

## SELECTION PROCEDURES & TIME TABLE

- 1) Any candidates to be considered for an award must first be recommended by a minimum of two USTGS members. An award candidate does not need to be a registered USTGS member.
- 2) The Hall of Fame Award Selection Committee (Committee) shall mail out the Candidate Recommendation Form to all the USTGS members during the month of August. The last day of the recommendation shall be the 30<sup>th</sup> of September of the calendar year.
- 3) The Committee's nomination designee shall begin the nomination process by obtaining all the facts and information including the candidate's resume.
- 4) If less than two (2) candidates are recommended for an award category, the nomination designee may choose to make his (her) own recommendation to make two or more candidates.
- 5) Nominations with all the required information must be submitted to the Committee no later than the 30<sup>th</sup> of November. The following are required:
  - (a) the letter of recommendation from the USTGS member as to why he (she) deserves consideration,
  - (b) the nominee's resume, and
  - (c) any other information on the nominee.
- 6) The Committee shall vote and select the inductees no later than January 31 of the following year.
- 7) The candidate who receives the most votes shall become the inductee and the second most votes the alternate, the second alternate, and so forth.
- 8) All inductees are required to be present in person at the Award Ceremony to receive the award. Anyone who does not or refuses to attend the ceremony, shall be disqualified from receiving the award. Then, the award shall go to the alternate, or the second alternate. (The USTGS President may make an exception for those who are unable to attend.)
- 9) If the Committee fails to select an inductee, then that award category shall remain vacant for the year.