

Commendations	Commendations are ceremonial documents signed by the Board President and the Superintendent to recognize and honor significant achievements and contributions made within the Houston Independent School District (HISD) by groups, individuals, governmental bodies, businesses, and organizations during regular monthly meetings. See Reference (a).
Guidelines for Board Commendations	Guidelines for recognition are as follows:
Recommendation	Commendations may be recommended to the Board by a Board member. HISD administrators may also recommend commendations that are approved by their direct report.
Request for Commendation	The Board member or administration must complete and submit a Request for Commendation Form by fax or electronic mail to the Board Services manager or designee, no later than two weeks prior to the Board meeting at which the commendation is to be awarded. See Exhibits (1) and (2). The forms may be obtained from Board Services or by accessing this memorandum on the Policy Administration Web site.
Commendation Approval	All commendation requests will be reviewed and approved for appropriateness by the manager, Board Services, chief of staff, and the Board President.
Commendation Priority	Commendation requests are based on a first come basis. However, priority is given to commendation requests associated with an agenda item.
Recognitions	The Board Services manager, chief of staff, or Board President may limit the number of recognitions presented at any single Board meeting. Commendation speeches will be limited to one minute.
Acknowledgement	After the recommendation has been approved by the manager, Board Services, chief of staff, and the Board President, the manager, Board Services, or a designee, will notify the individual who made the recommendation of the Board's intent to recognize a particular candidate, including the date and time of the specific Board meeting. The recognition will be placed on the Board meeting agenda.
Commendation Criteria	Criteria for recommending a commendation are as follows: <ul style="list-style-type: none">• Student or educator achievement beyond the scope of regular academics, activities, and or job performance;• Student or educator achievements in state or national events;

BOARD MEETINGS
PUBLIC PARTICIPATION

BED1
(REGULATION)

**Types of
Commendations**

- ~~Contributions by business, governmental bodies, or volunteer organizations (generally associated with a Board agenda item); or~~
- ~~Specific request by a Board member.~~

The types of commendations that may be awarded are:

- ~~Meritorious Service;~~
- ~~Outstanding Achievement;~~
- ~~Outstanding Community Partner;~~
- ~~Outstanding Educator;~~
- ~~On the Occasion of Retirement;~~
- ~~School Naming;~~
- ~~Employee of the Month; and~~
- ~~Other (e.g., Proclamations).~~

Consultation

~~This regulation does not require consultation.~~

**Maintenance
Responsibility**

~~The chief of staff is responsible for maintenance of this regulation.~~

REFERENCE:

~~(a) Board Policy BED(LOCAL)~~

EXHIBITS:

~~(1) BED(EXHIBIT), Exhibit A~~

~~(2) BED(EXHIBIT), Exhibit B~~
