



BOARD OF GOVERNORS POLICIES AND PROCEDURES HONOURED MEMBER SELECTION PROCESS

CANADA'S SPORTS
HALL OF FAME
PANTHÉON DES
SPORTS CANADIENS

1.0 Establishment of Selection Regulations

These regulations are promulgated by the Board of Governors of the Corporation. The Board of Governors has the power to amend these provisions and the Board of Governors' interpretation of the provisions shall be final.

2.0 Categories of Members

There shall be two categories in which persons can be elected as an Honoured Member of Canada's Sports Hall of Fame.

(1) Athletes

- (a) Individual – a competitor in a solo event(s), or an outstanding individual from a team event.
- (b) Team – a team shall consist of two or more members who have achieved an outstanding athletic accomplishment.

(2) Builders – builders are individuals whose efforts as leaders, administrators, officials, coaches, business leaders, media or in other roles make an outstanding contribution to Canadian sport.

3.0 Eligibility for Election

- (1) Athletes – Any individual athlete or team in amateur or professional sport who has achieved outstanding & extraordinary success in Canada, or as a Canadian competing abroad; demonstrates exemplary values and/or personal characteristics, and makes a defining contribution to his/her sport and/or Canadian society.

Athlete nominees shall not ordinarily be considered until four (4) years after retirement from major championship competition.

- (2) Builders - Any individual who has made an outstanding and extraordinary contribution to amateur or professional sport in Canada other than as a competitor; demonstrates exemplary values and/or personal characteristics, and makes a defining contribution to his/her sport and/or Canadian society.

Builder nominees may be either active or inactive at the time of their consideration.

- (3) Members of the Board of Governors, the Honoured Member Selection Committee, or staff are not eligible for election as Honoured Members.
- (4) Any nominee who has been considered, but not elected by the Honoured Member Selection Committee, shall remain eligible for consideration and election at the following two future Honoured Member Selection Committee meetings, and then will be removed from consideration unless nominated again.
- (5) There shall be an annual review of Canadians who are World and/or Olympic champions who are not Honoured Members of Canada's Sports Hall of Fame.
- (6) There will be no restriction upon the selection of individuals from a particular sport to Canada's Sports Hall of Fame. The selection of athletes and builders for the Hall should reflect the rich plurality of Canadian sport.
- (7) Members of the media are not eligible for induction based solely on their media role. If a member of the media has met the criteria for the Builder category, they then may be considered for induction as a Builder.
- (8) An animal or inanimate object will only be considered for induction into Canada's Sports Hall of Fame when requested by a successful nominee that has been ratified by the Board of Governors of Canada's Sports Hall of Fame for induction. The animal or inanimate object must have been integral to his/her achievements over an extended period of time. If the Honoured Member Selection Committee supports the co-induction, a request for consideration will be brought forward to the Board of Governors of Canada's Sports Hall of Fame for a final decision. The successful nominee will be granted Honoured Member status whether or not the animal or inanimate object is selected for co-induction.

4.0 Honoured Member Selection Committee

- (1) The Board of Governors shall appoint the persons who will serve on the Honoured Member Selection Committee for a five year term and designate a Chair of the Committee for a renewable one year term subject to 4.0 (5) and 4.0 (6).
- (2) The number of persons so appointed shall be not less than ten (10) and not more than sixteen (16) and in appointing the members, the Board of Governors shall take into consideration the importance of having representation from all regions of Canada.
- (3) The membership of the Honoured Member Selection Committee should be as broadly representative of the diversity of Canada and Canadian sports as possible.
- (4) The qualifications of a member of the Honoured Member Selection Committee shall include a general knowledge of the history and traditions of sport in Canada and a specific knowledge of a variety of sport disciplines, events, competitions and Canadian competitors and whose prestige, judgment and integrity are most likely to ensure the fair and impartial assessment of the qualities of the nominees submitted for their consideration and to assure that the qualifications defined in Section 3.0 hereof will unquestionably be met.
- (5) Members of the Honoured Member Selection Committee shall be eligible for re-appointment, subject to provision 4.0 (6). The Board of Governors shall take into consideration the importance of providing continuity of composition of the Committee.
- (6) No Honoured Member Selection Committee member shall be eligible to serve on the Committee for more than five consecutive years and may return to the Honoured Member Selection Committee after an absence of two years.
- (7) Appointments to the Honoured Member Selection Committee by the Board of Governors may be made at any time to fill vacancies occasioned by resignation, death, or unavailability. In the event that a member of the Committee is temporarily unavailable, a substitute may be appointed by the Chair of the Board of Governors on an ad hoc basis.
- (8) A senior officer or designate of Canada's Sports Hall of Fame shall be, ex-officio, the Secretary of the Honoured Member Selection Committee. The Secretary shall not have a vote.
- (9) Each committee member, including the Chair of the Honoured Member Selection Committee, shall have one (1) vote on each ballot of election proceedings.

The members of the Honoured Member Selection Committee shall serve without remuneration but shall be entitled reimbursement of expenses actually incurred in attending a meeting or in carrying out any assignment authorized by the Board of Governors.

- (9) The Board of Governors may, by resolution, remove any Honoured Member Selection Committee member for cause, before the expiration of his/her term of office, and may, by a majority of the votes cast at that meeting, elect any eligible person in his/her stead for the remainder of his/ her term.

5.0 Nomination of Candidates

- (1) Nominations for selection may be made by any Canadian or by a Canadian sports or other organization. Canada's Sports Hall of Fame shall maintain regular communication with the regional and sport-specific sports halls of fame in Canada.
- (2) Each member of the Honoured Member Selection Committee may not submit more than three new nominations for each election proceedings.
- (3) Nominations shall be made in writing to the Secretary and shall contain the fullest possible data concerning the record and the merits of each candidate nominated. A nominations form will be available to standardize the process.
- (4) All nominations shall be carefully considered by the Honoured Member Selection Committee.
- (5) The deadline for nominations in any calendar year shall be January 15th.

6.0 Method of Election

- (1) The election of candidates shall take place at least once in each year. Additional elections may be conducted with the approval of the Board of Governors at such place and time as it shall be determined.
- (2) Not less than thirty (30) days before the date of the meeting, the Secretary shall send each member of the Honoured Member Selection Committee, a notice convening the meeting and designating the date, time, and place thereof.

- (3) Not less than thirty (30) days before the date of the meeting, the Secretary shall send each member of the Honoured Member Selection Committee the full dossier of nominations and associated background information for their review.
- (4) The target quota of elected Honoured Members each year shall be up to five (5) Athletes and Teams, and two (2) Builders, up to a maximum of seven (7) Inductees per year unless otherwise agreed on by the Board of Governors.
- (5) Unless a specific quota has been determined by the Board of Governors for a given year, the Honoured Member Selection Committee shall be entitled to alter the aforementioned quota of athletes and builders for a given year, but shall not exceed a total of seven (7) for that year.
- (6) A quorum shall be the majority of the Honoured Member Selection Committee members appointed by the Board of Governors.
- (7) The Honoured Member Selection Committee Chair shall preside and the following order of business shall be observed, so far as is possible:
 - (a) confirmation of the quorum;
 - (b) the appointment of a member of the committee who, with the Honoured Member Selection Committee Chair and the Secretary, will act as a scrutinizer to tabulate the votes;
 - (c) confirmation of the number of athletes and builders to be selected and recommended to the Board of Governors for induction;
 - (d) submission of the roster of nominees certified by the Secretary as having been duly nominated in accordance with Section 5.0 and that they are eligible for selection under Section 3.0;
 - (e) the Honoured Member Selection Committee Chair will report any objection filed to any candidate by the Board of Governors or any member thereof;
 - (f) the Honoured Member Selection Committee Chair will then declare the names of the nominees who are eligible and call for discussion;
 - (g) when deemed appropriate, after reasonable discussion, the Honoured Member Selection Committee Chair shall distribute ballots for a secret vote on which each committee member shall be required to list, in order of priority, the names of the Athletes (individual or teams) up to the number designated for selection and similarly the names of the Builders, [e.g. If there are to be five (5) Athletes and two (2) Builders, each Committee member will

be required to name five (5) different Athletes and two (2) Builders, in each case in order of the perceived priority of the Committee member];

- (h) the ballots shall be given to the scrutinizer who shall assign one point to the last nominee on each ballot, two points to the second last, etc., so that the first nominee will receive a number of points equal to the number approved for selection in each category with the successful nominees being those who received the most points;
- (i) nominees who are tied for the final position in the quota shall have their names re-submitted for a second vote. In case of a second tie the Chair shall cast the deciding vote;
- (j) the Honoured Member Selection Committee Chair will remind the members that the selections are only recommendations to the Board of Governors and accordingly the result of the voting should be considered highly confidential and non-releasable information until approved by the Board of Governors and released by it.

7.0 Certification and Publication

- (1) The Secretary shall forthwith, after the meeting of the Honoured Member Selection Committee, convey the results of the voting to the Chair of the Board of Governors who will convene a meeting of the Board of Governors at the earliest possible time thereafter to consider the selections.
- (2) Upon the approval of the recommendations of the Honoured Member Selection Committee by a majority of the Board of Governors, the Chair of the Board of Governors or his/her appointee shall first notify each new Inductee.
- (3) The names of the persons approved for induction into Canada's Sports Hall of Fame will be publicly released after notification of all of the Inductees.

8.0 Confidentiality

No member of the Board of Governors, the Honoured Member Selection Committee or the staff shall divulge or disclose the results or other particulars of the balloting in advance of the official release provided for in Section 7.0.

9.0 Removal of an Honoured Member from Canada's Sports Hall of Fame

The decision to remove an Honoured Member from Canada's Sports Hall of Fame shall be on the recommendation of the Honoured Member Selection Committee made to the Board of Governors. The recommendation of the Honoured Member Selection Committee shall be based on evidence and guided by the principle of fairness and shall only be made after the Committee has ascertained the relevant facts relating to the case under consideration.

- (1) The Honoured Member Selection Committee shall consider the removal of an Honoured Member if:
 - (a) the person has been convicted of a criminal offence; or
 - (b) the conduct of the person
 - (i) constitutes a significant departure from generally-recognized standards of public behaviour which is seen to undermine the credibility, integrity or relevance of Canada's Sports Hall of Fame, or detracts from the original grounds upon which the induction was based; or
 - (ii) has been subject to official sanction, such as a fine or a reprimand, by an adjudicating body, professional association or other organization.
- (2) The removal of an Honoured Member is the sole sanction for a person appointed to Canada's Sports Hall of Fame.
- (3) Procedure

The removal procedure will proceed in the following stages:

- (a) A request to consider the removal of an Honoured Member may be made by any person in writing to the Chair of the Board of the Honoured Member Selection Committee. If the Chair of the Honoured Member Selection Committee, in consultation with the Chair of the Board of Governors, determines that the grounds for removal are considered to be insufficient or spurious, the Chair of the Honoured Member Selection Committee will send a reply to the person who made the request to that effect.

- (b) If the Chair of the Honoured Member Selection Committee, in consultation with the Chair of the Board of Governors, determines that there may be reasonable grounds for removal of the Honoured Member, the request will be forwarded to the Board of Governors for its consideration.
- (c) The Board of Governors will consider the request and if, in its opinion, there are insufficient grounds to proceed further, the Chair of the Board of Governors will send a reply to the person who made the request to that effect.
- (d) If the Board of Governors determines that there may be reasonable grounds for removal of the Honoured Member, the request will be subject to the remainder of the removal process.
- (e) The Chair of the Board of Governors will send, by registered mail, a written notice advising the person, on the basis of the allegations of fact set out in the notice, that the removal of his/her membership is under consideration. The notice will advise the person that, within the time prescribed in the notice, he or she may
 - (i) resign from Canada's Sports Hall of Fame (see f); or
 - (ii) make representations respecting the matter under consideration or any allegation of fact set out in the notice.

The notice will also indicate that the removal process will continue, even if the person omits to reply within the prescribed time.

- (f) If the person chooses to resign from Canada's Sports Hall of Fame, the person shall notify the Chair of the Board of Governors in writing of that fact within the time prescribed in the notice. After the acceptance of the person's resignation by the Board of Governors, the person's name will be struck from any list held by Canada's Sports Hall of Fame and, the person must return the Inductee's jacket and/or pin to Canada's Sports Hall of Fame.

If the person elects to make representations respecting the matter under consideration or any allegation of fact set out in the notice, the person or his/ her representative may, within the time prescribed in the notice or as otherwise authorized by the Board of Governors, make representations in writing.

- (g) If, within the time prescribed in the notice or authorized by the Board of Governors, the person fails to reply to the notice, the Board of Governors to review the case in accordance with the procedures provided for in (h).
- (h) If the person has made representations, all relevant documentation will be sent to the Board of Governors for its consideration. After due consideration and consultation with the Honoured Member Selection Committee, the Board of Governors will produce a report that contains its findings and recommendations with respect to whether or not to remove the person's membership.
- (i) The Board of Governors will pass a resolution, in accordance with the recommendation of the report,
 - (i) to either advise the person in question that he or she remains in Canada's Sports Hall of Fame in good standing; or
 - (ii) to remove the person's appointment to the Canada's Sports Hall of Fame.
- (j) Notice of the removal of the person's appointment to Canada's Sports Hall of Fame shall be published as appropriate.