

Editors' Association of Canada/Association canadienne des réviseurs Honorary Life Membership Procedures

Effective date: June 2021

These are the procedures to implement the Editors' Association of Canada (Editors Canada) *Honorary Life Membership Policy*.

Background

Honorary life membership is a discretionary honour that may be awarded to any current or lapsed Editors Canada member who has made a sustained, significant contribution to the association.

Eligibility

Nominees must be current or lapsed members of the association who, in the course of their membership, have made an outstanding contribution to the work or welfare of the association. Their leadership motivates others to become involved in professional activities.

This contribution is measured through the evaluation process described in these procedures.

Nominations

Nominators must be Editors Canada members in good standing. They will complete a nomination package similar to those used for various Editors Canada awards.

- It will include a nomination form, a detailed résumé for the nominee and letters of support or reference.
- The nomination must include details of the nominee's contributions. Contributions may include
 - significant furthering of the association's objectives at both the national and the branch level
 - significant furthering of the association's objectives that extends over several years
 - indispensable contributions to a core project

The nomination must be supported by at least two additional members of the association in good standing.

Self-nominations are not accepted.

Confidentiality

Apart from disclosure to the Honorary Life Membership Evaluation Committee, to members of the national executive council and to national office staff, all nominations must be kept strictly confidential until they are conferred at an annual general meeting.

All discussions of the evaluation committee are private and protected, so that members of the committee can speak freely and address all their concerns.

Evaluation committee

Conferring an honorary life membership is adjudicated by a dedicated Honorary Life Membership Evaluation Committee. Once a year, the committee will review any nominations received and will select, at most, one awardee in any year. Conferring an honorary life membership only every few years is entirely appropriate.

Although an honorary life membership is an honour conferred by Editors Canada, not an award, the evaluation committee will be formed and operate in a manner similar to Editors Canada committees for major awards.

- The chair of the nominations committee will work with the awards coordinator to find members for the evaluation committee.
- The national executive council will approve the members of the evaluation committee, by majority vote. This will prevent two people (the chair of the nominations committee and the awards coordinator) from having the only say on who is on the committee. It is a second layer of approval to ensure checks and balances.

The evaluation committee will consist of six current members of Editors Canada.

- Each committee member will serve a term of three years, with two members being replaced each year by two new members.
- This offers continuity in knowledge about the quality of nominees considered in previous years and continuity in the evaluation process.

The evaluation committee should be diverse and should represent members from across the country.

To protect the integrity of the honour, a member of the evaluation committee who has a past or current close personal, professional or educational connection to a nominee must declare their connection before reviewing that specific nomination. Depending on the circumstances of the disclosure and the connection, the committee may proceed as planned or may ask the committee member to recuse themselves from the evaluation of that specific nomination. In the rare situation that a committee member must be recused, the remaining committee members will evaluate that specific nomination without participation by the recused member.

Review and interviews

The evaluation committee members will review the submitted nomination package, keeping in mind that the honour is reserved for nominees of the highest calibre.

The evaluation committee will also identify four to six people who have worked with the nominee on the contributions to Editors Canada for which the nominee has been put forward.

- This input is in addition to letters of support or reference included with the nomination package.
- The evaluation committee will select a diverse set of people to give this input (meaning that input should be from people associated with the nominee in different projects and different categories in the evaluation rubric).
- As a committee of the whole or in individual formal discussions, committee members will ask for input of these people about the contributions of the nominee to Editors Canada.

- Input could be given in a personal statement, in an email, or in personal interview, at the discretion of the committee and the person giving the input.
- Input will be solicited as responses to a set of standard questions about the contributions of the nominee. The questions are listed in appendix A.

Evaluation

The evaluation committee will use the rubric in Appendix B *as a guideline* when reviewing the nomination. They will rate the nominee's contributions with this rubric, using

- information from the nomination package, and
- input from the people they interview.

The rubric is holistic. Honorary life memberships will only be conferred on nominees whose contributions are rated as **outstanding** or **excellent** in more than a single category.

Nominee contributions will be rated by the evaluation committee through a points system, with the rubric as a guideline.

- The nominee's contributions will be assigned the following points
 - **three points** for each rubric category in which contributions are **outstanding**
 - **one point** for each rubric category in which contributions are **excellent**
 - **zero points** to each rubric category in which contributions are **good**
- To be considered for an honorary life membership by the committee, the nominee's contributions should score at least seven points by this method.
- The **good** level within each rubric category is simply a baseline reference, not an indication that this level of contribution qualifies a nominee for honorary life membership.

Voting on conferring an Honorary Life Membership

After considering information from the two prongs of the assessment process (the nominations package and the interviews), the committee will fill out the rubric. All members of the evaluation committee must vote on whether they agree with the rubric assessment.

- Committee members are not permitted to abstain from this vote, unless they have had to recuse themselves from the evaluation process.
- The vote must be five out of six (or, if not all six members are eligible to vote on this specific nomination, three quarters).

If the evaluation committee members vote that they agree with the rubric assessment (as described in the preceding points on voting procedure) and the nominee's contributions are rated at a level of at least seven points (as described under Evaluation), an honorary life membership is conferred.

If an honorary life membership is to be conferred, that information is kept in confidence by the members of the evaluation committee and the national executive council until the next Editors Canada annual general meeting.

Presentation

If a person is selected by the evaluation committee in any year to be given an honorary life membership, the honour will be conferred at the next Editors Canada annual general meeting. This is a change from the previous procedure; Editors Canada members will no longer vote at an annual general meeting to confer an honorary life membership.

Promotion

Honorary life membership is not an award. As such, it is not promoted to the same degree as the association's awards.

- The association will post the information on the honorary life members section of the Editors Canada website. This is the only required promotion.
- The president may choose to mention the honour in communications with members and the communications staff and volunteers may choose to post about it in social media.
- The office will not issue a press release.

Benefits and responsibilities

Honorary life members enjoy the same benefits and responsibilities as other members do, except that they do not pay the annual membership fee.

Fees for optional services not covered by the membership fee (for example, conference fees, course fees and directory fees) are not waived: honorary life members pay the same fees for these services as other members do.

Effective date of fee waiver

When an honorary life membership is awarded, the waiver of the annual membership fee takes effect on the member's first membership renewal date following the meeting at which the honorary life membership is conferred.

Revisions

Substantive revisions to these procedures must be ratified by a majority of the votes cast by members of the association at a general meeting.

Appendix A

These are questions for a personal interview (by phone or videoconference, or in person). They can be adapted for input via email or written personal statement.

1. Tell me about the Editors Canada initiative(s) that you worked on with (Nominee), and how well you know them?
2. What was it like to work on these initiatives with (Nominee)?
3. What kind of impact did (Nominee) have on these initiatives? How influential were they in shaping these initiatives?
4. What happened as a result of (Nominee)'s contributions, or as a result of these initiatives?
5. What was surprising or unexpected about working with (Nominee)?
6. Honorary life membership is conferred only on people who have made a sustained, significant contribution to Editors Canada. What was challenging for you about working with (Nominee) to bring about long-lasting change?
7. Based on our conversation so far, it sounds to me like (summarize your understanding of interviewee's perspective). Do I have that right?
8. Is there anything else we should know about (Nominee) that we haven't already discussed?
9. Do you know of any reason why (Nominee) should not receive an honorary life membership?