

BRENTWOOD HIGH SCHOOL ALUMNI ASSOCIATION HALL OF FAME POLICES AND PROCEDURES

MISSION STATEMENT

The goals of the Brentwood High School Alumni Association Hall of Fame program are to recognize and honor former Brentwood High School students for accomplishments after their Brentwood educational experience.

GENERAL GUIDELINES

**A new class of honorees will be inducted in alternate years, starting with 2006.

**The number of inductees will be determined by the Hall of Fame Committee based on the number and quality of nominations received. The ideal class size is six to a maximum of eight inductees.

**Honorees will be selected by the Hall of Fame Committee as set out in these policies and procedures. These selections must be approved by a majority vote of the BAA Board of Directors.

**The HOF Committee will strive to select a class of honorees that represents diversity in age, gender, race/ethnicity, and area of accomplishment.

**Honorees must have graduated from BRENTWOOD High School or attended Brentwood Schools for a significant part of their education. They should be out of school at least 20 years prior to selection. The HOF Committee may make an exception due to special circumstances; e.g. untimely early death of a distinguished alum.

**Posthumous selections may be made.

**No current member of the BAA Board of Directors or the Hall of Fame Committee shall be allowed to nominate or vote for any relative of the first or second degree who is being considered for selection.

**No self-nominations will be accepted or acted upon.

HOF COMMITTEE MAKE-UP AND AUTHORITY

The Hall of Fame selection committee shall be comprised of at least 5 members, including at least one member of the following groups: BAA Board of Directors; BHS alumni; and, if possible, a member of the Hall of Fame. The chairman shall be a member of the BAA Board of Directors.

The HOF Committee shall have the authority to consider nominations and make recommendations to the BAA Board of Directors. Honorees must receive a majority vote by members of the HOF Committee at an official meeting. An official meeting requires a quorum of at least 4 members. The BAA Board of Directors will have final approval over the selections.

Committee members are appointed for a two year term during which nominations for a new class of inductees are processed. Members may be appointed for additional partial or full terms in order to provide continuity.

TIMETABLE FOR SELECTION PROCESS

**Induction of new classes will be in alternate years starting in 2006.

**Nomination forms and publicity for nominating honorees will be in the BAA newsletters, on the website, and other appropriate publications throughout the year. Class representatives will also be informed on a regular basis.

**Nominations will be accepted until November 9th of odd numbered years preceding the next induction.

**The HOF committee will send "Notice of Nomination" forms to nominees by November 30th of odd numbered years to notify nominees of their nomination, clarify information, and receive consent to proceed on processing a nomination. All supporting materials should be returned by January 2nd of even numbered years. If a nominee does not respond to all of the above their name shall be stricken from the process.

**The HOF committee will make its recommendations to the BAA Board of Directors at their April meeting, in even numbered years, at which time final approval will be given.

**The new inductees will be announced in the August newsletter, and class representatives will be informed.

**All nominees who are not chosen in their first year shall be carried over to the next nominating process by a majority vote of the Hall of Fame Committee. Nominees will be stricken from the nominating process if it is found that there has been some disqualifying factor that has occurred since the individual was first nominated. Individuals not selected may be re-nominated at a later date.

CRITERIA/CONSIDERATIONS FOR SELECTION

GENERAL CONSIDERATIONS

**Honorees excel or stand out in one or more areas.

**Honorees have received awards, titles, or other recognition for outstanding performance.

**Honorees are recognized for their expertise.

**Honorees have attained positions of leadership.

**Honorees have been recognized for their innovation or creativity.

**Honorees are of good character so as to appropriately represent the goals and mission of the Brentwood Alumni Association and the Brentwood School District.

SPECIFIC CONSIDERATIONS

Honorees have excelled in one of the following areas. These descriptions are meant to be examples and not restrictive.

**Education--teacher, administrator, professor.

**Business/Labor--corporation, small business, individual owner, union leadership/representation.

**Performance/Visual arts--music, art, radio, television, film, plays, dance, visual arts.

**Athletics--competitive athlete, coach, sports administration, sports management.

**Writing/literary arts--published author, executive editor.

**Civic Affairs--public office (elected or appointed), public administration, law, politics; public safety (police, fire, EMT, etc.).

**Community service/Charity work or philanthropy--volunteer or paid work.

**Science--research, professor, writer, inventor.

**Medical Science--professional practice, administration, research, writing.

**Engineering--electrical, mechanical, aeronautical, environmental, etc.

**Military--career, specific acts of heroism

**Miscellaneous/other--Other outstanding work recognized as a positive contribution to society and a positive reflection on Brentwood Schools.

July 21, 2009