

# *North Carolina Housing Hall of Fame*

## **BYLAWS**



*Adopted 1993  
Last Revision May 2018*

## **PURPOSE:**

The primary purpose of the North Carolina Housing Hall of Fame is to honor men and women who have made significant and lasting contributions to housing in North Carolina, the building industry and to the North Carolina Home Builders Association (NCHBA). A secondary purpose of the NCHHF is to promote a positive image of North Carolina's building industry to the general public through increased awareness and education.

## **NORTH CAROLINA HOUSING HALL OF FAME INDUCTEES:**

Candidates for induction into the North Carolina Housing Hall of Fame are selected from four (4) categories:

1. Builder/Developer
2. Subcontractors and Material Suppliers
3. Government
4. Housing Related (including all other sectors involved in the building industry, i.e. lenders, architects, land planners, manufacturers, researchers, media personnel, trade association staff, bankers, etc.)

## **SOURCES OF CANDIDATES:**

Potential candidates are assembled from various sources:

1. Solicitations from local HBAs
2. Recommendations from NCHBA members, state and local association staff, and others

The current members of the Board of Governors' of the North Carolina Housing Hall of Fame are not eligible to nominate a candidate during their term of service on the Board.

## **GUIDELINES FOR SUBMISSION OF CANDIDATES:**

1. Persons who have made significant and lasting contributions to housing in North Carolina.
2. These candidates may be from any of the following categories:
  - a. Builder category – owner or major principal of a residential building company
  - b. Subcontractors and material suppliers – individuals directly responsible for supplying goods or services to builders
  - c. Government category – either elected or appointed officials in government service relating to housing
  - d. Housing Related category – individuals involved in related fields of endeavor such as financing, land development and planning, architecture, housing research, housing related trade associations, media personnel, etc.

3. Financial success or size of an individual's operation shall not be considered a real contribution. The contribution must have resulted in a *substantial improvement* or *innovation* in North Carolina's housing.
4. Submission of a name does not guarantee that the individual will be inducted into the North Carolina Housing Hall of Fame.
5. A biographical sketch of each candidate must be enclosed.
6. A picture of the candidate must be submitted for the application to be complete.
7. Magazine and/or newspaper articles published about the candidate concerning other related building and housing activities and contributions may be submitted. All articles should include publication date, publication name and location. Send copies only, not original papers. Applications *will not* be returned.
8. Submit a detailed resume, typewritten and double-spaced, summarizing the candidate's contribution to better housing. (In essence, material to justify the candidate as a nominee to the North Carolina Housing Hall of Fame).
9. Provide a detailed description of any unique, innovative or outstanding achievements in design, construction, marketing and finance of housing, along with its impact, if any, on North Carolina home buyers and the home building industry.
10. Include a listing of service to local, state and national trade associations concerned with the betterment of housing.
11. Enclose a listing of public service to other relevant groups, industries, civic or fraternal organizations.
12. A listing of awards or honors bestowed upon the candidate for outstanding service may also be presented.

### **CANDIDATE APPLICATIONS:**

The NCHBA staff member designated to handle the Housing Hall of Fame will make copies of the nominations upon receiving them and send the applications to the Board of Governors via mail or email.

### **NOMINATIONS:**

Nominations will be accepted from any of the sources previously mentioned. All nominations must be postmarked or emailed by April 15. Nomination forms will be sent at least 90 days prior to April 15 to all local HBAs. Nomination forms will also be available upon request at the NCHBA office.

## **BOARD OF GOVERNORS (SELECTION COMMITTEE):**

1. The Board of Governors shall be composed of nine (9) members serving staggered terms.
2. The Board of Governors\* will consist of three (3) past presidents, three (3) builder members in good standing and three (3) associate members in good standing.

\*The initial Board of Governors will be appointed and approved by NCHBA Board of Directors as follows: President will appoint 1 member from each category for a 4 year term; the Vice-President will appoint 1 member from each category for a 3 year term; and the Vice-President/National Representative will appoint 1 member from each category for a 2 year term.

3. The Chairperson and Vice-Chairman of the Board of Governors shall be elected by the Board of Governors for a one (1) year term at the NCHBA 2<sup>nd</sup> Quarter meeting. The Vice-Chairperson shall assist the Chairperson with duties.
4. The current NCHBA President shall appoint three (3) new Board members who are not currently serving (one from each category) each year, beginning with the third year of the Board's existence. These appointments are to be made prior to the NCHBA 1<sup>st</sup> Quarter meeting.
5. Board members must be able to attend at least one meeting per year in Raleigh prior to the 2<sup>nd</sup> Quarter Board Meeting to discuss the candidates and to vote. Members also must be present for conference calls to discuss the business of the Housing Hall of Fame. Any member who fails to observe these rules shall be disqualified from further service on the Board of Governors. Any vacancies that occur on the Board will be filled by appointment of the current President with approval by the NCHBA Board of Directors.

## **ELECTION:**

1. Members of the NC Housing Hall of Fame Board of Governors will receive all applications by mail or email after the stated due date. Members will meet at the NCHBA 2<sup>nd</sup> Quarter Board Meeting to discuss and vote on the candidates. The voting shall be conducted by secret ballot. Members will discuss the candidates and vote by scoring form. The NCHBA staff member designated to handle the Housing Hall of Fame will tally the results and notify the Board if any person has been nominated. If no one is selected, a majority vote of the Board may allow them to vote again or choose not to induct a candidate for that year. This must be done before adjourning the annual election meeting.
2. Each Governor has the responsibility of carefully evaluating each candidate and completing the scoring form. Failure to complete the form properly could void the entire form.
3. If all nine (9) members are present and submit a scoring form, a candidate must receive a minimum total score of at least 198 in order to become eligible for induction into the North Carolina Housing Hall of Fame, with the top one or two candidates scoring 198 and above being inducted. If eight (8) or fewer members are present and submit a scoring form, a candidate's score would be based on the average of 22 points times the number of members present (i.e. 7 members x 22 average points = 154 minimum total score; 8 members x 22 points = 176 minimum score; etc.) There must be at least six (6) members present for a quorum.

4. A candidate may not be nominated more than five (5) consecutive times.
5. Current NCHBA Senior Officers (President, President-Elect, First Vice President, Secretary/Treasurer and Immediate Past President), Regional Vice Presidents, the Executive Vice President and the current NCHHF Board of Governor members are not eligible to be nominated during their respective terms of service.
6. When an individual is up for nomination for the fifth time, a notation shall be placed on their application indicating such for the information of the Board of Governors. Nominees must then wait one year until submitting another application.
7. Inductions into the NC Housing Hall of Fame shall be a maximum of two (2) candidates per year.
8. The NCHBA staff member will notify the President, Executive Vice President and the Chairman of the Housing Hall of Fame Board of Governors of voting results within five (5) days after tabulation.
9. Any candidate that has served as a NCHBA president must wait four years after they leave office to be considered for nomination to the NC Housing Hall of Fame.
10. Any employee of the NCHBA must wait at least one year after leaving the HBA to be considered for nomination into the NC Housing Hall of Fame.

#### **ANNOUNCEMENT OF ELECTION RESULTS:**

Formal announcement of the winner(s) of the election is made by the President of NCHBA or the Chairman of the Board of Governors during the NCHBA Board of Directors meeting at the 2<sup>nd</sup> Quarter Board Meeting each year.

Winners who are present at the Board of Directors meeting are recognized at the time of the announcement by the President. Letters will be sent to the honorees not present, or to their families as appropriate. Press releases are prepared and distributed following the announcement. The name(s) of the winner(s) also are posted in the permanent NC Housing Hall of Fame display at the NCHBA office.

#### **INDUCTION CEREMONIES:**

The induction ceremonies take place during the NCHBA Installation Banquet at the 4<sup>th</sup> Quarter Board Meeting or at a time and place determined by the Board of Governors. The inductees will be given a medallion and their names will be added to the NC Housing Hall of Fame on the wall dedicated to that purpose at the entrance of the NCHBA office.

Activities are planned and coordinated with the President of NCHBA to eliminate scheduling conflicts and to insure blessing, support, and participation.

The Honorees and their families are contacted and invited to attend the various activities planned by the Board of Governors.

The Governors serve as hosts/hostesses to the Honorees during the 4<sup>th</sup> Quarter Board Meeting and Installation Banquet.

### **NORTH CAROLINA HOUSING HALL OF FAME FUNDING:**

Funding will be included as a line item in the NCHBA budget as approved by the NCHBA Budget Committee and NCHBA Board of Directors. This amount will not exceed \$500.00 per inductee.

### **REVISIONS TO NCHHF BYLAWS:**

- Revised 6/8/99 – Elections #7
- Revised 5/31/00 – Item # 9 added to ELECTION title
- Revised 3/15/00 – Induction Ceremonies changed from Convention to 4<sup>th</sup> Quarter Board Meeting
- Revised 2/17/09 – Election #3, changed if only eight ballots are returned, five votes needed
- Revised 9/10/09 – Various clarifying, Election #1, 3, 10, BOG Selection Committee #10
- Revised 5/20/14 – Sources of Candidates – delete #1 (change numbering) and add comment “current BOG are not eligible to nominate candidates”; BOG Selection Committee - #4 add time appointment should be made; Various other clarifying text changes.
- Revised 5/23/17 – Elections #5 added the following: and the current NCHHF Board of Governor members are not eligible to be nominated during their respective terms of service.
- Revised 5/22/18 – Elections #3 was rewritten as follows to address absentee Board of Governors and a fairer scoring system: If all nine (9) members are present and submit a scoring form, a candidate must receive a minimum total score of at least 198 in order to become eligible for induction into the North Carolina Housing Hall of Fame, with the top one or two candidates scoring 198 and above being inducted. If eight (8) or fewer members are present and submit a scoring form, a candidate’s score would be based on the average of 22 points times the number of members present (i.e. 7 members x 22 average points = 154 minimum total score; 8 members x 22 points = 176 minimum score; etc.) There must be at least six (6) members present for a quorum.