



HOUSING HALL OF HONOR GUIDELINES

Mission

The primary mission of the North Texas Home Builders Association Housing Hall of Honor is to celebrate men and women who have made significant and lasting contributions to the housing industry in North Texas. A secondary purpose is to promote a positive image of the Texas housing industry to the public through increased awareness and education.

North Texas Home Builders Association Housing Hall of Honor Nominees

Nominees for induction into the North Texas Home Builders Association Housing Hall of Honor shall be selected from four (4) categories:

1. Builders, developers or remodelers;
2. Trades professionals and suppliers;
3. Government (elected and professional employees);
4. Industry-allied professionals (others involved in the building industry including, but not limited to, lenders, architects, engineers, planners, manufacturers, educators, media, trade association staff).

Sources of Nominees

Potential nominees shall be collected from sources including:

1. Members of the North Texas Home Builders Association;
2. North Texas Home Builders Association Housing Hall of Honor Board of Governors;
3. The public.

Guidelines for Submission of Nominees

- 1. All submissions must be made through the North Texas Home Builders Association (NTHBA) Housing Hall of Honor application form.**
- 2. The deadline for applications to be received in the NTHBA office is 5:00 PM the last Monday of July each year. The Executive Vice President shall solicit applications through NTHBA's publications and general membership announcements beginning in May of each year.**
- 2. In the case of a nomination submitted for a NTHBA president (past or current), the nominee must have served the association a minimum of ten (10) years and been out of office (including service as immediate past president) for three (3) years prior to the nomination date.**
- 3. Financial success or size of a nominee's business operation shall not be considered a significant and lasting contribution. The contribution must have resulted in a substantive contribution, improvement, or innovation to the North Texas housing industry.**
- 4. Submission of a name does not guarantee that the individual will be inducted.**
- 5. All nominee applications and support materials will be reviewed for completeness by NTHBA staff prior to dissemination to the Board of Governors. Incomplete applications will be returned to the nominator.**
- 6. Nominations must be accompanied by an endorsement letter from the nominator.**

Board of Governors

- 1. The Governors shall consist of two (2) builder members, four (4) associate members, and the Chairman, who shall be a past president of NTHBA, for a total of seven (7) members.**
- 2. The Governors term of office shall be as follows: In order to establish staggered terms, the first selection of Governors shall consist of one builder member and one associate member serving one (1) year, one builder member and one associate member serving two (2) years, two associate members serving three (3) years, and the Chairman shall serve three (3) years. Thereafter, two (2) of the Governors will rotate off the Board each year to be replaced with two (2) Governors having a three (3) year term and the Chairman will rotate off every third year.**
- 3. New Governors shall assume office on November 1st of each year.**
- 4. The initial Board of Governors shall be appointed by the NTHBA Board of Directors. In order to fill the staggered terms, the Board of Governors will nominate two (or more if needed due to resignations) new Governors to serve on the board each year. The nominations shall be submitted to the NTHBA Board of Directors at their August meeting for approval.**

5. The policies and procedures of the Board of Governors shall be set by the Board of Governors with the approval of the NTHBA Board of Directors.

Election of NTHBA Hall of Honor Members

1. Voting shall be by secret ballot by the Board of Governors. Each completed ballot shall be mailed, faxed, or emailed (as decided by the Board of Governors) directly by each Governor to NTHBA's independent certified public accountant no later than 5:00 PM, the last Friday of August.
2. Each Governor has the responsibility of carefully evaluating each nominee and completing the ballot.
3. A person must receive a minimum of at least five (5) votes to be elected for induction.
4. A nominee nominated two (2) consecutive years (not including applications returned as incomplete) without induction must wait a period of at least two (2) years from the date of their last nomination to be reconsidered for induction.
5. When an individual is on the ballot for the second time, a notation shall be made on the ballot indicating such.

Announcement of Election Results

NTHBA's independent certified public accountant shall provide the Chairman with the written results of the election no later than 5:00 PM on the first Friday in September.

The induction ceremony shall take place during the October general membership meeting of NTHBA or at an alternate time and place determined by the Board of Governors.

Induction activities shall be coordinated with the President of NTHBA and its Executive Vice President to eliminate scheduling conflicts and to insure NTHBA support and participation.

The new honorees, their families and special guests shall be invited to attend their induction events. Association staff will work with the inductees to ensure their participation.

The Governors will serve as hosts to the new honorees and their guests during induction events.