

HONOUR BOARD POLICY

1. PURPOSE

The CEHL Honour Board recognises individual co-op members who have made exceptional contributions to the CEHL Co-op Housing Program. It reflects an individual's significant and sustained impact that promotes the purpose, vision, values, and development of CEHL co-operatives.

This policy establishes a clear and transparent process for nomination and selection, celebrating members who exemplify the international co-operative principles, demonstrate long-term dedication to the CEHL Co-op Housing Program, and advocate for the growth and success of the CEHL co-op housing model.

2. SCOPE

This policy applies to all Honour Board nominees and nominating co-op members.

3. DEFINITIONS

Honour Board	The Honour Board is a permanent fixture that is located at the CEHL head office. It records the names, co-op and year of the recipient.
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4. POLICY PRINCIPLES

The CEHL Board will uphold a very high standard in considering nominations to the Honour Board and will be guided by the following principles.

Equity and Fairness

All nominations will be assessed fairly, with consideration of diversity, inclusion, and the various ways members contribute.

Transparency

The Honour Board recognition process will be clear, documented, and consistently applied.

Confidentiality

Nominees must consent to being nominated, and all nominations will be treated with confidentiality. Information will only be shared with people involved in the selection process.

International Co-operative Principles

Nominations should reference how the nominee has actively demonstrated and promoted the internationally recognised co-operative principles:

1. Voluntary and Open Membership
2. Democratic Member Control
3. Member Economic Participation
4. Autonomy and Independence
5. Education, Training, and Information
6. Co-operation Among Co-operatives
7. Concern for Community

5. ROLES AND RESPONSIBILITIES

CEHL Board	Approves final nominees and authorises inclusion of the recipient on the Honour Board.
Sub committee	It is comprised of the CEHL Co-op's elected Board Directors. The subcommittee reviews and assesses nominations, recommending suitable candidates to the CEHL Board.
General Manager Housing & Co-op Services	Oversees policy implementation and integrity of the process, and coordinates due diligence checks of nominees.
Co-operative Development Services Team	Promotion of the Honour Board and nomination process to the co-op boards.
Co-op Boards	Nominate co-op members from their co-op and endorse nominations.

6. PROCESS

6.1 Criteria for Honour Board Recognition

Serving CEHL Board members are not eligible for nomination, but can be nominated following a period of CEHL Board service.

Members may be nominated multiple times, but once named on the Honour Board, they cannot be renominated.

To be eligible for recognition, a member must:

1. Agree to the nomination (unless the nomination is posthumous)
2. Consent to CEHL undertaking due diligence of their nomination, and undertaking relevant background checks, including a police check
3. Be a current (or posthumous) member of a CEHL co-op for a minimum of 5 years
4. Be held in good standing within their co-op, including (but not limited to):
 - a. Active participation in the co-op
 - b. Have served at least one term as a co-op director during their membership.
 - c. Have demonstrated integrity and ethical behaviour
5. Have consistently met rental obligations, and cared for and maintained their co-op property
6. Have proactively supported and advocated for the CEHL Co-op Housing Program.

6.2 Nomination Process

A co-op board may nominate up to two individuals per year, including members from other co-ops, using the prescribed nomination form, which must be accompanied by an extract of the co-op meeting minutes endorsing the nomination.

Before submitting a nomination, the board must obtain the nominee's consent.

If a co-op is nominating a member from another co-op, the nominee's co-op board must endorse the nomination.

6.3 Nomination Review Process

- CEHL receives nominations submitted by co-op boards
- A selection sub-committee, comprising elected directors, reviews all eligible nominations and makes recommendations to the CEHL Board for final approval
- CEHL conducts due diligence of the nomination and undertakes relevant background checks, including a police check. Police checks are not able to be conducted for posthumous nominations.
- All information obtained through background checks will be treated with strict confidentiality and will only be accessible to those directly involved in the assessment and decision-making process
- The CEHL Board reserves the right to exercise complete discretion in considering information from due diligence and background checks and will determine if the individual remains eligible for nomination. In such circumstances, the Board will consider the nature, relevance, and circumstances of the information disclosed
- The number of successful nominees will generally be limited to no more than two each year.

6.4 Communication

- New Honour Board inductees will be announced at the CEHL AGM
- CEHL will send a confidential notification to each unsuccessful nominee
- The names of new Honour Board inductees will be published on the CEHL website following the AGM
- CEHL will celebrate successful nominees through co-op newsletters and social media channels.