



**Professional Engineers**  
Ontario

# **Order of Honour**

## Guidelines for Nomination

Published by:  
Association of Professional  
Engineers of Ontario

February 8, 2011

## Regulations

In these regulations,

1. "Order" means the Order of Honour.
2. "PEO" means Professional Engineers Ontario.
3. "Council" means PEO Council.
4. "Committee" means the Professional Engineers Awards Committee or its successor as determined and appointed by Council.
5. "Service Year" is defined as one year's service on a committee, chapter executive or task force that meets for approximately 20 hours each year. Each service year as a Chair or on the PEO Executive will count as two years. The concept of service year is not meant to be rigid, but to illustrate a practical method for uniformly assessing nominations. It should be remembered that on rare occasions service rendered on an outstanding single event might be sufficient for consideration.

## Order of Honour

The Order is an honorary society of Professional Engineers Ontario (PEO). It honours those professional engineers and others who have rendered **conspicuous** and **outstanding** service to the engineering profession over and above that recognized through a service pin, normally through the association. Candidates should have made a **substantial** contribution to the operation of the profession, its professional status, or one of the many specialized functions of the professional association.

PEO chose the name Order of Honour following extensive research to recognize the service rendered to the profession itself as a symbol that the profession accepts this responsibility with pride.

## Inclusion

1. Inclusion in the Order may be awarded by Council to PEO members who have served the profession diligently for many years and/or have made a substantial contribution to the operation of the profession or improvement in its status. Such service will usually be rendered through participation in PEO affairs, but service rendered by non-members of PEO may also be recognized.
2. Nomination to the Order should be made on the prescribed nomination form. To the degree that candidates for inclusion in the Order meet or exceed the qualifications, inclusion may be awarded in one of the following classifications: **Member**, **Officer**, or **Companion**.

3. Nominations should provide sufficient information to enable the committee to make its recommendation as to the classification.
4. Nominations may be submitted at any time during the year. Awards presentations are made annually. The deadline for receipt of nominations is **4:00 p.m. Eastern Standard Time** on the **second Friday in October**. Nominations submitted after the deadline will not be considered for that year's awards program, but may be considered at the discretion of the committee before the deadline for the following year's program. To increase your chances of success, you are encouraged to update the package.
5. Honorary Membership is open to non-members of PEO, but does not mean honorary membership in PEO.
6. Suspension or cancellation of membership in PEO means suspension or cancellation of inclusion or eligibility for inclusion in the Order.
7. Resignation in good standing from PEO is not considered resignation from the Order unless so directed by Council.
8. All members of PEO in good standing, with the exception of members serving on PEO Council and the Awards Committee are eligible for inclusion in the Order. Council members who have left their positions on Council, Awards Committee members and staff members who have retired or resigned from PEO's employ should not be considered for inclusion until at least six months have elapsed from the date of their departure.

## **Membership Classes**

### **1. Member**

- (a) The committee may recommend for this classification any living member of PEO who fulfills the qualifications for inclusion in the Order. As a general guideline, a nominee should have at least 10 service years of substantial service to PEO to be considered at this entry level.
- (b) There is no limitation in the number of living Members of the Order.

### **2. Officer**

- (a) The committee may recommend for this classification any Member of the Order or PEO member whose qualifications exceed those required for the Member classification. As a general guideline, a nominee should have at least 20 service years of conspicuous and significant service to PEO to be considered at this level.
- (b) There are no more than 100 living Officers of the Order.

### **3. Companion**

- (a) The committee may recommend for this classification any Member or Officer of the Order or PEO member whose qualifications greatly exceed those required for the Officer classification. As a general guideline, a nominee should have at least 30 service years of exceptional service to PEO. Companion is the highest distinction, which is reserved exclusively for individuals whose distinguished service has profoundly influenced the profession.
- (b) There are no more than 50 living Companions of the Order.

### **Administration**

1. The Professional Engineers Awards Committee administers the Order.
2. The secretary of the order is PEO's Director, People Development, or a delegate.
3. Neither the members of the committee nor the secretary need have been inducted into the Order, but some or all of them may be inductees.
4. The committee solicits and receives nominations of individuals to include in the Order, selects from among them, and recommends the classification of such inclusion.
5. The committee may recommend individuals for any classification without that individual's prior inclusion in the Order.
6. Unsuccessful nominations may be considered the following year at the discretion of the committee. To increase the chances of success, the committee encourages nominators to update the package.
7. Either PEO members or the committee may recommend an upgrade to an honoree's classification. However, the honoree's incremental contributions since the original inclusion must be substantiated by information from a PEO member. The honoree's entire contribution will then be reviewed for possible upgrade.
8. Inclusion in the Order or changes in classification may be awarded only by Council, which normally acts only upon the committee's recommendations.
9. Council does not award inclusion or reclassification in the Order without consulting with the committee. It may direct the committee to consider an individual for initial nomination or for reclassification. Council is not bound by the committee recommendation.
10. The secretary maintains a current register of the Order.
11. The committee directs the design of all medals, awards, forms and certificates in compliance with PEO's corporate identity.
12. The committee directs the format of presentation and ceremonies in compliance with PEO's corporate identity.

13. Inclusion in the Order is not awarded posthumously unless notification of inclusion had been made prior to the candidate's death.

## **Honorary Inclusion**

1. A non-member of PEO may be granted honorary inclusion in the Order, in any class, for outstanding service, support or assistance to the engineering profession in Ontario.
2. In accordance with the Regulations, Council may direct the committee to consider any individual for honorary membership in the Order. The committee will then make a recommendation to Council.
3. The committee may initiate a recommendation to Council for honorary inclusion in the Order.
4. Presentation of honorary membership in the Order is made at the Order's annual investiture.

## **Presentation Ceremonies**

Investiture in the Order of Honour is made annually in the spring at a gala ceremony held in conjunction with PEO's annual general meeting. All successful candidates are expected to receive their awards in person.

Presentation to a proxy is not normally permitted, except in exceptional circumstances subject to the approval of the Awards Committee.

As a courtesy to award winners, it is expected that nominators of successful candidates will also attend the awards presentation ceremony.

## **Inquiries**

Further information and nomination forms may be obtained from:

The Awards Committee  
c/o Director, People Development  
Professional Engineers Ontario  
40 Sheppard Avenue West, Suite 101  
Toronto, ON M2N 6K9

Or visit PEO's website at <http://www.peo.on.ca>.