

CANADIAN BRIDGE FEDERATION
HALL OF FAME
OPERATING PROCEDURES

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This document reflects the Operating Procedures of the Canadian Bridge Federation Hall of Fame, as adopted by the Board of Directors of the Canadian Bridge Federation (hereinafter “the Board”). These operating procedures may be amended from time to time by majority vote of the Board to incorporate changes which the Board considers necessary.

1. Powers and Purpose

The CBF Hall of Fame Committee (HoFC) is charged with the oversight of the Canadian Bridge Federation Hall of Fame program, and nomination of members for the Board's final ratification.

The HoFC shall have responsibility for:

- setting criteria for selecting nominees
- establishing nomination and election procedures
- overseeing the announcement of newly inducted members
- providing input to the Board regarding the CBF Hall of Fame Online display.

The HoFC shall report to the Board prior to the institution of a material change in any of the above areas, and shall generally keep the Board informed on all matters concerning the Hall of Fame. The Board shall have ultimate approval on all matters except the selection of the nominees to be placed on the Hall of Fame ballot.

2. Committee Composition and Appointment

The CBF President and HoFC chair shall endeavor to employ a balanced approach to composing the Hall of Fame Committee, taking into account variations in age, gender and area of residency. There shall be seven voting members of the HoFC, including one other member of the CBF Board. At least one member of the Hall of Fame Committee shall be from Ontario and at least one member shall be from Quebec. However, suitable Committee candidates should not be eliminated from consideration as a result of the desire for a balanced Committee.

The six non-Board members of the HoFC will serve staggered three-year terms. In order to accomplish this intention, initial appointments of non-Board members were for one year for one member, two years for two members and three years for two members. An HoFC member or chair may be reappointed following the end of his/her term but shall not serve more than two consecutive full three-year terms.

The HoFC Committee member who is a Board member shall be named each year by the Board following the annual Board meeting, subject to a limit of six consecutive years on the HoFC for any individual. The Board member of the HoFC shall cease to be an HoFC member when they cease to serve on the Board, and a replacement member shall be selected by the Board.

A member of the HoFC must be a CBF member who has been actively involved in bridge tournament activities (either as a player, in an administrative capacity, or as a member of the press) for at least 20 years and is familiar with the activities of possible nominees.

A retired HoFC member or chair may be re-appointed as a committee member after a two-year (2) hiatus.

The three-year term of appointed members shall begin at the conclusion of the Canadian Bridge Championships in the year in which they were appointed and end at the conclusion of the Canadian Bridge Championships three years later. If a non-Board member of the HoFC becomes a member of the Board, he shall continue as an HoFC member until the conclusion of the Canadian Bridge Championships next following his becoming a member of the Board, and shall then step down, but may be reappointed to the Board position on the HoFC.

The HoFC shall recommend possible HoFC members and a chair for the following year to the CBF President prior to the Board meeting preceding the Canadian Bridge Championships.

3. Committee Records

The CBF Executive Assistant will maintain a HoFC Document Archive that includes:

- a. Nomination Form (see Appendix A)
- b. Ballot template (pending)
- c. List of previous inductees into the Hall of Fame
- d. Minutes of previous HoFC meetings
- e. HoFC membership list which shows contact information for each member, as well as the calendar year in which each member's appointment terminates.
- f. Sample letter sent to inductees

The HoFC may amend the form or content of the above documents. New committee members shall receive a copy of the operating procedures and the above documents, including the last two years of Minutes (if any).

The HoFC Chair shall retain all emails exchanged among the HoFC members including, but not limited to, selection of the slate of nominees and all ballots.

4. Nomination Criteria, Rules and Procedures

Nomination Criteria

The CBF Hall of Fame Award shall be given to distinguished Canadians who are held in high regard for their ethics, deportment and sportsmanship.

The CBF Hall of Fame Award shall be given annually to individuals who have achieved prominence in the game of bridge and have an outstanding tournament record over an extended period. They shall be elected by the HoFC, as described in Section 5 of these Operating Procedures.

There will be a maximum of two inductions per year, with no minimum.

Nominees must have attained the age of 60 by January 1st of the year of their induction, or be deceased.

The primary basis for consideration is the player's Canadian, North American and international record and achievements as a member and representative of the CBF. An individual's personal history should be considered in nominating candidates or selecting Hall of Fame members. A proposed nominee's Canadian and ACBL disciplinary record may be reviewed as part of the process of determining whether that person meets the criteria to be nominated for admission into the Hall of Fame.

Nomination Rules and Procedures

CBF members may suggest names to be nominated, preferably by completing the nomination form.

HoFC members may also propose names to be nominated, without consideration of whether they were suggested by CBF members.

The HoFC may refer nominations received that it deems suitable to the CBF Board for consideration for the Lifetime Achievement Award. The HoFC may also initiate its own nominations for the Lifetime Achievement Award.

HoFC members shall not be nominated or considered for nomination for the Hall of Fame or the Lifetime Achievement Award while serving on the Hall of Fame Committee.

5. Election Procedures

The HoFC shall determine the number of nominees in a given year, from a list of all nominees outstanding. There shall not be more than ten (10) nominees, but there must be at least the number of nominees sufficient to fill the maximum number of inductions in that calendar year.

In the event of more than five (5) nominees, a preliminary ballot will be held, with the HoFC members ranking the nominees from 1 to x, x being the number of nominees. The rankings will be totalled and the five (5) highest ranked (i.e. lowest totals) will be selected for the final ballot. In the event of a tie for the fifth place, all tied candidates will be included on the final ballot.

The final ballot will be submitted to the HoFC members for review prior to the final ballot.

The final ballot will be conducted in the same manner as the preliminary ballot.

If there is no clear result, the HoFC will meet by telephone conference to discuss and determine the number of inductees to be recommended for that year and their identity.

6. Timeline

The HoFC shall submit to the Board their list of recommended recipients of the Hall of Fame Award for that year at least three months prior to the Board of Directors meeting which precedes the Canadian Bridge Championships.

Normally the annual selection process would entail:

- An initial email exchange or telephone conference of the HoFC in the preceding Fall to arrive at a preliminary list of candidates;
- A subsequent period of fact finding and dissemination of the collected information to all HoFC members;
- A second email exchange or telephone conference call in the Spring to arrive at a final list of nominees to be considered for election;
- A preliminary ranking of the nominees (if required) by email with the HoFC chair being in charge of the record keeping;
- A review of the short list of nominees, followed by a second ranking by email with the HoFC chair being in charge of the record keeping;
- A telephone conference of the HoFC in the event that there is no decisive result from the two rankings.

7. Committee Operating Procedures

Subcommittees

The chair of the HoFC may appoint subcommittees consisting of HoFC members and non-committee members. Subcommittees are advisory only, and shall report directly to the HoFC as a whole, which may approve, amend or reject the report of the subcommittee.

Meetings

The HoFC shall normally interact by email exchanges and, if needed, by conference call but, if the Committee deems it to be appropriate, may meet in person at a tournament or other event at which a substantial proportion of the HoFC members will be present, with the remaining members able to participate by telephone conference call.

Agenda

The chair shall prepare and distribute an agenda prior to each HoFC meeting.

Minutes

When the HoFC members meet by conference call or in person, minutes of HoFC meetings shall be taken. After each meeting, draft minutes shall be presented to the HoFC members for additions and corrections. Minutes are presented for approval at the next regular meeting of the Committee.

In the event of email exchanges, the HoFC chair will retain all the emails, and will send a final summary email to all members.

Quorum

A quorum shall consist of 50% or more of the members of the Hall of Fame Committee including its chair. If less than a quorum is present, motions may be discussed but not voted upon. A committee member connected by telephone shall be considered present for a quorum.

Voting

A majority of the votes cast is necessary for passage of any motion, subject to quorum rules. Thus, if seven members serve on the Hall of Fame Committee, five are present, two abstain, and the other three cast votes, two to one in favor, the motion carries. Absentee voting and voting by conference call is permitted. Proxy voting is not permitted.

Attendance

Regular attendance is important to contributing to HoFC decisions and making a quorum.

The chair shall attempt to take into account all HoFC members' schedules when setting the day and time for the HoFC meetings.

The chair may ask that a committee member resign if such member has not participated in committee functions, or has a poor attendance record. The CBF Board may remove and/or replace committee members for any reason.

Committee members shall make every effort to attend the meeting at which the final list of nominees is determined, either in person or by conference call.

Vacancy

If for any reason a vacancy among non-Board members occurs on the Hall of Fame Committee, the chair may replace the former member for the balance of the former member's term, subject to the CBF President's approval, with due consideration of the guidelines in Section 2.

8. Awards and Recognition

A plaque/award will be presented to each inductee or his/her representative.

In addition, all Hall of Fame inductees will be honoured on a special section of the CBF website, with a photograph, identification of his/her place of residence and year of induction and a summary of his/her achievements in the bridge environment which lead to his/her induction.

Appendix A

Canadian Bridge Federation Hall of Fame Nomination

Name of Nominee: _____

Place of residence: _____

Date (year) of Birth (and, if applicable, Death) _____

Accomplishments as a player (please be specific if possible)

(1) CBF events

(2) WBF

(3) ACBL

(4) Other (e.g. major invitational events)

Other bridge accomplishments (e.g. director/writer/captain/coach, teacher)

Other bridge contributions (e.g. unit/district/ACBL/CBF boards or committees)

Reasons why you feel this person should be in the CBF Hall of Fame

Is this a posthumous nomination? Yes / No

If yes, and if there a family member to contact, please provide details

Anecdotes, stories, interesting facts:

Noteworthy partnerships, teams:

References (contact information if available):

Name of nominator: _____

Address: _____

Phone #: _____ Email: _____

ACBL Player # _____