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Hall of Distinction Induction Protocol and Committee Guidelines

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Vision: *To inspire current and future generations of MCSD students to aspire for greater levels of societal contribution and service through the example of those who have come before them.*

Mission: *To recognize and honor alumni, former staff, or former Board of Education members who have made meaningful contributions to our community and society at large upon leaving the Monticello Central School District by selecting said persons for public acknowledgement in our Hall of Distinction in Monticello High School.*

I. Selection of Inductee

For candidates to be considered for selection into the Hall of Distinction, all nomination packets must be submitted by the required deadline. It is the responsibility of the nominator to provide a complete and comprehensive portfolio of evidence to support the nomination for the most thorough consideration.

The Committee shall consider the candidate's scholarship, achievement, character, leadership, and service to the community in the decision. Candidates will be selected for the Hall of Distinction by a two-thirds majority (67%) of voting committee members.

II. Guiding Protocol for Selection

This guiding protocol is used to facilitate the equitable consideration and discussion of a candidate and supports the Committee's investment in the holistic review of each candidate. No one category has a greater weight during consideration, and the candidate is not required to demonstrate strong evidence in every category for consideration and possible selection.

Rather, the guiding protocol ensures committee members consider the same categories of distinguished features for engaging in the critical dialogue necessary for selecting candidates for our Hall of Distinction.

III. Selection Criteria

The following criteria may be considered by committee members to inform their votes on the nominations submitted:

- a. Scholarship

- Pursued higher education
 - Academic honors
- b. Character
- Integrity
 - Humble
 - Fair
 - Perseverance
 - Passionate
 - Courageous
 - Innovative
- c. Achievement (in field or community)
- Accomplishments
 - Awards
 - Honors
- d. Leadership
- Consider leadership traits such as justice, judgement, decisiveness, integrity, dependability, tact, initiative, enthusiasm, bearing, unselfishness, courage, knowledge, loyalty and endurance.
 - Consider formal leadership roles where the person was either appointed or elected, and the results of those roles on the community.
 - Inspires others to achieve their personal and/or professional greatness.
- e. Service
- To the MCS D community
 - To current community
 - Other

IV. Nominee Standing

Nominees will remain under consideration by the committee for five (5) years after receipt of the original nomination packet. After five (5) years, the nomination packet will become inactive. The individual(s) who made the initial nomination will be notified and given the opportunity to submit an updated packet.

V. Committee Organization and Operating Procedures

a. Committee Membership

- Committee membership will consist of four (4) Board of Education members, the superintendent of schools, two administrators appointed by the Monticello Administrators and Supervisors Association (MASA), two teachers appointed by the Monticello Teachers Association (MTA), the high school principal, and five members of the community at large who are Monticello High School graduates.
- Committee membership will not exceed 15 members.

- The Board of Education will appoint four of its own members to serve on the committee at its organizational meeting.
 - The remaining committee members will be appointed by the superintendent of schools.
 - Committee membership is a privilege. Should a member be unable to uphold the expectations of serving on the committee—e.g., poor attendance; breach of confidentiality; other misconduct—the Board of Education President (for Board-appointed members) or superintendent of schools may seek removal and replacement of that member.
- b. Meetings
- The committee shall meet at least once, annually, to review the process and consider any nominations.
- c. Nominations
- The superintendent of schools will annually solicit nominations through the district's website and other media outlets.
 - The superintendent will gather and distribute completed nominations to the committee for its review.
- d. Quorum and Voting
- All committee members are eligible to vote.
 - A minimum of 60% (9 members) of the committee must cast their ballots in order for the annual vote to be valid.
 - Only one vote shall be conducted, annually.
 - Each committee member will receive a ballot through a method determined by the superintendent of schools.
 - Ballot responses will be collected and kept confidential by the superintendent of schools.
 - Candidates will be inducted into the Hall of Distinction by a two-thirds majority (67%) of voting committee members.
- e. Induction Ceremony
- Should a nominee receive the required number of votes for induction (67% of votes cast, of a quorum), the committee will schedule and plan an annual induction ceremony.
 - The maximum number of new inductees, annually, shall be four (4). If more than four nominees receive the minimum number of votes for induction, the four with the most votes will be inducted.
 - The ceremony will be open to the public and held at the Hall of Distinction, Monticello High School.