



**X12 Corporate Administrative  
Policy and Procedure**

## **X12 Awards**

**(CAP12)**

# X12 Awards

## 1 Introduction

The X12 Board of Directors (Board) is responsible for this policy and the associated procedures. X12 members agree to adhere to X12's policies and procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to adhere to X12's policies and procedures as a condition of those privileges. Any party may submit a revision suggestion via X12's online [Feedback form](#).

## 2 Authority

X12 maintains corporate rules which define overall corporate policies and procedures. X12's primary organizational policies are established in the **X12 Bylaws (CAP01)**. The policies established herein supplement the **X12 Bylaws** and establish X12's award policies in full; no lower-level governance is permitted.

## 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 generally presented annually at a corporate meeting session held during the Winter meeting. The Distinguished Service award is generally 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 will 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 will 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 Chief Executive Officer 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 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 use of terms, definitions, and acronyms across X12 products and activities, X12 maintains the **Wordbook**, a comprehensive corporate glossary. The included terms are either proprietary to X12, cite definitions published by another authority, or represent common terms and definitions that are relevant to X12's work. The terms and definitions defined in the **Wordbook** must be used in X12 work products when applicable, without modification or revision. The **Wordbook** can be referenced online at [wordbook.x12.org](http://wordbook.x12.org).

## 9 Document History

Revisions to this document are effective when approved.

Date	Description
04/12/2019	v5: Added the Distinguished Service Award and other minor revisions.
01/21/2017	v4: Renamed the Bass Award and other minor revisions.
09/22/2016	v3: Renamed from ADP18 to CAP23, 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