

Veterans Home of California at Yountville
ALLIED COUNCIL MANUAL
POLICIES AND PROCEDURES

1 June, 2009

COMMITTEES

Policy No.	AC 06 - 0135
Subject	Recognition Committee
Adopted	6/1/09

- 1. Charge:** In recognition of extraordinary contributions to the Home the Recognition Committee is charged to select one Home member and one employee of the Home to be designated by the Allied Council as Member of the quarter and Employee of the quarter. In addition, the Committee shall select a Member of the Year and an Employee of the Year.
- 2. Membership:** The Recognition Committee shall consist of a Chair, a Vice-Chair, and one member from each Section and Higher Care domiciliary unit, selected by the elected delegate of that Section or unit. Where a domiciliary unit has no appointed representation, the elected Delegate for that unit shall serve.
- 3. Meetings:** The committee shall meet for business as needed, a quorum being a majority of the members of record.
- 4. Method of Selection:** The Committee may use ballots sent to all committee members to select for recognition, there being no quorum required for a decision. This selection will take place during the week closest to the middle of the month preceding the start of a calendar quarter. Nominees not selected when first nominated will remain in nomination for three more quarters, after which they must be re-nominated for any further consideration.
 - a. Member and Employee of the Year:** The selection will be made from the previous year's quarterly award winners.
 - b. Nominations:** Members may nominate both members and employees for consideration. Employees may nominate only members. The Home Administrator, Deputy Administrator, Hospital Administrator and Chief Medical Officer are not eligible for nomination.
 - c. Voting:** Voting for nominees shall be based on a scoring system of one to ten points for each candidate. Committee members must give at least one point to each candidate. Candidates receiving the highest number of points shall be declared member or employee of the quarter or year.

5. Awards: The Recognition Committee shall prepare and present the quarterly award certificates and the annual award certificates to the recipients at the Allied Council meetings in May, August, November and February. The annual awards shall be made in February.

History:

This P & P was adopted 1 June, 1989, and there were revisions on 12 Aug, 2002, 10 Sep, 2003 and 24 May, 2008. Precise nature of the revisions is not readily available.

29 April, 2009