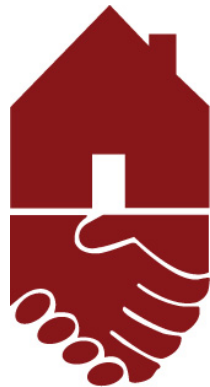


OKLAHOMA HOUSING HALL OF FAME



*Oklahoma State
Home Builders
Association*

OKLAHOMA

HOUSING HALL OF FAME GUIDELINES

Mission

The primary mission of the Oklahoma Housing Hall of Fame (OHHF) is to honor and celebrate men and women who have made significant and lasting contributions to the housing industry in Oklahoma, and/or to the Oklahoma State Home Builders Association (OSHBA). A secondary purpose is to promote a positive image of the housing industry in Oklahoma to the general public through increased awareness and education.

Oklahoma Housing Hall of Fame Nominees

Nominees for induction into the Oklahoma Housing Hall of Fame shall be selected from four (4) categories:

1. Builders, developers or remodelers;
2. Trade 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, etc.)

SOURCES OF NOMINEES

Potential nominees shall be collected from sources including:

1. Local home builders associations (HBAs);
2. Members of the Oklahoma State Home Builders Association;
3. Oklahoma Housing Hall of Fame Board of Governors.

Guidelines for Submission of Nominees

1. Nominees may be persons (living or deceased) who have made significant and lasting contributions to Oklahoma housing and/or to the Oklahoma State Home Builders Association.
2. All submissions must be made through the Oklahoma Housing Hall of Fame form, either electronically or by hard copy.
3. In the case of a nomination submitted for a past OSHBA president, the nominee must have been a member of their local association for a minimum of Fifteen (15) years and been out of office (including service as Immediate Past President) for five (5) years prior to the nomination date. Sitting OSHBA senior officers are ineligible.
4. Financial success or the size of a nominee's business operation shall not be considered a significant and lasting contribution. The contribution must have resulted in a either substantive improvement or innovation to the Oklahoma housing industry, or to the OSHBA.
5. Submission of a name does not guarantee that the individual will be inducted into the Oklahoma Housing Hall of Fame.
6. All nominee applications and support materials will be reviewed for completeness by OSHBA staff prior to dissemination to the Board of Governors. Incomplete applications will be returned to the nominator, and if the submission deadline passes without receipt of the corrected application, it will not be considered that year.
7. All persons submitting applications are encouraged to enclose a professional photo of the nominee, as well as magazine or newspaper articles published about the candidate concerning other related building and housing activities and industry contributions. All articles should include publication date, publication name, and location. Listings of public service to other relevant groups, industries, civic, and fraternal organizations will be welcomed, as well as a listing of awards or honors bestowed upon the candidate for outstanding service. Send copies only, not original papers. Applications and all supporting documentation **will not** be returned.
8. Nominations of OSHBA members must be accompanied by an endorsement letter from the member's local association board of directors, and signed by that local association's president.
9. Nominations of non-OSHBA members or those residing outside the state of Oklahoma must be accompanied by an endorsement letter from an OSHBA senior officer.
10. All nominations must be received at least ten (10) days prior to the OSHBA Fall Board of Director's meeting each year. Nomination forms will be made available on the OSHBA website, and a call for nominations will be made sixty (60) days prior to the due date. Nomination forms will also be available on request at the OSHBA office. The Board of Governors will perform a review of the applications immediately prior to the Fall Board of Directors meeting and vote on the nominees for OHHF induction the following year.

Board of Governors

1. The Board of Governors* will consist of three (3) OSHBA past presidents, three (3) builder members in good standing, and three (3) associate members in good standing, all serving staggered terms, as well as all living inductees into the OHHF that wish to participate. In addition, one annual appointment shall include an executive officer of a local association affiliated with OSHBA. All appointments to the Board of Governors shall be made by the President of OSHBA, and shall be approved by the OSHBA Board of Directors at the Spring Board of Directors meeting each year.

*The initial Board of Governors shall consist of the OSHBA Executive Committee and the OSHBA Executive Officer, and will be chaired by the President.

2. The Chairman and Vice-Chairman of the Board of Governors shall be elected by the Board of Governors for a one (1) year term at the Spring Board of Directors meeting.
3. Any vacancies that occur on the Board of Governors will be filled by appointment of the current OSHBA president.

Election of Oklahoma Hall of Fame Inductees

1. Voting shall be by secret ballot of the Board of Governors. The ballot forms shall be collected and tallied on the date of the Fall Board of Directors meeting by the OSHBA staff and President.
2. Each Governor has the responsibility of carefully evaluating each nominee and completing the ballot.
3. A nominee must receive a minimum of at least two-thirds vote of the ballots cast by the Board of Governors to be elected for induction.
4. A nominee nominated three (3) 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 third time, a notation shall be made on the ballot indicating such.
6. The Board of Governors is not required to make an OHHF election each year, if they feel no qualified applicants were presented. In any case, limiting elections to a small group of inductees is preferred.

Announcement of Election Results

The chairman of the Board of Governors will make a formal announcement of the ballot results during OSHBA's Fall Board of Director's meeting each year. Immediately following the announcement, OSHBA staff will work with the honorees' local associations to promote their upcoming induction at the next OSHBA Installation of Officers event. If a nominee is not an OSHBA member, the local association serving the city in which the nominee resides will serve as host for that non-member nominee. If the nominee resides outside the state of Oklahoma, OSHBA will serve as host for that nominee.

Induction Ceremony

The induction ceremony shall take place at the annual OSHBA Installation of Officers, or at an alternate time and place determined by the Board of Governors, in consultation with the state President and Executive Officer. All induction activities shall be coordinated with the President of OSHBA and its Executive Officer to eliminate scheduling conflicts and to insure OSHBA support and participation. The new honorees, their families, and special guests shall be invited to attend their induction events. OSHBA staff shall work with the inductees (or their families) to ensure their participation. The Governors will serve as hosts to the new honorees and their guests during induction events. The outgoing OSHBA President or his designee shall officiate at the ceremony.

Oklahoma Housing Hall of Fame Funding:

Funding will be included as a line item in the OSHBA budget as approved by the OSHBA Board of Directors. This amount will not exceed \$500 per inductee.

Established March 2015

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NOMINATION INFORMATION

To qualify for the Oklahoma Housing Hall of Fame, individuals must meet certain eligibility criteria. Please complete this and each of the following pages in response to those requirements.

I would like to nominate the following individual for the Oklahoma Housing Hall of Fame:

NAME OF CANDIDATE: _____

TITLE: _____

COMPANY: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

CANDIDATE CATEGORY: _____

SUBMITTED BY: _____ DATE: _____

COMPANY: _____

TITLE: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

Please return this nomination form, together with a photograph of your nominee and any biographical information you may have, to:

Oklahoma Housing Hall of Fame
Oklahoma State Home Builders Association
917 N.E. 63rd St.
Oklahoma City, OK 73105

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*Please answer N/A if the question is not applicable to your nominee. Please type all responses.

1. Describe the positive and/or significant contribution(s) the nominee has made to the housing industry in Oklahoma, including any published articles or books written.

2. What service (s) has the nominee performed for his/her local, state and national association (e.g., service as an elected officer and/or committee work)? Give the number of years of service in each case.

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3. What service (s) has the nominee performed in housing-related activities in the public sector at the local, state and national levels? Describe the positions and give the number of years in each position (e.g., planning and zoning boards, advisory boards, etc.).

4. What volunteer service (s) has the nominee performed for his/her community (e.g., service on boards of charitable organizations, hospitals, the arts, etc.)?

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7. How will the vision, creativity and innovations attributed to this individual have a lasting influence on the housing industry?

SUMMARY STATEMENT: I (we) believe _____
is of the highest integrity and good character and should be named to the Oklahoma
Housing Hall of Fame for the following reasons:

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I (we) believe all statements made herein to be true and factual to the best of my (our) knowledge.

Signature(s) of submitter(s)

Established 3/15

Place Photo Here