROCEDE Partner Award</p> <p><i>For an individual or group external to PROCEDE and the Adult Education & Vocational Training sector of its member boards (e.g. MELS, other community, government or industry partners)</i></p>	<ul style="list-style-type: none"> • Has demonstrated sustained and exceptional collaboration and support in furthering PROCEDE goals and priorities; • Initiative has resulted in direct advancement of adult education and/or vocational training in English province-wide. 	<p>Nomination by an active member of the PROCEDE table; Seconded by another PROCEDE table member.</p> <p>In accordance with usual voting procedures, each member board will have one vote. Acceptance will require the support of seven of nine active member boards.</p>	<p>Presentation of plaque at annual PROCEDE conference;</p> <p>Expenses of honouree(s) to be paid by PROCEDE</p>	<p>Maximum of one award per year, or no award in a given year.</p>
<p>Service Milestones and Retirements within the Adult & Vocational Training sector</p>	<p>Member boards may obtain PROCEDE lapel pins to complement locally-administrated employee recognition programs for years of service.</p>	<p>N/A</p>	<p>PROCEDE lapel pins will be available for the 2008- 2009 school year.</p>	<p>At the discretion of each PROCEDE member board</p>

Guidelines approved at the June 5, 6, 2008 PROCEDE Annual General Meeting

