

Edward G. Hames Alumni Honors Award Selection Process

AS APPROVED: Alumni Association Board of Directors Meeting January 10, 2007.

1. The Saint Thomas Academy Alumni Association Board of Directors create and empower a committee consisting of all Past Presidents of the association to review nominations, meet annually and select a recipient of the Hames award.
2. The Chairman and moderator of the Past Presidents committee be the current President of the Association or another incumbent member of the Alumni Board designated by the incumbent President.
3. Nominations for the award be submitted between May 1 and October 15 on forms prescribed by the Board and made available from the Alumni Office or at the official website of Saint Thomas Academy.
4. A list of nominees, completed forms and supporting documents be posted in a restricted area of Saint Thomas Academy website accessible only to Past Presidents, incumbent President, the current Headmaster and authorized persons of the Alumni Office. Hard copies of nominating data will be available to Past Presidents through the Alumni Office.
5. The Past Presidents will each receive a secret ballot posted from the Alumni Relations Office on or before November 1st. Each Past President will cast a designated number of votes, dependant on the number of nominees to establish a list of finalists. Failure to complete the ballot and designate the number of required votes will invalidate a ballot. Ballots must be returned by mail or hand delivered to the Alumni Office so that they are received on or before November 15th. Ballots not returned as provided above will be disqualified. The incumbent President and Alumni Relations representative shall tally the votes and establish a list of finalists. Nominees in the top 30 percent of votes will become finalists for the award, with a maximum of 6 finalists. The number of finalists may be increased by no more than 1 to ensure that at least 30 percent of the nominees are finalists. In any event there shall be a minimum of 3 finalists unless there are less than three nominations.
6. The Tuesday before Thanksgiving all Past Presidents will be invited to attend a meeting to select the award recipient. A minimum of 3 Past Presidents will be a quorum. A Past President may not cast a vote by proxy and can only cast a valid vote in person. The incumbent President will conduct the meeting and he and the Executive Secretary or Executive Secretary's designee will count the votes. The President-Elect of the association may attend the meeting as an observer.
7. Minutes of the meeting shall be recorded but shall not include any specific comments or discussion about specific nominees.
8. Nominators of finalists will be invited to attend the selection meeting or to designate another representative to give a brief oral statement not to exceed 5 minutes in support of his nominee. After all such statements the nominators and their designees, if any will be excused from the meeting.
9. After a period of open discussion by the Past Presidents those actually in attendance are each invited to cast one vote for a single nominee by secret ballot.
10. The votes will be counted, tallied and recorded by the incumbent President and the Executive Secretary or Executive Secretary's designee. The highest vote total determines the award recipient. In the event of a tie between two or more finalists the Past Presidents will take another vote by secret ballot voting for one of the two or more finalists tied after the first vote. The finalist receiving the highest number of votes on the second vote will be designated the

recipient unless there is a second tie in which case the incumbent President shall cast the deciding vote to determine the recipient.

11. The incumbent President shall forthwith contact the designated recipient and solicit the designee's unqualified agreement to accept the award and to and fully participate in all affairs pertinent to the award including attendance at the next Alumni Reunion Weekend. The incumbent President shall notify the members of the Hames Award Selection Committee. The designee shall be named and noted in the record at the next meeting of the Alumni Association Board of Directors.
12. Should the designee decline to accept the award and or fully participate as specified, the incumbent President is directed to contact in order the first, second and/or third runner up until one agrees to accept and participate as specified. If there are any ties between the runners up, the incumbent President will determine which one of the tied finalists be contacted first for agreement to accept and participate as specified.
13. If after acceptance a recipient passes away or becomes incapacitated and unable to participate in affairs pertinent to the award, the recipient if available will designate a person to participate on his behalf. If the recipient is unable to designate such a person the incumbent President will designate a spouse, family member or alumnus of the school to participate for the recipient.
14. All nominators and nominees for the award must be alumni of Saint Thomas Academy. An Alumnus may only receive the award once. There may be only one person designated as the nominator for a nominee.
15. A nominee will be eligible for the award for a maximum of three years, based upon any single nomination. A nominee, however, loses eligibility sooner if he fails to receive a single vote in the initial balloting in any given year. After three consecutive years, a nominee name will, if not sooner done, be removed from the list of nominees. Any nominee may be re-nominated by an Alumnus who completes a conforming written nomination at any time thereafter.
16. Notification of removal from consideration will be sent in writing from the President to the nominator.
17. The Board hereby authorizes the expenditure of up to \$1500.00 to acquire a display plaque listing chronologically name and class year of each recipient and hereafter to fund the cost of adding additional names to the plaque.
18. The Board authorizes the incumbent President, in consultation with the Executive Secretary, to make changes to the dates and timelines specified for the Hames Award selection process as necessary to conform with any major changes to calendar of the school of the Alumni Association.