



## Naming Policy

### PURPOSE

The purpose of this policy is to guide the granting of named recognition of entities created and maintained by the Association.

### DEFINITIONS AND SCOPE OF POLICY

For the purposes of this policy, the term “named recognition” means the attachment of an individual’s name to an entity created or maintained by the Association for a period of time.

In addition, the term “entity” includes the Association’s

- conference sessions, workshops, institutes, and special lecture series;
- outstanding articles and/or other publications; and
- publications series.

The list is not exhaustive. Other entities yet uncreated or anticipated may provide opportunities for named recognition (also referred to as naming opportunities), and this policy will apply similarly to those entities.

This policy does not apply to naming opportunities provided through financial contributions to the Association. For those naming opportunities, please consult the Association’s Sponsorship policy.

### POLICY STATEMENT

The Association is committed to providing naming opportunities for its entities that provide meaningful recognition to those who render outstanding benefaction and/or exemplary service to the Association.

Naming the entities created and maintained by the Association provides meaningful opportunities to convey its mission, functions, and values. The Association attaches names to entities as a means of honouring those individuals or organizations that have provided a significant but non-financial contribution or service to the continuing growth, development or advancement of the Association or the Canadian archival community.

There are a very limited number of naming opportunities available within the Association, and they must be used appropriately and sparingly in order to preserve their status as meaningful recognitions.



The Association will periodically review named recognitions to ensure that they continue to support the ACA's mission, functions, and values. The Association reserves the right to rename any entity if that name no longer warrants recognition.

## **POLICY REQUIREMENTS**

In order to achieve the goals of this policy, the Association will:

- Define the scope of naming opportunities available within the Association; and
- Define a process for the naming or renaming of entities to provide consistency and structure to the decision-making process.

## **ACCOUNTABILITIES**

### **General Principles**

In all activities, Association members are bound by the Volunteer Code of Conduct when participating in Association business, declaring conflicts of interest, and maintaining confidentiality of information. Employees and contractors of the Association are bound by the terms of their job descriptions or contracts regarding the handling of their duties; in the absence of any specific terms, this policy and the Volunteer Code of Conduct will apply as best practices documents.

### **Board of Directors**

The Board of Directors has sole authority for the approval of the naming or renaming of Association entities. Its determination on all naming or renaming matters is final.

The Board of Directors will receive proposals for new naming opportunities either from internal sources (typically but not solely the Governance Committee) or external groups. The proposal submitted must name the individual to be honoured and the rationale for the honour. Similarly, the Board will receive proposals for renaming existing entities. In some cases, the Board may determine on its own that either a new award or entity must be created if an absence is identified, or an existing award or entity must be renamed if its name no longer enhances the mission, priorities, integrity and public reputation of the Association.

The Board of Directors will consider a number of factors as part of its deliberations, which may include the following:

- Individuals to be honoured must have made an exceptional contribution to the Association and the Canadian archival community. The proposal will outline the extent of their contributions and why the particular award or other named entity is appropriate to the individual. They must have a longstanding involvement with the Association throughout their career and typically have been a member up until the time of their leaving the profession.



- The extent to which the naming or renaming will enhance the Association's mission and priorities and uphold its integrity and public reputation.
- The award or entity must be suited to the individual whose name will be attached to it. The Board of Directors retains the right to seek further information from the nominators or from the wider archival community about the individual to be honoured prior to making their decision. Board members may also consult with the family of the individual to ensure they approve this honour.
- Named recognitions will be periodically reviewed to ensure that they continue to support the mission, functions and values of the Association.
- In order to minimize confusion and create a greater distribution of naming opportunities, individuals who previously or subsequently have been honoured by similar entities in the archival field should be less likely to receive one of the Association's naming opportunities.

Other intangible factors, naming guidelines, protocols and practices may also affect the deliberations of the Board of Directors regarding naming opportunities.

The President of the Board of Directors will contact those who proposed the naming opportunity to inform them of the Board's decision. If the nomination is declined, the individual may be considered for a different award or other naming opportunity in the future.

### **Secretariat**

The Secretariat will inform the Board of any proposals for naming opportunities received through the Association's office.

Once the Board has approved the use of an individual for a naming opportunity, the Secretariat will ensure that the appropriate branding of naming opportunity takes place.

### **Members**

As primary stakeholders of the Association, members are encouraged to identify possible candidates for naming or renaming opportunities, develop proposals for named entities, and submit them to the Board of Directors for consideration.