

019 - OPLB Order of Friendship

Purpose

The Board of the Ottawa Public Library (OPL) maintains the Order of Friendship to recognize exceptional volunteer contributions made to the OPL by individuals, groups, and / or institutions. Eligible contributions are those that help to improve the OPL's ability to deliver services to the community, furthering the OPL's mission.

Parameters for consideration include:

- Duration of volunteer contribution.
- Measurable impact and public benefit of contribution.
- Link to OPL Mission – to inspire learning, spark curiosity, and connect people.
- The work was completed as true volunteerism (neither part of their professional duties nor paid for contribution).

The Order of Friendship recipient(s) shall be recognized with a framed certificate and an official OPL engraved gift to the recipient(s). The Order of Friendship is a one-time achievement.

Practice

The CEO or designate shall solicit nominations from Trustees in April the second quarter of the 2nd and 4th years of the term of the Board. Any member of the Board may nominate an individual, group, or organization for the Order of Friendship.

Order of Friendship Nomination forms (Appendix A) will be created and distributed to Trustees and must be completed for each nominee. **The Nomination form must collect the following information about the nominee:**

- The name of the trustee submitting the form
- The name of the individual or organization being nominated
- Contact information for the nominee
- A summary of the nominees' contributions to OPL which merit the nomination
- References and supporting documentation (optional)

In the third quarter of each respective year, nominations will be reviewed by an Ad hoc **Working Group Committee** of the Board established to review nominations and provide a recommendation to the Board. The Board will award no more than one Order of Friendship every two years.

The decision to award the OPL Order of Friendship is through a ~~vote by the staff~~ **recommendation to the** OPL Board, **in the third quarter of each respective year.**

A presentation will be made to the Order of Friendship recipient(s) at a Board meeting in **the fourth quarter Q4** of the respective years.

Note: The form was removed as it was not an accessible format.

Effective Date: November 8, 2022	Last Review Date: December 2018
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