



# L'ORDRE DE MONTRÉAL



## Instructions for nominating a person

The Ordre de Montréal's call for nominations takes place this year from August 31 to October 31. Each nomination must be made by a third party and supported by two other persons.

### Eligibility criteria

Nominees must meet **at least one** of the following criteria:

- Be born on the territory of the Montréal urban agglomeration<sup>1</sup>
- Reside or have resided within this same territory for at least 5 years
- Carry out or have carried out professional activities within this same territory for at least 5 years.

1. Montréal's urban agglomeration consists of the 16 municipalities that form the Island of Montréal, that is, Ville de Montréal (19 boroughs) and the 15 municipalities reconstituted on January 1, 2006.

To consult the list of municipalities involved:  
[ville.montreal.qc.ca/portal/page?\\_pageid=5798,85493596&\\_dad=portal&\\_schema=PORTAL](http://ville.montreal.qc.ca/portal/page?_pageid=5798,85493596&_dad=portal&_schema=PORTAL)

### Exclusions

The following persons will not be admitted to the Ordre nor may they put forward or support a nomination:

- Elected officials, political staff, employees and managers of municipal, provincial or federal government agencies
- Members of the council of the Ordre
- Persons with a criminal conviction.

Also note that in December 2016, the Ordre de Montréal have admit all persons who previously received the title of Great Montrealer throughout the years. Before nominating a person, be sure to check that the person is not already part of the **Ordre de Montréal**: [ville.montreal.qc.ca/ordre/en](http://ville.montreal.qc.ca/ordre/en)

### To nominate a person

The nomination form may be completed online at: [ville.montreal.qc.ca/ordre/en](http://ville.montreal.qc.ca/ordre/en)

Those who prefer to do so may download this interactive form and return it by e-mail. Please do not protect your final version; otherwise we will not be able to extract the necessary information. We also encourage you to complete the form online rather than print it out. Handwritten forms are discouraged.

Email address: [ordre@ville.montreal.qc.ca](mailto:ordre@ville.montreal.qc.ca)

**Documents supporting the nomination:** Although not mandatory, only letters of support from the person who puts forward or supports the nomination and the candidate's résumé will be accepted as part of the nomination.

## **Before beginning**

- Make sure that the nominee meets at least one of the eligibility criteria.
- Make sure also to obtain the consent of the two persons supporting your nomination.
- Have on hand all the required information about the nominee and the two persons supporting the nomination.
- Think about documents you feel would be useful to showcase the nominee's accomplishments.

### **IMPORTANT:**

The information requested on the form will make the analysis of the nomination file possible. This information will be handled confidentially.

Do not indicate the desired rank for the nominee. This decision rests with the council of the Ordre.

Nominations received after the closing date of the annual call for nominations, October 31, 2018, will not be considered for the ceremony on May 17, 2019. They may, however, be kept for the following year's call for nominations.

## **Any questions?**

Consult the Ordre's website: [ville.montreal.qc.ca/ordre/en](http://ville.montreal.qc.ca/ordre/en)  
Or call us at 514 872-4898



# L'ORDRE DE MONTRÉAL



## Nomination form for the Ordre de Montréal

### 1. Eligibility

Nominations to the Ordre de Montréal must be made by a third party and supported by two other persons. Nominees must meet at least one of the following eligibility criteria:

- Be born on the territory of the Montréal urban agglomeration
- Reside or have resided within this same territory for at least 5 years
- Carry out or have carried out professional activities within this same territory for at least 5 years

### Eligible territory

Montréal's urban agglomeration consists of the 16 municipalities that form the Island of Montréal, that is, Ville de Montréal (19 boroughs) and the 15 municipalities reconstituted on January 1, 2006.

Consult the list of municipalities involved:

[ville.montreal.qc.ca/portal/page?\\_pageid=5977,88899589&\\_dad=portal&\\_schema=PORTAL](http://ville.montreal.qc.ca/portal/page?_pageid=5977,88899589&_dad=portal&_schema=PORTAL)

### Declaration of eligibility, consent and authenticity

As the nominator, I declare:

That the nominee meet at least one of the above eligibility criteria;

That the two persons supporting the nomination have given me their consent to this effect;

## 2. Personal information of the nominator

The information requested below will enable us to contact you regarding follow-up of the nomination. This information will be handled confidentially.

### Your identity

Title

Ms./Mrs.

Mr.

X

First name

Last name

Citizenship

Profession or main occupation

### Contact information

Street number and name

City

Province or region

Country

Postal code

Phone number

Extension

Only one phone number is required. However, if you think that it might be difficult to reach you at the number indicated, add one or more additional numbers.

Additional telephone number(s)

Email address

### 3. Nomination supporters

Ensure that you have the prior consent of these persons.

To put forward a nomination, you must have the support of two other persons.

The information requested below will enable us to contact these persons, if necessary, to analyze the nominee's file.

This information will be treated confidentially.

#### Identity of the first supporter

Title

Ms./Mrs.

Mr.

X

First name

Last name

Citizenship

Profession or main occupation

#### First supporter's contact information

Street number and name

City

Province or region

Country

Postal code

Phone number

Extension

Only one number is required. However, if you think that it might be difficult to reach the person, add one or more additional numbers.

Additional telephone number(s)

Email address

## **Identity of the second supporter**

Title

Ms./Mrs.

Mr.

X

First name

Last name

Citizenship

Profession or main occupation

## **Second supporter's contact information**

Street number and name

City

Province or region

Country

Postal code

Phone number

Extension

Only one number is required. However, if you think that it might be difficult to reach the person, add one or more additional numbers.

Additional telephone number(s)

Email address

## 4. Information about the nominee

The information requested below will enable us to analyze the nominee's file. This information will be treated confidentially.

### Nominee's identity

Title

Ms./Mrs

Mr.

X

First name

Last name

Date of birth (ex: January 1st, 2000)

City of birth

Country of birth

Citizenship

Profession or main occupation

### Contact information

Street number and name

City

Province or region

Country

Postal code

Phone number

Extension

Only one number is required. However, if you think that it might be difficult to reach the person, add one or more additional numbers.

Additional telephone number(s)

Email address

## **5. Achievements supporting the nomination**

The information requested below will enable us to analyze the nominee's file. This information will be treated confidentially.

Present the highlights of the nominee's career and any other information that can help the council of the Ordre reach its decision (volunteer, humanitarian and association activities, etc.). Make sure to showcase the person's achievements — scope, reach, innovative nature. **Maximum 500 words.**

**Note :** For awards, mentions and other honors bestowed on the nominee, use the section reserved for this purpose.



**6. Contributions**

The information requested below will enable us to analyze the nominee’s file. This information will be treated confidentially.

Demonstrate how the nominee has contributed to the development and/or reputation of Montréal. **Maximum 250 words.**

**7. Distinctions**

Nomination or award	Organization or institution	Year
Example : Knight	Ordre de Montréal	2016

## 8. Documents in support of nomination

Please note that, while not mandatory, only letters of support from the person who puts forward or supports the nomination and the candidate's résumé will be accepted as attachment to this form.

Support letters

Curriculum vitae

## 9. Declaration of authenticity

As the nominator, I declare:

That to my knowledge, the information contained in this form is accurate.

Submit the completed form including the documents in support of the nomination by email or through the website, **no later than October 31, 2018.**

Email address: [ordre@ville.montreal.qc.ca](mailto:ordre@ville.montreal.qc.ca)  
Website: [ville.montreal.qc.ca/ordre/en](http://ville.montreal.qc.ca/ordre/en)