



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

May 2018

Council on Practices and Standards (CoPS) Awards and Honors Procedures

One of the best ways Practice Specialties (PS) and Common Interest Groups (CIG) can encourage involvement of their members and achieve greater levels of member interest and enthusiasm is to recognize exceptional work and service. This procedure provides details and guidance to Practice Specialty and Common Interest Group leadership of how such awards are earned.

Each Practice Specialty and Common Interest Group Administrator shall appoint an Awards and Honors Chair or designee to serve as liaison between the PS or CIG and the Awards and Honors Program. Activities include, but are not limited to routinely scheduled meetings, cooperatively agreeing to serve on special formulated committees as possibilities arise to address specific tasks and rendering input via established channels to align with the desire to continuously improve the overall health of the CoPS Awards and Honors Program.

CoPS Awards and Honor Review Committee

CoPS Awards and Honor Review Committee shall consist of the current CoPS Awards and Honor Chairperson along with the immediate past CoPS Awards and Honors Chairperson (unless unavailable to serve the capacity) along with five other persons who are suggested by the CoPS Awards and Honors Chairperson for appointment by the CoPS Vice President. Committee members can also be removed by the CoPS Vice-President at any time. Elements which shall be taken into consideration when evaluating the remaining committee members are: interest and availability (primarily during planned review period of March – May annually) of candidates; related program experience; a reasonable balance of technical background comprising the committee; and a good cross mix of PS/CIG representation comprising the committee. Awards and Honors Review Committee Members will be prohibited from nominating or supporting themselves or others for any awards falling within the subject committee's jurisdiction for review and selection. The committee shall utilize documented award descriptions during the evaluation process to arrive at best and/or worthy award recipients.

All Practice Specialties and Common Interest Groups are required to implement an awards and honors program. Awards and honors resulting from the program must be submitted to the staff liaison. The liaison will then provide the names of the

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recipients to the CoPS Vice President and the CoPS Awards and Honors Committee Chair. The CoPS Awards Chair is responsible for coordinating awards and the Council Awards and Honors Committee. This committee may also recommend changes or additions to the awards program, but any changes or additions shall be done in accordance with SOG 10.4.

It should be noted that any discussions, correspondence, and submittal materials related to the selection process for awards addressed in this procedure should be for internal use and not shared outside the subject committee.

Any new award and/or recognition program will be proposed and approved in accordance with the Society's applicable Society Operating Guides (SOG 10.4) and operating practices.