

# **Texas Callers' Hall of Fame & Prestige Award Selection Procedures**

## **(Sponsored by the Texas State Callers' Association)**

TSCA has created the Texas Callers' Hall of Fame and Prestige Award for Texas callers. Requirements for both awards have been established. This document details the procedures TSCA will use to select Texas Callers' for the awards.

### THE COMMITTEE

1. The Hall of Fame Committee and/or the Prestige Selection Committee (known as "the Committee" in this document); will consist of 3 TSCA members, 2 will be appointed by the TSCA President.
2. One member will be the TSCA Vice-President who will serve as Chairman and coordinator of the selection process.
3. The second member shall be a HOF recipient.
  - The HOF appointee shall be appointed as a member of the Committee for a 3 year period in order to help maintain continuity.
  - The current TSCA President will appoint an HOF recipient member after the current 3 year term has expired
  - The same HOF recipient may be reappointed for subsequent 3 year term.
  - The President reserves the ability to make changes to the HOF Committee in the event extenuating circumstances prevail. This gives the TSCA President the ability to appoint another committee member to finish the term of the committee member being replaced.
4. The third member shall be an at-large member chosen by the TSCA President each year with qualifications no less than Full Members status.
5. All appointments are to be made no later than November 30<sup>th</sup> after the President takes office in June.

### NOMINATION FORMS

1. Nomination Forms and the Requirements for each award will be made available to Callers and Dancers throughout the year via the TSCA website.
2. Callers and Dancers will be invited to submit their nomination forms to the TSCA Vice-President with supporting documentation.

### NOMINATION PROCESS

1. All applications for either award **MUST BE SUBMITTED** no later than December 31<sup>st</sup> of the year prior to when the awards will be considered and presented.
2. The Vice-President will collect all nomination forms and prepare a packet of the information and distribute to the other committee members on or before January 15<sup>th</sup> of the selection year.
3. The Committee will review the applications and determine if the basic criteria is met.
4. They will be assigned to verify the information in the applications where needed and prepare a final set of applications for voting.
5. The members will consult with each other via phone, email or in-person meeting if necessary.
6. They may also consult with any outside persons necessary to validate and research the application information.
7. This process is to be completed no later than March 1<sup>st</sup>.
8. Packets of nomination forms will be prepared by the Vice-President and mailed/emailed to each of the current TSCA Executive Board Members.
9. The packet will include:
  - All materials (emails, documents, letters, etc.) used during the validation and research phase performed by the committee.
  - An official voting ballot/email.
  - These packets are to be distributed no Later than March 15<sup>th</sup>.

10. Final selections will be made by a vote on EACH application.
11. Eligible Voters will be limited to:
  - The current members of the TSCA Executive Board and the two additional members of the Committee.
  - The Committee DOES NOT MAKE A RECOMMENDATION TO THE EXECUTIVE BOARD
  - Each Eligible Voter will get one vote YES/NO on each nomination received.
  - Separate votes will be held for Texas Callers' Hall of Fame Award nominations and the Prestige Award nominations.
  - It shall be noted: If a nominee for the HOF is not approved, a separate nomination application will be required to be considered for the Prestige award.
  - All VOTING BALLOTS/EMAILS must be returned to the Vice-President, postmarked no later than April 15<sup>th</sup>.
  - The Vice-President will tabulate the votes and certify the voting results to the other members in The Committee.
12. Any nominee who receives 70% YES votes out of the total votes cast for the Texas Callers' Hall of Fame Award or the Prestige Award will earn that award in the selection year.
13. Any caller's nomination not approved for either award may not be re-submitted for that particular award for a period of 2 years, unless extenuating circumstances prevail and then a 100% approval from the TSCA Board and committee would be needed to be obtained to overrule the re-submittal time frame.
14. If a caller's nomination is not approved for either award, the Vice-President must email or hard copy letter the submitting party/parties the findings/decision of the committee. This email/letter must be sent within 15 days of the committee vote.

#### AWARD PRESENTATION

1. The Vice-President will make arrangements to have the appropriate award items, certificates, and pins available at a suitable time for presentation of the award.
2. The Vice-President will work with the nominating party/parties to determine the appropriate date, location, and time to present the award to the recipient. The intent is to present the award to the applicant at a time and place that will maximize the opportunity to have family and friends present.
3. All past award recipients should be notified so they may attend, if possible.

#### ORDERING OF AWARDS

1. Information on where and how to order plaques, pins and presentation paraphernalia needs to be available to the Vice-President at all times.
2. All Hall of Fame and Prestige awards will be ordered from the same engraver/company to maintain consistency from year to year.

*\*The above procedures were approved by the TSCA Executive Board in December 2013.*