

Minnesota Track and Field Hall of Fame Bylaws

I. Name

The award shall be entitled Minnesota Track and Field Hall of Fame Award. (Hereinafter “The Award”.)

II. Purpose

The Award shall honor and recognize Minnesota athletes with superior athletic performances and Minnesota coaches, officials, administrators, and volunteers who have contributed their time and efforts in a superior manner to Minnesota Track and Field and Distance Running.

III. Definition of Disciplines

Shall include all disciplines as defined by USA Track & Field Minnesota.

IV. Categories and Criteria

A. Elite Athlete

Must have been a resident of Minnesota a minimum of ten (10) years and while a resident recorded superior athletic performances at one or more levels of competition including high school, collegiate, and open competitions.

B. Veteran or Masters Athlete

Must have been a resident of Minnesota a minimum of ten (10) years and while a resident recorded superior athletic performances, either fifty (50) years prior to current date [Veteran], or after the age of forty (40) years [Masters].

C. Coach or Administrator

Must have been a Minnesota resident a minimum of ten (10) years and while a resident performed in a superior manner in the act of coaching in the defined disciplines, or contributed in a superior manner as an official, administrator or volunteer in the defined disciplines.

V. Administration of The Award

A. Minnesota Track and Field Hall of Fame Committee

The Award shall be administered by an official committee of USATF Minnesota and shall be entitled “The Minnesota Track and Field Hall of Fame Committee”. (Hereinafter, “The Committee”.)

B. The Award Frequency

The Award nominee selection and induction process should occur approximately once every two (2) years.

C. The Committee Organization and Duties

The Committee shall be directed by a Chairperson.

1. Selection of the Chairperson

The Chairperson shall be selected per USATF Minnesota Bylaws.

2. Selection of Committee Members

The Chairperson shall select members of The Committee. There shall be no less than three members and not more than five members and there shall be a minimum of one female member and one male member. The Chairperson shall inform the USATF Minnesota Board of Directors of the names of The Committee members.

3. Duties of the Chairperson

a. The Committee Meetings

The Chairperson shall set dates and locations for meetings of The Committee.

b. Voting List

The Chairperson shall maintain the official voting member list for The Award voting process. The voting list shall be obtained from the previous Chairperson. (See Section E for the voting process.)

c. Communicate with USATF Minnesota Board of Directors

The Chairperson shall communicate with the President and Executive Committee of USATF Minnesota Board of Directors in a timely manner providing updates on The Committee actions.

4. Duties of The Committee

a. Publicize the Nomination Process

The Committee shall make public the process for nominating candidates for The Award. A Nomination Form may be created and posted on the USATF Minnesota website and on other social media sites.

b. Review Nominations and Select Candidates

The Committee shall review all prior and current nominations for the award. Based on qualifications of the nominees, The Committee shall select a list of candidates for the voting ballot.

c. Administer the Voting Process

The Committee shall administer the voting process as defined in Section E.

d. Administer the Induction Ceremony

The Committee shall select the date and location for the Induction Ceremony and communicate with inductees to provide information and coordinate schedules. It shall be deemed highly desirable to have all current inductees in attendance at the induction ceremony.

e. Publicize the Selection of New Inductees

The Committee shall publicize the selection of the new inductees and the induction ceremony to the running community and general public utilizing a variety of public and social media platforms.

D. The Ballot Process

1. Consideration of Nominations

The Committee shall carefully review all nominations received and determine if Section IV criteria are satisfied. Based on subjective evaluations of accomplishments of each nominee, The Committee shall select candidates for inclusion on the ballot.

2. Number of Candidates on the Ballot

The number of candidates on the ballot shall be:

Elite Athlete	Minimum 4	Maximum 9
Veteran/Masters	Minimum 2	Maximum 4
Coach/Administrator	Minimum 4	Maximum 9

E. The Voting Process

1. Method of Voting

The Committee shall determine the most appropriate method of voting. Acceptable methods shall include paper ballots by mail, online survey, or other method determined appropriate by The Committee. All voting methods shall keep the ballot of each voter confidential. The Committee shall administer the voting process and may designate a facilitator for an online voting process.

2. Number of Votes Allowed per Category

Elite Athlete	1 Vote per 4 to 6 Candidates; 2 Votes per 7 to 9 Candidates
Veteran/Masters	1 Vote per 2 to 4 candidates
Coach/Admin.	1 Vote per 4 to 6 Candidates; 2 Votes per 7 to 9 Candidates

3. Counting Votes

Only The Committee and, if so chosen, their designated facilitator, shall have access to the voting results. The Committee shall review results and determine voting percentages. The counting and calculating system may be an automated process.

3. Requirements for Selection of Inductees

Percentage of votes received by each candidate shall be calculated by dividing the number of votes received by a candidate by the number of individual voters casting a ballot multiplied by 100.

The minimum percentage of votes for induction shall be the higher of these two criteria:

Greater than 50% of votes cast, or

Greater than 25% less than the highest percentage received by a candidate in the same category.

[Examples for clarity:

a. Three candidates in one category received a percentage of votes cast equal to 65%, 55%, and 50%. Only the top two percentages are greater than 50%, therefore two candidates are elected.

b. Three candidates in one category received a percentage of votes cast equal to 85%, 65%, and 53%. The top two candidates are elected. The third candidate did not receive greater than 25% less than the top percentage of 85% ($85\% - 25\% = 60\%$).]

4. In the Event of No Candidate Receiving Greater than 50% of the Votes

In the rare case when no candidate in a category receives greater than 50% of the votes cast, The Committee shall modify the ballot in that category for the subsequent election cycle. The Committee shall remove from the ballot either one or two of the candidates receiving the least number of votes and replace them with an equal number of new candidates. All other candidates on the ballot in that category shall be carried forward to the ballot in the subsequent election.

G. The Induction Ceremony

1. An Induction Ceremony shall be held when a minimum of three candidates have been elected.
2. The Committee shall be responsible for contacting the inductees, and for scheduling and organizing the Induction Ceremony.

F. Avoiding Conflicts of Interest

1. The Committee members may not be candidates on the ballot.
2. Candidates on the ballot may not be involved in any manner in the balloting process.
3. Candidates on the ballot may not suggest additions or subtractions to the voting list.
4. Candidates on the ballot are not allowed to vote.