



## Handbell Musicians Of America Area 1 **Margaret Shurcliff Leadership Award**

The membership and Board of HANDBELL MUSICIANS OF AMERICA AREA 1, INC. may present this Award every two years, at the Area 1 Biennial Meeting, to a present, former, or deceased member, in recognition of noteworthy and lasting contributions to Area 1, including:

- ...teaching effectively
- ...promoting healthy handbell ringing practices
- ...organizing and promoting local, statewide or Area 1 ringing events
- ...mentoring new choirs and ringers
- ...upholding The Guild motto – “Uniting people through a musical art.”

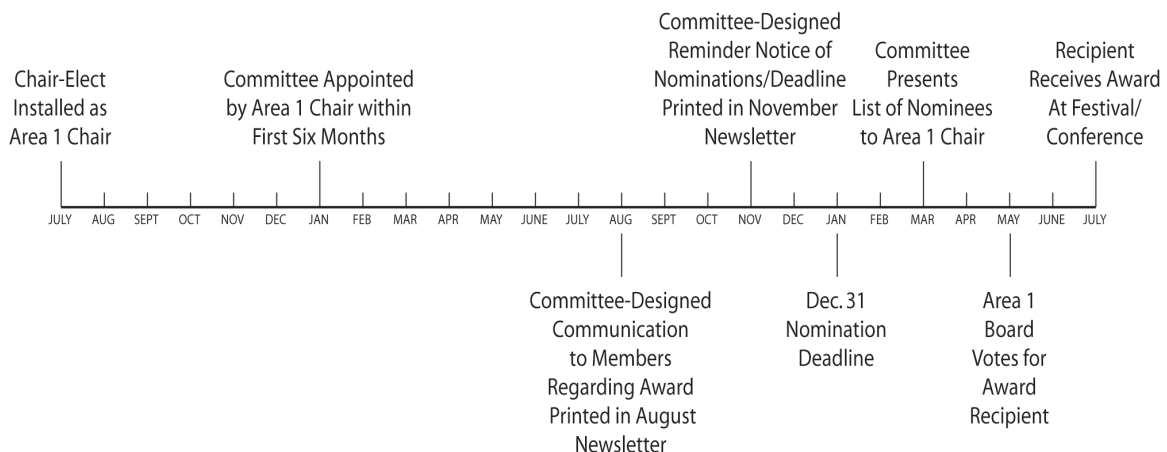
### ***Procedure:***

1. The Area 1 Chair **appoints an Award Committee of three**, which includes a Committee Chair.
2. The **Award Committee notifies membership of Nomination Process and Deadline** in the Area 1 newsletter.
3. The **Area 1 Secretary receives nominations from membership** and forwards them to the Chair of Award Committee.
4. The **Award Committee evaluates nominations and votes** yea/nay on those nominations that have fulfilled the award requirements.
5. The **Award Committee presents its recommendations** to the Area 1 Chair.
6. The Area 1 Chair presents the Award Committee’s recommendation(s) to the Board. The **Board selects the final award recipient by popular vote**. In the case of tie votes, both or all nominees receiving the tie votes may be awarded the Shurcliff Leadership Award. If there is only one recommendation for voting, the Board must vote by majority to select the award recipient. If the majority is not carried, no award will be presented.

**Timetable:**

1. The incoming **Chair shall make Award Committee appointments before the end of the first calendar year of office** (terms generally begin on July 1, providing an approximate six-month period for committee appointments).
2. The **Award Committee shall announce the award, criteria, summary of the nomination and award process, and deadlines to the membership in the following August (Summer) Area 1 newsletter** (an approximate seven-month period for writing/designing/scheduling announcement).
3. **Deadline for receipt of nominations from the membership shall be the December 31 that follows** (an approximate five-month period for nominations).
4. **The Award Committee’s reminder notice of the upcoming Nomination Deadline is printed in the November (Fall) Area 1 newsletter.**
5. **Deadline for Award Committee recommendations to the Chair shall be the March 1 that follows** (an approximate two-month period for evaluating nominations).
6. The **Area 1 Board votes** by popular vote on the recommendations, or by majority on one recommendation, at the following Spring board meeting (approximately two months after receiving committee recommendations).
7. **Award(s) are first announced at the following Area 1 Biennial Meeting** (approximately 5–7 weeks after Board vote) and notice printed in the next issue of the *Fundamental Tone* newsletter (approximately one month after Biennial meeting).

– Timetable –



***Structure and Duties of the Committee:***

1. No current Board members may serve on the Award Committee or be nominated for the Leadership Award. However, Board members may be involved in the nomination of an individual for the Award. Members of the Award Committee may not be nominated for the Leadership Award.
2. The Nomination Process is communicated to and Nominations solicited from the Membership in the August (Summer) issue of the Area 1 newsletter preceding the Biennial meeting. A reminder of Nominations is printed in the November (Fall) issue of the Area 1 newsletter. The Guild Area 1 Secretary shall receive all nominations from the membership and immediately forward them after the Nomination Deadline to the Chair of the Award Committee.
3. The Committee will communicate to evaluate any and all individual(s) with nominations, and unanimously vote to recommend any and all deserving person(s) for award to the Area 1 Chair. Final approval will be by vote of the Area 1 Board.

***Duties of the Area 1 Chair and Board:***

1. The Area 1 Chair, near the beginning of his/her term, will appoint an anonymous Leadership Award Committee of three (known only to the Area 1 Chair and Area 1 Secretary, and other members of the Award Committee), including one individual designated as Award Committee Chair. Committee members may not serve concurrently on The Guild Area 1 Board.
2. The Area 1 Chair shall receive recommendation(s) for the Leadership Award from the Award Committee and present the recommendation(s) to the Area 1 Board for majority vote (one recommendation) or by popular vote (if more than one recommendation has been made). Votes are submitted by secret ballot and tallied by the Area Secretary. The Board must be a quorum (one-half of Board members plus one). In case of tie voting, after further discussion, separate election(s) by secret ballot must be taken until an Award recipient is declared.
3. Following the vote, the Area 1 Chair or his/her appointee shall procure an appropriate plaque/award(s) for presentation to the recipient(s) at the next Biennial Meeting.
4. Printed announcement of the Award(s) and thanks to the Award Committee will be published in the next issue of the Area 1 newsletter. Names of the Award Committee members will not be published.