



## VANGUARD MUSIC AND PERFORMING ARTS

### HALL OF FAME GUIDELINES AND RULES

#### Mission Statement

The Vanguard Music and Performing Arts (VMAPA) Hall of Fame was established to honor the outstanding individuals who have made a substantial and positive impact on the VMAPA organization through their distinguished service, achievements and enduring contributions.

#### Section 1. Hall of Fame Membership

1.1 Membership: Members have participated either as performing members, staff members, volunteers or those who have made other significant contributions within the VMAPA organization. Membership is bestowed for life and is maintained in perpetuity within the organization.

1.2 Membership Responsibilities: The most significant responsibility of a Hall of Fame (HOF) member is the honor of voting each year for the induction of new members. HOF members who are not on any HOF subcommittee are eligible to solicit and submit nomination applications and/or letters of support for individuals they believe to be worthy of induction into the VMAPA HOF. All members are encouraged to actively participate as a member on the two HOF standing subcommittees: Hall of Fame Committee, Selection and Screening Committee, or any HOF subcommittee. HOF members are encouraged to continue their involvement, to the best of their ability and life circumstances, in activities that support the current performing membership and VMAPA organization.

1.3 Inactive Status: While membership is a lifetime honor, there may be times when a member can't fulfill their responsibilities as an HOF member. When this occurs, it is requested that the member, or a family member, notify the Hall of Fame Committee, in writing, as soon as possible and identify if this is a temporary or permanent situation. During any period of incapacity, voting rights are withdrawn. If an HOF member is deceased, voting rights cease to exist.

1.4 Removal from the HOF: In the event an HOF member does not maintain the high moral character expected of a VMAPA HOF member as outlined in the nomination criteria, or if a member has been convicted of a felony, that member may be considered for removal from the VMAPA Hall of Fame. It is the responsibility of any individual knowledgeable of such infringement to document their concerns and submit them to the attention of the Hall of Fame Committee Chair, with the Subject line: *Confidential* to the following email address: [hof@scvanguard.org](mailto:hof@scvanguard.org). The Chair will review the documentation, and if the circumstances are corroborated will submit a report to the VMAPA Executive Leadership for consideration. If it is decided that removal is appropriate, the member in question will be notified and may request to be heard to appeal the decision. Removal from the HOF may result in the removal of their name from the HOF plaque, VMAPA website and could result in a complete ban from involvement in all activities of the VMAPA organization.

## **Section 2. Hall of Fame Committee (HOFC will be used to refer to this committee.)**

2.1 General Function: The function of the HOFC will be to administer and govern the annual election to select the new inductees to the VMAPA HOF.

2.2 Composition, Qualifications and Term: The HOFC shall consist of three (3) active HOF members, inclusive of a chair. All HOFC members are appointed by the VMAPA Executive Director. Each HOFC member shall have at least ten (10) years of experience in both the performing arts and their involvement within the VMAPA organization. The minimum term of an HOFC member is three (3) years and if willing, and approved by the current Executive Director, the HOFC member may continue indefinitely.

If a vacancy occurs on the HOFC, during an absence of an Executive Director or an Acting Executive Director, the remaining HOFC members will query the active HOF membership to ascertain members who are interested and able to serve on the HOFC. Should there be more members interested than the number of vacancies, a vote of the membership will be scheduled to determine who will fill the vacancy. Once scheduled, the membership will be given a 30-day notice containing the details of the upcoming vote.

### 2.3 Responsibilities of the HOFC:

- The primary focus and responsibility will be to ensure that each nomination submission is complete and meets the nomination procedural requirements. This committee does not choose which nominees will go forward to the ballot for new members to the HOF. (Reference Section 3.3.)
- It will assist with the preparation of the HOF ballot and administer the annual voting process.
- The HOFC also functions as a resource to the VMAPA organization regarding the HOF policies and procedures.
- It will serve as the liaison with the Executive Director to plan and conduct the induction ceremony for new members.
- Periodically, the HOFC will solicit opinions from the HOF membership with regard to the policies and procedures to ensure an efficient and effective process.

2.4 Restrictions: No member of the HOFC shall be allowed to submit a nomination application or write letters of support while serving on the committee. This requirement creates a commitment to a fair and transparent process.

## **Section 3. Screening and Selection Committee (SASC will be used to refer to this committee.)**

### 3.1 Composition and Qualifications:

- The SASC will consist of eight (8) members: the HOFC Chair who will serve as the SASC Chair, the Executive Director and six (6) additional committee members. In the absence of an Executive Director, the Acting Executive Director will be asked to participate.
- The six (6) additional committee members will be appointed by the HOFC and may, or may not, be HOF members.
- The six (6) individuals should, if possible, reflect the diversity of the organization's members and the organization at-large (performer – drum majors, guard captains, brass, percussion, color guard; staff member – educational, administrative, management; or volunteer).
- Each of the six (6) members shall have at least ten (10) years of experience in both the performing arts and their involvement within the VMAPA organization. And, they should collectively represent as many decades as possible of the VMAPA organization.

3.2 Approval, Ratification and Term of Appointed Members: All six (6) appointed committee members must be approved by the Executive Director and ratified by the Board of Directors (BOD) at their regularly scheduled November meeting. The term of the appointed SASC members will be six (6) years and will commence with the next calendar year after BOD ratification. Initially, the term will be staggered by increments of two years – two members will serve for 2 years, two members will serve for 4 years and two members will serve for 6 years. This will create a two-year rotation of two members while providing continuity for the SASC. Once the rotation schedule is established, an SASC member can only serve a maximum term of six years.

3.3 Responsibilities of the SASC: The primary responsibility of the SASC will be to thoroughly examine the list of qualified nominees received from the HOFC and ratify that the nominees meet the criteria for induction into the VMAPA HOF. This committee will then select the nominees to be placed on the general HOF ballot in accordance with the Screening and Selection Process, Section 6.

The members of the SASC are allowed to vote on the HOF ballot. In addition, should the general HOF election result in a tie vote, it is the responsibility of the SASC to determine, by majority vote the candidates to be inducted.

3.4 Restrictions: No member of the SASC shall be allowed to submit a nomination application or write letters of support while serving on the committee. This requirement creates a commitment to a fair and transparent process.

3.5 Filling Openings on the SASC: If an opening occurs prior to the planned end of term of a member, the HOFC can appoint an interim replacement with the approval of the Executive Director. If approved, the replacement will continue with the term of the vacating member.

When the term of a member ends, the HOFC will offer the name of one or more replacements to the Executive Director. The replacement will require approval by the Executive Director and ratification by the BOD, in accordance with Section 3.2 above.

## **Section 4. Nomination Criteria and VMAPA Core Values**

All past and current members of the VMAPA organization are invited to submit nominations for the VMAPA HOF. VMAPA members are defined as all performing members (Vanguard, Vanguard Cadets, Winter Guard, Winter Percussion, Youth Brass Ensemble and Youth Percussion Ensemble; staff members (educational, administrative, design, etc.); volunteers (food crew, sewing, drivers, parents, etc.) or other significant contributors. There are two categories of nominations - Contemporary and Legacy. Nominees will be inducted into one Hall of Fame; however, the nominations will be submitted and voted on separately in these two distinct categories.

4.1 Legacy or Contemporary Category: The nominator is responsible for determining the category most appropriate for their nominee. The significant difference between the two categories is that a Legacy nominee must have been **inactive** in a principal role for a minimum of 15 years. It is not feasible to list every possibility with regard to a principal role applicable to the Legacy category, but some examples are director, chief executive officer, tour director, composer, arranger, designer, instructor, technician, booster club/board officer, uniform coordinator, bingo manager, fleet manager, or any leadership role in a voluntary capacity within the organization. The HOFC will use 15 years as its initial guideline for consideration as a Legacy candidate.

4.2 Nomination Criteria Questions: The nomination criteria will be the same for both categories. The criteria for nomination are based on the significance and impact of the nominee's contribution to the overall success of VMAPA. Nominators will be asked to provide answers to the following criteria questions:

- What were your nominee's significant contributions and how did they impact VMAPA? How did your nominee's involvement with VMAPA make a difference to the success of the organization?
- How has your nominee exemplified character that was conducive with the VMAPA core values during and after their affiliation with VMAPA? How has your nominee inspired others as a role model by their actions and behaviors and continued to serve as a role model for present and future generations?
- How has your nominee elevated and affirmed the status of VMAPA within the performing arts activity with respect to their own time, place and environment?

Consider the VMAPA core values as defined in the VMAPA 2021-2023 Strategic Plan - ***"We believe in a culture promoting the highest values of the human spirit and seek to instill these values as the foundation of everything we do."***

- **INTEGRITY**: We conduct business and personal interactions to the highest standards of ethics, class, stewardship and trust, internally and externally.
- **PASSION**: We do the work we do in concert with, and inspired by, the enthusiasm and excitement of our incredible performing groups.
- **FUTURE FOCUS**: We seek training and development, assume greater responsibility, and forge forward untethered by the practices of our past.
- **PERSONAL RESPONSIBILITY**: We achieve results and accept accountability for the betterment of the organization while exercising humility and defining success both individually and collectively.
- **EXCELLENCE**: We strive to be the best in all aspects of our organization.
- **RESPECT**: We demonstrate a high regard for others and value the healthy exchange of ideas and opinions while interpersonally appropriate and aware.
- **COMMUNICATION**: We communicate in a positive, honest and productive manner within the organization and stakeholders. We communicate easy and difficult information with dignity and a focus on the betterment of our organization.
- **POSITIVITY**: We strive for a culture that lifts each other up, focuses on strengths, and addresses challenges in a collaborative, growth-oriented, and universally enriching approach.
- **COMMUNITY**: We engage in our community in Santa Clara and beyond by developing relationships, being of service, and working in partnership with our neighbors on mutually beneficial projects.
- **BELONGING**: We actively work to create a diverse and inclusive space that creates safety and equal ground for the success of all participants in the performing arts.

## **Section 5. Nomination Process and Procedures**

5.1 Contact HOFC: Nominations will be accepted annually between the dates of January 1<sup>st</sup> thru February 15<sup>th</sup>. Prior to preparing a nomination application, it is highly recommended that the nominator contacts the HOFC to ascertain if the individual they are preparing to nominate hasn't already been nominated. The HOFC is a resource for any questions regarding the selection of your nominee, the application form or the nomination process.

5.2 Nominations for Couples: While nominations for groups (more than two) will not be accepted, nominations for couples (two persons, even if one or both are deceased) will be considered as one nomination for induction to the VMAPA HOF. To nominate a couple, it is necessary that their contributions and achievements were only possible through the synergy of their combined efforts.

5.3 Posthumous Nominations: Individuals and couples can be nominated posthumously. It is the responsibility of the nominator to indicate this on the Nomination Application under “Nominee Information”. The nominator must also provide contact information for the closest living relative(s). If the nominee is inducted, and a relative, or appropriate organizational representative, is not available, the nominator may be asked to accept the honor on behalf of the nominee(s).

5.4 Letters of Support Required: The nominator is responsible for soliciting three (3) letters of support from different individuals who have been affiliated with the organization, know the nominee and can effectively advocate the contributions and achievements. If the nomination is for a couple, each of the three (3) letters of support should be written to include both individuals being nominated.

5.5 Format for Letters of Support: The nominator is responsible for informing the author of the formatting requirements. A letter of support shall not exceed two single-sided pages, may be single or double-spaced, on 8.5”x 11” paper, with all margins (top, bottom, left and right) no smaller than 1”. Our preference is Calibri, Helvetica or Arial font – regular style, size 11. The letter of support must be signed (digital signatures accepted) by the author attesting to the validity of the information provided and given to the nominator as a PDF copy to be included with the nomination application.

5.6 Restrictions:

- An individual may submit a total of two nomination applications per year.
- An individual may write up to two letters of support per year. The two letters of support may be written for two nominees in one category or one nominee in each category. It is the responsibility of the nominator to ensure the individuals they solicit to write letters of support have not already exceeded the two letter per year limit. In the event an individual has authored more than two letters of support, the first two letters received will be accepted. The HOFC will notify the nominator impacted by this decision and request submittal of another letter of support.
- A nominator may not write a letter of support for their nominee(s).
- No member of the 3-member HOFC shall be allowed to submit a nomination application or write letters of support while serving on the committee.
- No member of the 7-member SASC shall be allowed to submit a nomination application or write letters of support while serving on the committee.

5.5 Nomination Submission: The nominator is responsible for collecting all three (3) letters of support prior to submitting their application. The application and the three (3) letters of support will be considered a complete nomination submission. The nomination submission must be submitted from the Hall of Fame webpage, [scvanguard.org/hall-of-fame](http://scvanguard.org/hall-of-fame).

5.6 Incomplete Nominations: Any nominations deemed to be incomplete for any reason will be returned to the nominator, before any review is conducted, in an effort to allow the nominator an opportunity to resubmit before the February 15<sup>th</sup> deadline. If the initial nomination is received on the February 15<sup>th</sup> deadline and is incomplete, the nominator will be granted a three (3) day extension to remedy and resubmit the nomination submission. If it is not possible to meet the extension deadline, the nominator will be asked to hold their submission and resubmit the following year. If a nomination previously deemed incomplete is resubmitted on the February 15<sup>th</sup> deadline and still remains incomplete, it will be returned to the nominator and not included in the current year’s review.

5.7 Number of Years for Consideration: Nominations not selected for the HOF ballot or selected for the ballot but not inducted, will be automatically resubmitted for a total of three (3) years.

5.8 Removal from Process: Once a nomination reaches the three-year limit for consideration, the nomination is removed from the process. The HOFC Chair will inform the nominator that their nominee has been removed from the process. The nominator may choose to resubmit a new nomination submission during the next nomination period.

5.9 Number of Times a Nominee can be Renominated: Individuals who have been nominated in the past, but not chosen, may be renominated as long as the nominee continues to meet the criteria for nomination. At this time, there is no limit to the number of renominations. The nomination should be strengthened by adding additional information, or edited before the nomination is submitted again.

5.10 Photo Requirement: If your nominee is selected for the HOF ballot, you will be contacted by the HOFC Chair and requested to provide a digital color photo of your nominee. Basic requirements for the photo are as follows: Resolution minimum 300dpi/maximum 600dpi; File Type: JPEG (.jpg) and Orientation: Portrait.

## **Section 6. Screening and Selection Process**

6.1 Receive, Review and Research: Once the SASC receives the nominations from the HOFC, each SASC member will have from March 1<sup>st</sup> thru March 28<sup>th</sup> to review, research and prepare their recommendations for the discussion and selection of nominees for the annual HOF ballot. The recommendations should be written and organized by category – Contemporary and Legacy.

6.2 HOFC Chair Responsibilities to SASC: The HOFC Chair will serve as the SASC Chair with the duties limited to ensuring that there will be a quorum at the ballot selection meeting; facilitating the meeting and breaking a tie vote. The remaining HOFC members may attend the SASC meeting but only as observers, they will not partake in the discussions or vote to decide which nominees will be placed on the HOF ballot.

6.3 Minimum Vote by the SASC: To move to the HOF ballot, a nominee must receive at least 60% approval from the voting SASC members. Where noted, a simple majority vote is allowed and requires at least 50% approval rate from the voting members to pass.

6.4 Ballot Selection Meeting: The nomination categories will be considered separately, beginning with the Contemporary category. The first order of business is to determine if there are any members of the SASC who need to abstain from the selection and voting process for a nominee due to a conflict of interest. After which, the meeting will begin with an open discussion of each nomination submission. Once concluded, each SASC member will be asked to list their recommendations. If the tally of the initial listing, results in a 60% or greater approval rating, those nominees will automatically be placed on the ballot.

If the maximum numbers have not been met, the remaining nominees will be discussed in their descending ranking order from the initial listing. Each SASC member participating will be given the opportunity to discuss the content of the nomination submittal and their own knowledge, experience and additional research conducted. At any time, the HOFC Chair may call for a vote. Nominees must receive 60% of the vote to be placed on the ballot. Once the maximum numbers have been met, no further discussions are required. The maximum number of nominees for both categories shall not exceed ten (10) with a minimum requirement of two (2).

Should the minimum requirement in either category not be met, the highest scoring nominees will be selected to complete the minimum requirement. Should this result in more than the minimum number of nominees being selected, due to some having the same score, a simple majority vote will be taken amongst those nominees. The Legacy category will follow the same process.

If during the SASC discussion it is determined that a more extensive background check is required to ensure proper vetting of a nominee, the SASC, via the Executive Director, will make the request to the BOD. In the event a background check is required, the related nomination will be pulled from consideration for the current year and will be resubmitted the following year inclusive of the background check findings.

**6.5 Unacceptable Nominee:** If, during any of the discussions, it is determined by a majority vote that a nominee does not meet the criteria for induction into the HOF, the SASC will document via a Resolution as to the reasons; and will affirm by date and signature their decision. As the Executive Director is involved in reaching this decision, the SASC's decision will be final. However over time, if new information becomes available, and the new information may impact the previous decision, the current Executive Director may direct the SASC to re-examine the circumstances which may lead to a different outcome. Any inquiries regarding said Resolution shall be directed to the HOFC Chair or Executive Director. As Resolutions are confidential, no details shall be shared outside of the SASC meetings. All SASC Resolutions will be maintained by the HOFC.

**6.6 Even Number of Nominees:** The SASC must select an even number of nominees for both categories to be placed on the ballot. The minimum number of nominees shall be two (2) and the maximum number of nominees shall not exceed ten (10) for each category.

Should an odd number of nominees, but more than the minimum required, achieve the required 60% approval, the selection will be determined as indicated in Section 6.4. The SASC will collectively decide which nominee should be deferred to the following year, with a simple majority vote. In the event of a tie, the HOFC Chair will vote to break the tie. The deferred nominee's application will not be subject to further review and will be automatically placed on the next year's ballot.

## **Section 7. General Election Rules**

**7.1 Authorization and Frequency:** HOF elections are authorized by the VMAPA BOD and will be held on an annual basis. Election into the VMAPA HOF may only occur through the nomination and election process outlined in these Guidelines and Rules.

**7.2 Election Administration:** The HOFC, with the assistance of the VMAPA administrative staff, shall prepare and distribute ballots to each voter no later than April 15<sup>th</sup>. Ballots will be sent electronically to each voter.

**7.3 Voting Membership:** The VMAPA members eligible to vote in the general HOF election will be the:

- Active members of the HOF
- Appointed members of the SASC
- BOD, excluding Honorary Directors
- Alumni Association Officers
- Executive Director
- Chief Financial Officer
- Director of Programs/Creative Director

Voting privileges will continue as long as the voting member remains on their respective board, committee or in their leadership position and have not violated the polling rules outlined below in Section 7.8, Polling of Voters.

7.4 General Election Ballots: There is a single ballot for the general election. The ballot will have two parts – one for Contemporary and one for Legacy candidates. Each category may have up to a maximum of ten (10) candidates and a minimum of two (2) candidates.

7.5 Voting Process: The voters may choose up to a maximum of half the candidates in each category. For example, if in the Contemporary category, there are eight (8) candidates on the ballot, the voters will be asked to vote for up to four (4) candidates. No cumulative voting will be allowed, and voters are not required to vote all of their votes. To be inducted, a candidate must achieve a minimum of 60% of the vote by the total number of voters.

7.6 Voting Outcomes: Selection to the HOF requires that a candidate must achieve a minimum approval of 60% of the voting members. In the event **no** candidates in a category achieves the required 60%, the two candidates achieving the highest voter percentage approval rate above 50% will be inducted. In the event of a tie with more than two candidates being selected, the HOF will induct those who tie for the highest number of votes.

7.7 Ballot Completion: Each voter will complete and return their ballot no later than 11:59 p.m. PST on May 1<sup>st</sup>. The tabulation of votes will be done confidentially.

7.8 Polling of Voters: Discussion for the purposes of gaining additional knowledge of the candidates on the HOF ballot is encouraged to ensure the most educated and knowledgeable vote is cast. However, attempting to influence any member of the voting membership prior to the vote, or polling voters on their confidential vote after the vote, will not be allowed by the voting membership or any member of VMAPA. In the event this occurs, and it is a voting member, that member will lose their privilege to vote.

7.9 Certification of Results: Election results will be certified by the HOFC Chair and the Executive Director. The Executive Director will contact the new HOF inductees, and the HOFC Chair will notify the nominators of the induction of their nominees. Subsequently, the Executive Director will notify the members of VMAPA and release the names to the VMAPA website and social platforms at the appropriate time.

Disclaimer:

These Guidelines and Rules are intended to cover the nomination, screening, selection and voting processes of the VMAPA Hall of Fame. It is our intention that this document be dynamic and continues to evolve over time to meet the needs of the organization. If while reading this document, you find any inadvertent contradictions or misunderstandings within any of the sections, or any ambiguity that requires clarification, or if you have any suggestions for areas of improvement, please document your findings and submit them to the attention of the HOFC Chair, with the Subject line: *Feedback* to the following email address: [hof@scvanguard.org](mailto:hof@scvanguard.org). Thank you