The Ottawa Valley Country Music Hall of Fame

POLICY AND PROCEDURES FOR THE NOMINATING COMMITTEE

Annual Meeting:

In January or February of each year, the Hall of Fame Board (the Board) will call together a committee to select nominees for induction into The Ottawa Valley Country Music Hall of Fame at its annual Awards Ceremony later that year.

Committee Membership:

The HOF Nominating Committee (the Committee) shall be comprised of:

- The Chair (generally the HOF President or a senior member of the Board)
- 6 members of the country music industry/community who have knowledge of the history and accomplishments of the people named on the Nominating Committee list
- The Recording Secretary (generally the Secretary of the Board)
- Observer(s) (limited to Board members), who may be the Chair or Recording Secretary at future meeting.

Term of Service on Committee:

- In order to maintain continuity and familiarity with the process, members of the Committee will be asked to serve a two-year term. Following each year's meeting, the three members serving their second year will be replaced by three new members who will begin their two-year term (see matrix below):

Year	Chair	Other	Other	Other	Other	Other	Other	Sec.
Y1	D	O^1	O^2	O^3	O^4	O^5	O^6	D
Y2	D	O^4	O^5	O^6	O^7	O^8	O^9	D
Y3	D	O^7	O^8	O^9	O^{10}	O^{11}	O^{12}	D
Y4	D	O^{10}	O^{11}	O^{12}	O^{13}	O^{14}	O^{15}	D

- With the exception of the Recording Secretary and the Chair, no person shall serve on the Committee for more than two *consecutive* years (people may, however, be invited back onto the Committee in future years).

Meeting Format:

Under the direction of the Chair, the Committee will:

- Review confidentiality requirements.
- Review the written Guidelines (Appendix A).
- Review the Criteria (Appendix B).
- Review and amend the “Long List”
- Review and amend the “Short List”.
- Vote for candidates from the “Short List”.
- Adjourn.

Duties of Individual Committee Members:

- **The Chair will:**

  - Convene and direct the meeting.
  - Introduce the members at the meeting.
  - Review the Guidelines (Appendix A) and Criteria (Appendix B).
  - Study the “Long List” and, with the approval of the full Committee, amend the list by adding or deleting any applicable names.
    - In order to be added to the long list, the name must meet the criteria and be accompanied by a biography.
    - Names may be removed from the list if the majority of the committee members feel that the name does not meet the criteria.
  - Review the “Short List” approved by the previous year’s committee and, with the approval of the full Committee, amend the list by:
    - bringing forward any name(s) that have not been added this year, from the “Long List” for nomination consideration or
    - deleting any name (s) from the list (any names deleted from the “Short List” remain on the “Long List”).
  - After the lists have been amended and an appropriate discussion period has taken place, The Chair will call for a written vote for a nominee in each category, (Appendix B).

- **The Country Music Industry/Community Members will:**

  - Review the “Long List” and amend as required
  - Review the “Short List” and amend as required.
  - In consultation with the other Committee representatives, arrive at a list of possible nominees for the current year, by category, ensuring that each nominee’s qualifications meet the written Criteria (Appendix B) in that category.
  - Under the direction of the Chair, cast a vote for their choice of nominee in each category.

- **The Recording Secretary will:**

  - Provide the Committee members with a copy of the Guidelines, the Criteria, and the “Long” and "Short” lists of potential nominees.
  - Document the decisions reached by the Committee.
  - Prepare the Committee’s recommendations for submission to the Board.
  - Collect all documents at the end of the meeting.

Voting Procedure:

- The Recording Secretary does not have a vote
  - The Chair and each member of the committee will be given a ballot that is identical in size and colour. (for example a 2” X 2” yellow post-it note)
  - They will write the name on their ballot and fold it twice, then pass it to the Secretary.
  - The Secretary will open and count the ballots in full view of committee members.
  - The nominee selected for induction must receive 50% +1 votes to be successful
  - If no candidate receives 50% + 1 of the eligible votes then the person with the lowest number of votes on this ballot will be removed from the list.
  - If more than one candidate has the lowest number of votes on the ballot then the committee will decide on the name to removed
  - This process is repeated until FOUR nominees are selected from the categories

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When the four candidates are selected, The Chair will remind the committee about the confidentiality of the selections until the Board of Directors approves the recommendations and all four nominees have been informed and have accepted.

Appendix A

GENERAL GUIDELINES FOR THE NOMINATING COMMITTEE

- The Committee is required to nominate a slate of **four** candidates for recommendation to the Board.

- Ideally, the Board would prefer that one candidate be nominated in each of the Entertainer and Builder categories and two in the Citation category. However, if the Builder slot cannot be filled, the Committee may choose to nominate an additional candidate in the Citation category or a candidate in the Entity category.

- To ensure that the more senior names on the “Long List” have a reasonable chance of being nominated while there are still people around who remember their contributions to the industry, consideration for inclusion on the “Short List” should be given to those whose careers came first, chronologically.

- A person may not be added to the “Short List” or nominated for induction in the same year that their name is added to the “Long List”.

CRITERIA FOR NOMINATION FOR INDUCTION INTO THE OTTAWA VALLEY COUNTRY MUSIC HALL OF FAME

GENERAL

All of the criteria shown below are subject to interpretation by the members sitting on the Nominating Committee in any given year.

DEFINITION OF THE OTTAWA VALLEY

While it is not a defining factor, the "Ottawa Valley", in general terms, is considered to include Eastern Ontario and Western Quebec. A detailled description, as approved by the Board of Directors on April 19, 2005, is as follows:

*The Ottawa Valley consists of **the area lying north** of the Canada/US border in the St. Lawrence River from a point that intersects with the Canada/US border at 77° longitude in Lake Ontario and following that border in a north-easterly direction until it meets the Ontario/Quebec border;*

*and **the area lying west** of a line extending along the Ontario/Quebec border from the Canada/US border in the St. Lawrence River north to the Ottawa River, then continuing north across the river to Quebec and follows highways 327 to 148 to 329 to where it intersects with highway #117 (The Trans-Canada Route) at Ste-Agathe-Des-Monts;*

*and **the area lying south** of highway #117 from Ste-Agathe-Des-Monts to Grand Remous and then follows a line that continues westward through Deep River located on the south shore of the Ottawa River to the easterly limit of Algonquin Park;*

*and finally, **the area lying east** of a line that follows the border of Algonquin Park southeast until it intersects with Ontario highway #58, and then follows that highway in a westerly direction until it intersects with a secondary road on the right (that eventually becomes hwy. #62) then south and west on that road/highway 62 to Combermere. The boundary then follows a line running southeast to where it intersects highway #41 at Cloyne, and follows highway #41 south to Napanee, then continues on a line running due south along longitudinal line at 77° to a point in Lake Ontario where it intersects with the Canada/US border.*

OVERALL CRITERIA FOR NOMINATION IN ANY CATEGORY

- In order to be considered for nomination, a person, duo or group must have made a SIGNIFICANT CONTRIBUTION to country music in the Ottawa Valley and/or have been a native of the Ottawa Valley who has achieved either local, national and/or international recognition in the industry.

- Consideration will be given to someone who has received notable recognition in the country music industry for an extended period of time. The intent of induction into the Hall of Fame is to honour individuals who are easily recognizable for their efforts over a number of years.

ENTERTAINER CATEGORY *(Performer/Artist)*

Nominees in this category:
- must be or have been a recording artist
- could be a single, duo or group of performers who excelled and were highly recognized as leaders in the industry
- would normally be expected to have performed in front of significant audiences (live appearances, radio, television, etc.)

BUILDER CATEGORY
Nominees in this category:
- must be a person (not necessarily an entertainer or musician) who has contributed to the development, promotion, establishment or production of country music in the Valley.

CITATION CATEGORY
Nominees in this category must be single performers, duos or groups that:
- have excelled at their craft
- are recognized and respected as musicians or vocalists by their peers, and
- have played professionally or semi-professionally

ENTITY CATEGORY
Nominees in this category:
- could be an establishment (a bar or club), a radio or television station, a band or perhaps even an entertainment agency.
- would be recognized by anyone in the Valley as having played a SIGNIFICANT role in the development in or their participation in the performance of country music in the Valley.