



## Guide to Nominating Someone for a King's Honour

The honours system recognises people who have:

- made achievements in public life
- committed themselves to serving and helping Britain

People awarded honours will usually have made life better for other people or been outstanding at what they do.

Nominations are assessed by an honours committee who decide who should get an award. The committee's recommendations go to the Prime Minister and then to the Queen, who awards the honour. If your nomination is unsuccessful you can't nominate the same person for at least two years and then the nomination must be significantly different to the first.

Honours nominations are considered all year long. After submitting your nomination there is a lengthy consideration period of around 12 - 18 months, at the end of which the nominee must still be actively involved in what you're nominating them for.

You can't nominate someone for a specific honour - that's decided by the honours committee but the awards most relevant to people in the library sector are the British Empire Medal (BEM), Member of the Order of the British Empire (MBE) and the Officer of the Order of the British Empire (OBE).

### **British Empire Medal (BEM)**

Awarded for a 'hands-on' service to the local community. This could be a long-term charitable or voluntary activity, or innovative work of a relatively short duration (3 to 4 years) that has made a significant difference.

### **Member of the Order of the British Empire (MBE)**

MBE's are awarded for an outstanding achievement or service to the community. Someone awarded an MBE will have had a long-term, significant impact and stand out as an example to others.

To be nominated for an MBE a person must have gone above and beyond the call of duty in their work or community and benefitted others through their achievements. A nomination can be made for professional achievements, business triumphs, personal expertise, charitable or volunteer commitments.

### **Officer of the Order of the British Empire (OBE)**



The Officer of the Order of the British Empire (OBE) is awarded to people who have had a major local role in any activity, including people whose work has made them known nationally in their chosen area.

Anyone can be nominated for an OBE, and it can be awarded for all types of different achievement including community or charity work as well as paid positions.

## How to Make a Nomination

To nominate someone for an award you need to write a detailed description explaining why you're nominating them. Read the guidance on [how to write a nomination](#).

You'll also need:

- your nominee's name, age, address and contact details
- details of relevant work or volunteering they've done
- details of any awards or other recognition they've received
- A minimum of 2 supporting letters to back up your nomination (between 5 and 15 are recommended) - these should be from people who know the nominee personally, it doesn't matter who the supporters are, but they must be able to talk about the nominee from first-hand experience.

You can include any evidence you have of recognition your nominee has received for their achievements, for example articles, photos or letters. The most important thing is to provide evidence of what they've done, the impact they've had and how they've made things better for others. The nomination shouldn't be a long-drawn out CV but it should highlight the things that make them special.

A good nomination should describe as vividly and precisely as possible the difference their contribution has made. Try to answer the following questions:

- how have they changed things?
- what makes them different from others doing the same thing?
- how have they improved things for other people?

You can make a nomination by post or email by filling in the [honours nomination form](#) and sending it to the Honours and Appointments Secretariat (details below). You can also ask them questions about the nomination process.

Honours and Appointments Secretariat  
Cabinet Office  
Room G39  
1 Horse Guards Road  
London  
SW1A 2HQ



## Libraries Connected

Honours and Appointments Secretariat

Email: [honours@cabinetoffice.gov.uk](mailto:honours@cabinetoffice.gov.uk)

Telephone: 020 7276 2777

Fax: 020 7276 2766

### Additional Information

More details about all the awards and the nominations process can be found at -

<https://www.gov.uk/honours>

