

**AMERICAN CONTRACT BRIDGE LEAGUE**

**HALL OF FAME**

**OPERATING PROCEDURES**

**IN EFFECT FOR ELECTION YEAR 2006**

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**This document incorporates changes from 051 & 052 ACBL Board of Director Meetings**

## Hall of Fame Operating Procedures

### **1. Powers and Purpose**

The ACBL Hall of Fame Committee (HoFC) is charged with the oversight of the Hall of Fame program, selection of the recipients of the Blackwood and von Zedtwitz Awards, and nomination of members in the Open category. It shall have responsibility for setting criteria for selecting nominees, establishing nomination and election procedures, overseeing the induction ceremonies at the Hall of Fame Banquet, in addition to providing input to ACBL Management on the Hall of Fame Gallery at ACBL Headquarters and Hall of Fame Online.

The HoFC shall report to the ACBL Board of Directors (the Board) prior to the institution of a major 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 choosing nominees to be placed on the Hall of Fame ballot or choosing recipients of the Blackwood or the von Zedtwitz Awards.

### **2. Committee Composition and Appointment**

The ACBL 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. At least one member of the HoFC should be from Canada, Mexico or Bermuda. However, suitable committee candidates should not be eliminated from consideration as a result of the desire for a balanced committee.

The HoFC will have staggered three-year terms. In addition to its nine voting members, the ACBL President and CEO shall be permanent non-voting members of the Hall of Fame Committee.

A member of the HoFC must be an ACBL 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 HoFC member or chair may not serve more than two full terms. A retired HoFC member or chair may be re-appointed as a committee member or committee chair after a one-year (1) hiatus. A chair must have at least one year of previous service on the committee.

The three-year term of appointed members shall begin at the conclusion of the Spring NABC at which they were appointed and end at the conclusion of the Spring NABC three years later.

There shall be a Veteran's Committee, which is a subcommittee of the Hall of Fame Committee. It shall be composed of players, journalists and/or administrators with extensive knowledge of bridge history and the expert game. The Veteran's Committee shall be chaired by a HoFC member and have other members, who may or may not be HoFC members. All appointments to the Veterans Committee are made by the Hall of Fame Committee.

The HoFC shall recommend possible HoFC members and a chair to the ACBL President prior to the Spring NABC.

### **3. Committee Records**

ACBL Management will maintain a HoFC Document Archive that includes:

- a. Form letter to Open nominees
- b. Ballot template
- c. Performance chart template
- d. Bio criteria
- e. Cover letter to the electors
- f. List of previous inductees into the Hall of Fame
- g. Form letter to recipients of the Blackwood and von Zedtwitz Awards
- h. Post election form letter to winners and losers
- i. Minutes of previous meetings
- j. Banquet Committee chair checklist
- k. HoFC contact list which shows appointment terms

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 (last two years of minutes).

### **4. Nomination Criteria, Rules and Procedures**

#### Nomination Criteria

The ACBL Hall of Fame Award, in any category, shall be given to distinguished individuals who are held in high regard for their ethics, deportment and sportsmanship, while residing in the territory administered by the American Contract Bridge League.

The ACBL Hall of Fame Open Award shall be given annually to living individuals who have achieved prominence in the game of bridge and have an outstanding tournament record. They shall be elected by electors, as described in Section 5 of these operating procedures.

The ACBL Hall of Fame von Zedtwitz Award shall be given to living or deceased individual(s) who have achieved prominence in the game of bridge and have an outstanding tournament record but who may not have been in the limelight for a significant period of time. A deceased person must be deceased for three years before becoming eligible for selection, but this rule may be waived if at least six HoFC members vote to do so. Each year, as many as two (2) recipients may be selected by the HoFC whenever deemed appropriate.

The Veteran's Committee recommends nominees for the von Zedtwitz Award. A von Zedtwitz selection will often be a person who was a nominee for the Hall of Fame for several years. It may also be a person whose identity has come to light through the Veterans Committee.

The ACBL Hall of Fame Blackwood Award shall be given to individuals who have contributed greatly to the game of bridge without *necessarily* being world class players. Each year, up to one (1) recipient may be selected by the HoFC, whenever deemed appropriate.

In either the von Zedtwitz or Blackwood category, in a year where the HoFC believes that an additional award is clearly warranted, the Board may, upon receiving appropriate rationale from the HoFC in advance, vote to approve an additional award for that year.

Nominees in the Open category must have attained the age of 60 by January 1st of the year of the induction ceremony.

The primary basis for consideration in the Open and von Zedtwitz categories is the player's North American and international record and achievements as a member and representative of the ACBL.

An individual's personal history, whether good or bad, should be considered in nominating candidates or selecting recipients.

A proposed nominee's 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. Upon request, the committee will be provided with information as authorized by (ACBL) Board Resolution 033-02 as amended.

Individuals shall give their consent for nomination in the Open category, selection for the von Zedtwitz or Blackwood Awards. The HoFC will not replace an individual who has declined nomination in the Open category, but may replace an individual who has declined to receive the von Zedtwitz or Blackwood Award.

Admission to the ACBL Hall of Fame may occur in one of the following ways:

- a. Election as a member in the Open category by the electors
- b. Selection for the Blackwood Award by the ACBL Hall of Fame Committee
- c. Selection for the von Zedtwitz Award by the ACBL Hall of Fame Committee

#### Nomination Rules and Procedures

ACBL members may suggest names to be nominated in the Open, von Zedtwitz and Blackwood categories.

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

The HoFC shall determine the number of nominees in the Open category. There shall not be more than 15 nominees in the Open category. The voting will be conducted on a straight voting method.

In the Open category, the HoFC will abide by the following voting procedures, starting with the list of proposed nominees agreed to before the fall meeting:

- a. The committee discusses each proposed candidate.
- b. All voting HoFC members rank proposed candidates from one (best) to #x (worst).
- c. Votes are tabulated and those with the lowest totals are nominated. The committee determines the number of candidates that will appear on the ballot, based on any gaps in the voting totals.

In the Open category, a nominee receiving less than 10% of the electors' vote for three consecutive years shall not be nominated for the next three years.

In the Blackwood and von Zedtwitz categories, there will be two votes, starting with the list of potential candidates agreed to before the fall meeting:

- a. The committee discusses each proposed nominee.
- b. The committee votes, using the ranking procedure above.
- c. The committee eliminates all but the two to four best nominees (based on any gaps in the voting totals and the original number of nominees being considered).
- d. The committee re-votes, using the ranking procedures above. The nominee with the lowest total is the recipient of the award.

Blackwood Award and von Zedtwitz Award winners are full-fledged Hall of Fame members.

Details of Nomination Procedures are incorporated into the Timeline.

## **5. Election Procedures**

### **A. Electors for the Hall of Fame**

The Electors for the Hall of Fame shall be determined as defined in Appendix II.

Electors must be members in good standing and permanent residents of Bermuda, Canada, Mexico, United States, or any territories. Life Members must have paid their service fees.

### **B. Voting for Nominees**

ACBL Management shall send the electors a ballot package which shall include a cover letter, instructions on how to vote, a ballot, an up-to-date biography for each nominee, a list of Hall of Fame members, and a performance chart showing the North American and international performance history of each nominee. See Appendix I.

The maximum number of votes an elector may cast depends on the number of candidates. The electors shall vote for a maximum of two (2) if there are 5 or 6 nominees, three (3) if there are 7, 8 or 9 nominees, four (4) if there are 10, 11 or 12 nominees, and five (5) if there are 13, 14, or 15 nominees.

### **C. Election Procedures**

Voting will be conducted on a straight voting method, i.e., no weighting. A 50% minimum percentage of ballots cast will be required for a candidate to be elected.

### **D. Campaigning**

Campaign advertisements in the *ACBL Bridge Bulletin*, *The NABC Daily Bulletin* or other ACBL media will not be accepted for publication.

Candidates may mention they have been selected as a Hall of Fame candidate when being interviewed for a publication.

The ACBL will not provide names or mailing lists for use by candidates.

It is not permissible to distribute campaign flyers at ACBL tournaments.

## **6. Timeline**

The HoFC shall meet at every NABC, and otherwise as needed.

### **JULY/AUGUST**

Suggested nominees from ACBL members shall be received from July 1<sup>st</sup> to September 30<sup>th</sup> each year. Notices asking for suggestions shall appear in the July and September *ACBL Bridge Bulletins*, in the Summer *NABC Daily Bulletin*, and on the ACBL web site. An ACBL member making a suggestion shall address his suggestion to the ACBL staff person assigned to the HoFC and shall include his player number.

The ACBL Hall of Fame Banquet shall be at the Summer North American Bridge Championships. (See Hall

of Fame Banquet)

**Summer Hall of Fame Committee Meeting** – Proposing Nominees and Recipients.

The HoFC welcomes and orients new members. The committee begins its formal work by making a list of proposed candidates in the Open and von Zedtwitz categories, reserving Blackwood Award nominees as a separate group (as per the special criteria for their selection).

ACBL Management presents a proposed budget for the Hall of Fame Banquet for the following year to the HoFC. The committee reviews the proposed budget and makes recommendations to Management on any modifications.

After the Summer NABC, ACBL Management provides the HoFC with information packages on previously proposed names to assist the committee in the nominating process. ACBL Management shall also provide information packages on potential nominees turning 60 in the current year. Information provided shall include biographies of players from the *Official Encyclopedia of Bridge* (or previous Hall of Fame elections) and players' performance charts as described in Appendix I. The performance chart shall be prepared based upon a comparison of the player's biography in the encyclopedia and the player's tournament record as shown through a search of the ACBL Hall of Fame NABC data base. Any discrepancies between the performance records and the encyclopedia shall be identified and resolved. A subcommittee may be created to review performance charts and biographies.

The Veterans Committee presents its report to the Hall of Fame Committee.

**SEPTEMBER /OCTOBER**

ACBL Management provides the HoFC with a list and biographies of suggested nominee names and/or supporting letters regarding nominees submitted by ACBL members during the nomination period. ACBL staff provides information on suggested nominees where requested by the chair.

The list compiled at the Summer HoFC meeting is fine-tuned by the committee by conference call. Names suggested by ACBL members are discussed and considered for addition to the list.

The HoFC Chair presents a report on the review of proposed nominees' disciplinary files.

**NOVEMBER**

**Fall Hall of Fame Committee Meeting** – Nomination and Selection.

At this meeting, the HoFC members finalize the nominees in the three categories: Blackwood, von Zedtwitz and Open, and select the von Zedtwitz and Blackwood Award recipients. Living nominees not selected for the von Zedtwitz or Blackwood awards may be considered for the Open category.

Committee members unable attend the Fall HoFC Meeting in person or telephonically may vote in advance based on this list. However, it is preferred that members not in attendance participate by telephone, and vote after full discussion of proposed nominees. There shall be no proxy voting.

Those selected for the Blackwood and von Zedtwitz Awards shall be notified without delay, after which the *NABC Daily Bulletin* shall publish an article announcing the recipients.

An Election Package Subcommittee consisting of at least two members of the HoFC and/or consultant(s) chosen by the committee shall review the entire election package for accuracy and completeness, giving final approval to ACBL Management for mailing. The election package shall consist of a cover letter, list of current Hall of Fame members, candidates' biographies, performance chart, ballot, and return envelope to the Director of Elections.

ACBL Management presents a plan for promoting the banquet for comment by the committee.

## **DECEMBER**

ACBL staff finalizes the masterpoints and rankings using the ACBL's December cycle run and adds Fall NABC tournament accomplishments to biographies and the performance chart.

ACBL Management mails each Open category nominee their updated encyclopedia biography and performance record for review and editing on or about December 10th. The nominee shall edit/approve the biography and return it to the ACBL no later than January 1. ACBL staff contacts nominees who have not returned the biography and/or approval to appear on the ballot.

## **JANUARY**

Between January 1 and January 7<sup>th</sup>, the Election Package Subcommittee reviews revisions made by nominees, verifies their accuracy, and decides what new material is worthy of inclusion in the biographies. Once the subcommittee review has been concluded, ACBL staff prepares the election packages. The HoFC Chair receives a fax copy of the election package to be printed and approves the mailing. ACBL staff mails the packages on or about January 10<sup>th</sup> and specifies the return date deadline, which should be approximately 4 weeks after the mailing date.

## **FEBRUARY**

The election period runs from the election package mailing date, to the day when the Director of Elections begins tabulation of the ballots which shall be approximately 10 days after the deadline specified in the election package. Postmarking of the return ballot is irrelevant.

Ballots will be processed and counted by at least two independent parties (of whom, one will often be the ACBL Director of Elections). If a vote is close and the two counts don't agree, the ballots shall be recounted.

The Director of Elections shall notify the HoFC Chair of the results of the election. Either the HoFC Chair, the Director of Elections, or ACBL Management shall then notify all nominees, both winners and losers. Winners shall be called; losers may be notified by mail or e-mail. Once best efforts have been made to contact all nominees, the HoFC shall be notified and the ACBL web site shall post the new Hall of Fame inductees.

ACBL Management will order portraits of those entering the ACBL Hall of Fame.

## **MARCH**

The Spring *NABC Daily Bulletin* publishes the names of those entering the Hall of Fame in all three categories.

The ACBL Board approves new members to the Hall of Fame Committee.

### **Spring Hall of Fame Committee Meeting – Post Mortem and Polishing.**

Newly appointed members whose terms begin after the Spring NABC may be invited to audit this meeting.

Between the fall and summer meetings, the HoFC reviews all its activities, rules, and procedures with a view toward making them better. Particular attention should be paid to previous problem areas:

- Ballot package accuracy and content,
- Completing committee and staff tasks in accordance with the timeline,
- Monitoring voting patterns and suggesting changes to the operating procedures when necessary.

The HoFC appoints new Veteran's Committee members if necessary.

## **APRIL/MAY**

New members are provided with a copy of the Hall of Fame Operating Procedures, the most recent election package and papers from the Hall of Fame document archive.

The *ACBL Bridge Bulletin* features an article recognizing the newly elected members to the ACBL Hall of Fame.

Veterans Committee members circulate names of possible recommendations for the von Zedtwitz Award. Management provides biographies and performance charts on them from previous HoFC documents or if unavailable, from the encyclopedia.

## **JUNE**

The Veterans Committee meets via conference call to prepare a short list of possible nominees for presentation at the Summer NABC. The Veterans Committee chair provides a written report on its recommendations to the Hall of Fame Committee.

## **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 meet at each NABC.

### Agenda

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

### Minutes

Minutes of 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.

### 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 nine members serve on the Hall of Fame Committee, five are present, two abstain, and the other three vote, 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 may ask that a committee member resign if such member has not participated in committee functions, or has a poor attendance record. The ACBL Board *may* remove and/or replace committee members for any reason. Committee members shall make every effort to attend the meetings at NABCs.

## Vacancy

If for any reason a vacancy 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 ACBL President's approval with due consideration of the guidelines in Section 2.

## **8. The Hall of Fame Banquet**

### **The Banquet:**

A black tie optional banquet for inducting new members into the ACBL Hall of Fame will be held at the Summer NABC. The primary focus of the banquet will be the Hall of Fame inductees.

### **The Hall of Fame Banquet Committee and Chair:**

The Chairman of the HoFC will appoint a Banquet Chair from among the members of the Hall of Fame Committee. In the absence of a committee member to perform the duties involved, the HoFC Chair will appoint a Banquet Chair that will best serve the event. The Banquet Chair will select members of the Banquet Committee from within and outside the membership of the Hall of Fame Committee, as deemed appropriate. The Banquet Committee will assist the ACBL Hall of Fame staff person with the coordination, promotion, planning and conduct of the banquet.

### **Master of Ceremonies and Presenters:**

The HoFC Chair and the ACBL CEO, or his designated representative will select the Master of Ceremonies. Presenters of living inductees will be selected by the inductee, subject to the approval of the HoFC chair. Presenters of deceased inductees will be selected by the Hall of Fame Chair, or his designated representative, after input from the inductee's family.

### **Invitations:**

All ACBL members and guests will be invited to the Hall of Fame Banquet.

### **Cost of Banquet:**

A proposed budget for the Hall of Fame Banquet for the following year will be presented by staff to the HoFC at the summer meeting. The committee will review the proposed budget and will make recommendations to Management on any modifications recommended.

### **Promotion of Banquet:**

Staff will present a plan for promoting the banquet to the HoFC at the fall meeting.

### **Awards and Recognitions:**

A plaque/award will be presented to each inductee or his representative. The official portrait of each inductee will be prominently displayed at the banquet.

Winners of NABC+ events and any ACBL members winning World Championships during the last year will be recognized during the ceremony.

A trophy will be presented to the recipient of the Sidney H. Lazard, Jr. Award for Sportsmanship.

## APPENDIX I

### EVENTS ON THE HALL of FAME PERFORMANCE CHART

- A. Finishing first or second (including ties) in the ACBL events listed below will be shown on the Hall of Fame Performance Chart.
- B. Finishing first, second or third (including ties) in the WBF events listed below will be shown on the Performance Chart.

#### **ACBL OPEN NABC ++ EVENTS**

Vanderbilt Knockout Teams  
Spingold Knockout Teams  
von Zedtwitz Life Master Pairs  
Reisinger B-A-M Teams  
Kaplan Blue Ribbon Pairs  
Master Individual (1930 – 1960)

#### **ACBL WOMEN'S NABC ++ EVENTS**

Machlin Women's Swiss Teams  
Wagar Women's KO Teams  
Sternberg Women's B-A-M Teams

#### **ACBL OTHER NABC + EVENTS**

##### **SPRING**

Silodor Open Pairs 1  
Wernher Open Pairs 2 (1934 – 2004)  
Jacoby Open Swiss Teams  
Rockwell Mixed Pairs (1946 - 1985)  
Whitehead Women's Pairs  
Baldwin North American Pairs

##### **SUMMER**

Mixed B-A-M Teams (1929 – 2004)  
Grand National Teams

##### **FALL**

Nail Life Master Pairs  
Smith Life Master Women's Pairs  
Mitchell Open B-A-M Teams  
Keohane North American Swiss Teams

## **WBF OPEN TEAM EVENTS**

Bermuda Bowl  
World Olympiad Open Teams  
Rosenblum Teams  
World Open Pairs

## **WBF WOMEN'S EVENTS**

McConnell Teams  
Venice Cup  
World Olympiad Women's Team  
World Women's Pairs

## **WBF OTHER EVENTS**

World Transnational Mixed Pairs  
World Transnational Mixed Teams  
Transnational Open Teams  
Mixed Transnational Teams  
Senior Bowl

## APPENDIX II

### HALL OF FAME ELECTORS

The Electors of the ACBL Hall of Fame will be as follows:

- A) All living Hall of Fame Members
- B) Paid-up ACBL Members in good standing, who reside in the U.S., Canada or Mexico, and
  - 1. Have won at least **five (5)** of the ACBL/WBF events shown below:

#### **ACBL ++ EVENTS**

Baldwin North American Pairs – Flight A  
Silodor Open Pairs  
Vanderbilt Knockout Teams  
Leventritt Silver Ribbon Pairs  
Rockwell Mixed Pairs  
Jacoby Open Swiss Teams  
Whitehead Women’s Pairs  
Machlin Women’s Swiss Teams  
Grand National Teams – Championship Flight  
von Zedtwitz Life Master Pairs  
Spingold Knockout Teams  
Wernher Open Pairs  
Open Swiss Teams  
Wagar Women’s KO Teams  
Nail Life Master Open Pairs  
Mitchell Open B-A-M Teams  
Kaplan Blue Ribbon Pairs  
Reisinger B-A-M Teams  
Keohane North American Swiss Teams  
Smith Life Master Women’s Pairs  
Sternberg Women’s B-A-M Teams  
Master Individual (1931–60)

#### **WBF EVENTS**

Bermuda Bowl  
World Olympiad Open Teams  
Rosenblum Teams  
World Open Pairs  
World Mixed Pairs  
Senior Bowl  
Senior International Cup  
Transnational Open Teams  
Transnational Mixed Teams  
McConnell Teams  
Venice Cup  
World Olympiad Women’s Team  
World Women’s Pairs

2. Placing 2<sup>nd</sup> in the following events counts as a win for determining the players that have won five events.

- Vanderbilt Knockout Teams
- Spingold Knockout Teams
- Reisinger B-A-M Teams
- Wagar Women's Knockout Teams
- Bermuda Bowl
- World Olympiad Open Teams
- Rosenblum Teams
- McConnell Teams
- Venice Cup
- World Olympiad Women's Teams

- C. Up to 10 journalists, to be selected by the International Bridge Press Association (IBPA) Executive Committee.
- D. ACBL Grand Life Masters (Life Members must have paid their service fees).
- E. World Grand Masters