

## ***PRIORY VOTE OF THANKS***

### **PURPOSE**

1. This instruction provides the policy governing the award of a Priory Vote of Thanks and the procedures to be followed in obtaining the award.

### **CRITERIA**

2. A Priory Vote of Thanks (PVOT) is awarded in recognition of exemplary, dedicated service, assistance or support to the Order of St. John in Canada on a particular occasion, or over a period of years.
3. Although a PVOT is not a prerequisite for admission to the Order, it is sometimes used as a first step before admission. An individual who is already a member of the Order may not be awarded a PVOT.
4. Membership in St. John is not a prerequisite for a PVOT. Non St. John individuals or organizations who have given special service to St. John outside of contractual arrangements may be awarded a PVOT. There is not a limit on the number of PVOTs that may be granted to one individual or organization.

### **PROCEDURE**

5. It is the responsibility of the Honours and Awards Committee for each Council or Special Centre to determine whether service should be recognized at the national level.
6. Citations are not required for PVOTs. An alphabetical list of recommendations for PVOTs must include given names in full, and any honours or degrees. The list should also indicate whether a French or English parchment is desired. The seal of the Order is applied and the Governor General, Prior of the Priory of Canada of the Order of St. John and the Chancellor sign each certificate.
7. Submissions are processed as received. An alphabetical listing should be provided to the Secretary of the Order for processing.
8. There is neither a quota nor a ceiling for PVOTs, however Councils and Special Centres will be invoiced for the printing and processing of each PVOT requested.

### **DISTRIBUTION**

9. Once processed, PVOTs will be sent to the Councils/Special Centres.

10. Councils/Special Centres are responsible to ensure that PVOTs are distributed to recipients, along with an explanation of the award, on a suitable occasion.

**PROVINCIAL OR TERRITORIAL COUNCIL VOTE OF THANKS**

11. A Provincial or Territorial Vote of Thanks may be awarded for service or assistance which has contributed to supporting the Council in some manner. This may include fundraising, donations, transportation, assistance for meetings, or other appropriate services.
12. Councils may arrange for their Vice-Prior to sign certificates. Design and production of certificates is a Council responsibility.
13. Councils may wish to add specific criteria for receipt of a Provincial or Territorial Vote of Thanks, i.e. authorizing body, limit of awards granted to any one individual or at any one time, deadlines for submissions, etc.