

Sand Springs Education Foundation HALL OF FAME INDUCTEES GUIDELINES

The following guidelines are meant to provide a framework for the nomination, election and induction of the Hall of Fame individuals to be used by the Foundation on a continuing and consistent basis. The intent is to provide a guideline that is non-discriminatory and in the best interest of the Foundation, the citizens of Sand Springs, and education in our area.

After the first year of adoption of written guidelines, the Vice President of the Foundation should chair a standing committee to recommend to the Board, candidates for the next year's inductees. The committee should consist of the Vice President, and two other board members. Each year, one member would drop off and a different Board member added by the President.

Nominations: The nominees could be considered to fall into two categories:

- 1) Local importance or influence
- 2) Regional, state or national status

It is recommended that care be given to avoid conflict within a given year between two candidates of regional/national status; however, except in the case of a very high profile national-status candidate, two primary and two alternate names should be presented to the Board. The Board will have full authority over the "primary" versus "alternate" status nominees.

The Board will have the option to accept or reject any or all of the slate. When the slate is established the primary (or primaries) will be contacted first. Contacts will be made by the President or President's designee. If they accept, the alternates will not be contacted; however, the alternates should then be carried over as a portion of the slate for at least one more year. At the Board's discretion the names may be carried over for two years. After dropping from the list of nominees, at least one year shall pass before the name can be resubmitted. The Secretary will maintain the official records, the list of annual nominees and winners.

Voting: The nomination committee's proposed inductees will be voted upon individually. A three-fourths (3/4) vote of the then-seated Board will be necessary for candidate approval.

Qualifications: A nomination form must be submitted for each nominee, and it must be completed to an extent that the Board could make an appropriate decision. (Omission of details such as a phone number, name/age of children, etc. are not considered necessary to the decision process.) The name of the person submitting the nomination must be included.

To qualify for nomination the nominee must have:

- 1) spent 3 years in Sand Springs schools after the 6th grade, or
- 2) spent 8 years in Sand Springs schools, or
- 3) spent last 2 years of high school in Sand Springs schools and graduated there from.

The nominees should have attained a position of unusual respect, impact, or influence in the community, or have attained at least regional prominence in their field of endeavor, or attained a little known but exceptional level of accomplishment in an area of specialty.

Adopted August 1998

Timing: after the first year of adoption of these guidelines, or earlier if it is appropriate, the following schedule should be used for this process:

<u>Month-end</u>	<u>Action</u>
June, July, August	Advertise nomination opening (SS Leader, Tulsa World, Chamber & Rotary Newsletters, letters to Alumni)
September	Nominating Committee to complete reviews and set date for the Banquet
October	Presentation to the Board
November	Contact of nominees
December	Finalize results of nominees
January	Complete any necessary arrangements with inductee(s)

Any variations to the above process shall be voted on by the Board and the same three-fourths (3/4) will be required to change same.