

BY-LAWS
GALVESTON PUBLIC SCHOOLS HALL OF HONOR COMMITTEE

ARTICLE I – NAME

The name of the organization shall be the “Galveston Public Schools Hall of Honor COMMITTEE”

ARTICLE II – PURPOSE

The purpose of the Galveston Public Schools Hall of Honor Committee shall honor former students that distinguished themselves as role models within their profession or in their communities at large. These individuals made significant, recognizable contributions, through their service or accomplishments, to their professional field or community at large. They serve as positive role models for students and the youth of their communities.

ARTICLE III - HALL OF HONOR COMMITTEE

The organization shall consist of a governing body called the Galveston Public Schools Hall of Honor Committee

ARTICE IV – MEMBERSHIP

Section 1. The Galveston Public Schools Hall of Honor shall refer to honorees as inductees.

Section 2. The Galveston Schools Hall of Honor Committee and Galveston Independent School District shall work cooperatively to sponsor the Galveston Schools Hall of Honor’s goals and mission. The superintendent shall designate a district liaison.

Section 3. The Committee may remove an inductee from the Hall of Honor or a member the committee with cause at any time, upon a motion made by a Committee member. Removal motion shall carry by a vote of majority of the Committee at a Special Meeting of the Committee called for that purpose. Written notice stating the place, date, hour, and purpose of any Special Meeting called for the purpose of removing one or more inductees or members must be delivered to all Committee members at least twenty (20) days prior to such a meeting. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States Postal Service addressed to the Board member at his/her address as it appears on the records of the Galveston Public Schools Hall of Honor Committee, with postage prepaid.

ARTICLE V – GOVERNING BODY

Section 1. The Galveston Public Schools Hall of Honor Committee shall consist of a maximum of eleven (11) members.

Section 2. Committee members, as much as possible, shall have some knowledge of the former students of Galveston Public Schools their accomplishments, contributions to the community, and the nation.

Section 3. Selection to the Committee shall be by nomination from the current members of the Committee. Upon acceptance by the nominee and a majority vote of the Committee, the new member shall be seated on the Committee at the next scheduled meeting.

Section 4. The term of office for committee members shall be 3 years excluding the inaugural committee. After the term is complete, retiring committee members are not eligible for reappointment to the committee for a period of one calendar year.

ARTICLE VI – OFFICERS AND DUTIES

Section 1. The Officers of the Galveston Public Schools Hall of Honor Committee shall include a Chairperson, a Vice-Chairperson, and a Secretary. The Committee shall elect officers annually at the January regular meeting. New officers assume their positions immediately following election. The election of officers shall be by simple majority of the board members present and voting.

Section 2. The Officers of the Committee shall perform the duties prescribed in these by-laws or as normally set forth in parliamentary procedure. These duties shall include, but not be limited to:

A. The Chairperson shall:

1. Be the principle officer of the Galveston Public Schools Hall of Honor activities and committees.
2. Preside over meetings of the Committee.
3. Assist or replace Sub-Committee Chairpersons if they are unable to chair meetings or complete committee tasks. Chairperson may act as a participant in a committee meeting to help meet quorum requirements.
4. In coordination with the Galveston Independent School District and the superintendent's designee, serve as conduit for the solicitation of nominations and selection process.
5. Appoint committees and select chairpersons for any additional committees created.

B. The Vice-Chairperson shall:

1. Assist the Chairperson and in the absence of either serve in the capacity of the absent person.

C. The Secretary:

The Secretary shall (either personally or with the assistance of a recording secretary):

1. Record the proceedings of all meetings of the Committee and prepare minutes of the meetings.
2. Provide each Board member a copy of the minutes of meetings as soon as possible after those meetings.
3. Maintain all records and administration pertaining to official business of the Galveston Public Schools Hall of Honor Committee.
4. Perform other duties as assigned by the Chairperson or Executive Committee.

Section 3. Officers of the Board shall be elected for one-year terms but may serve consecutive terms if re-elected. Officers may be removed from their positions by a majority vote of the Board members

present and voting at a regular meeting. The Committee Chair and Vice-Chair are limited to two one year terms of office.

Section 4. Any vacancy occurring among the officers of the Committee shall be filled by Board election carried by a plurality vote (at least one more vote than the next nominee) of a quorum of the Committee. The new officer shall fill the remaining term for the vacancy and shall be eligible for re-election to that office.

ARTICLE VII – MEETINGS

Section 1. Regular meetings fall on the third Thursday of each month at 4:00pm located at Galveston Independent School District Administration Building, 3904 Ave T, Galveston, Texas 77550

Section 2. Special meetings may be called as needed with the approval of the Executive Committee.

Section 3. A quorum must be present to conduct official business. A quorum consists of a at least half of the committee and must include either the Chairperson or Vice-Chairperson.

ARTICLE VIII – STANDING COMMITTEES

Section 1. There shall be standing committees appointed to coordinate the following activities:

- A. Committee Member Nomination
- B. Honoree Nomination
- C. Rules and By-Laws
- D. Honoree Ceremony

Section 2. Additional committees may be created by the Chairperson, upon recommendation of the Officers or the Board. Committee members can be named from volunteers not on the Board, as long as an Officer serves as Chairperson of the committee.

Section 3. Executive Committee

- A. There shall be an Executive Committee composed of the three officers of the Committee
- B. The purpose of this committee is to coordinate activities and agendas in advance of Board Meetings and to provide an official decision-making body should an emergency or immediate need arise. Under such circumstances, the Executive Committee shall meet and make the necessary decisions. A quorum of two of three officers must be present to conduct any business. A full accounting of their actions shall be made at the next regularly scheduled meeting of the Committee.
- C. An Emergency Meeting can only be called by the Chairman.
- D. The Executive Committee shall not meet to resolve an emergency issue if there is time to call a meeting of the Board as a whole.

Section 4. Responsibility of the Standing Committees

Honoree Nomination Committee shall be chaired by the Chairperson and consists five committee members.

A. Shall be responsible for screening all nominations and recommending no more than the top twenty (20) candidates to the Board final consideration. If there are less than 20 qualified candidates in a particular year, the Induction Committee should screen the nominations and recommend as many as are qualified according to the By Laws.

B. To be considered, all nominations must comply with the criteria listed on the application form approved by the Committee

C. Committee shall nominate twenty honorees initially from the categories of Industry, Sports, Government, Military, and Community Service. The Honoree Standing Committee subsequently recommends two honorees from each category annually.

D. The procedure for selection to be followed by the Induction Committee shall be:

After the nomination period for the year closes, the Chairperson in cooperation with the Honoree Standing Committee Chairperson shall schedule a meeting of the Galveston Public Schools Hall of Honor Committee.

E. The nomination period takes place from January 1 – April 30.

E. The Committee shall not consider any nominations submitted after the deadline.

F. After the Honoree Nomination Committee submits the list of Finalists to the Hall of Honor Committee; the HOC shall elect inductees in the following manner:

The chairperson, in coordination with the superintendent's designee , prepares and provides each Committee member an alphabetical list of finalists and a copy of each Finalists nomination package at least (30) thirty days before the selection meeting, to allow each Board member time to review the packages and form opinions of worthiness and rank for their voting purposes. Committee members are charged to vote their own conscience.

From the time of receipt of nomination packages of the Finalists, through the meeting call to order, prior to the initial vote and each subsequent vote, there shall be no discussion of the nominees' credentials. At the meeting of the Board regularly scheduled for selection of the inductees, each Board member shall be provided a ballot, alphabetically listing the 20 finalist nominees. On the initial ballot taken, it shall be required for all Board members to vote for four nominees. Ballots not appropriately marked shall be discarded or at the discretion of the Chairperson a new vote taken. A nominee or nominees receiving a majority vote of the Committee members present shall be declared an Honoree. If, on the first ballot, no one receives a majority, there shall be subsequent ballots taken with those receiving two or less votes removed from the list for consideration. If there is one nominee who receives the majority vote, during the next vote cycle the Board members shall be required to vote for only three nominees. This process is repeated until four nominees are approved for induction to the Galveston Public Schools Hall of Honor. Subsequent cycles, voting for only two, and then one nominee.

No nominee will be rolled over more than three years in a row without a renewal and resubmission of the nomination package for that candidate.

Roll-over is no guarantee that the Induction Committee will or must include that nominee in the top twenty finalists submitted to the full Board for consideration in the year following the roll-over.

Ones not forwarded by the Induction Committee, any nominee who did receive three votes from the Board the previous year, are automatically re-nominated for further consideration.

Any candidate can be re-nominated for induction into the Hall of Honor the following selection year regardless of votes or committee consideration, if a sponsor resubmits a new nomination package, following the published nomination procedures during the next nomination cycle.

Any nominee who does not receive at least two votes shall be dropped from further consideration and will not be rolled over.

A re-nomination occurs when a new application is submitted in accordance with application guidelines for a subsequent selection year during the period for accepting nominations for that year.

Honoree Ceremony Committee

- A. The Honoree Ceremony Committee shall be chaired by the Vice-Chairperson and have 3-5 members.
- B. Shall be responsible for coordinating with the Superintendent's Designee for planning and logistics pertaining to the annual banquet and induction ceremony.

Rules and By-Laws Committee:

- A. This committee shall be chaired by the Chairperson have at least five members.
- B. Shall be responsible for maintaining the rules and by-laws and attachments.
- C. Revisions and additions to the by-laws and attachments can be made at any regularly scheduled board meeting after a motion has been made and voted in favor of the changes or additions.
- D. The committee shall stay current on the rules and By-Laws, and ensure they are followed during all meetings and other official business conducted by the Board. Infractions of the By-Laws or deviations from Hall of Honor policies or procedures fall under the responsibility of this committee to immediately bring to the attention of the Board. The committee may refer to Robert's Rules of Order for clarification of procedures not covered by the By-Laws or attachments.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The Parliamentary authority shall be the Chairperson of the Rules and By-Laws Committee.

ARTICLE X – BY-LAWS REVISIONS

Section 1. The By-Laws of the Galveston Public Schools Hall of Honor Committee serve as a statement of organization. Any revisions, as indicated below, automatically rescind any previous By-Laws which are subsequently, no longer in effect.

Section 2. Revisions to the By-Laws shall require a 2/3 majority vote of the Board Members present at any scheduled meeting.

Section 3. Any proposed revisions made to these By-Laws shall cause the Chairperson of the Rules and By-Laws Committee to make sure that revised copies are furnished to each Board member at the next regularly scheduled or as soon as they can be revised and printed.

Section 4. Dates of the revisions shall be reflected at the bottom of each page of these By-Laws as an historical record. The Secretary shall keep a file of the original By-Laws and all future revisions. A Master copy shall be kept by the current Chairman, Vice Chairs, Secretary and District Support team liaison. Revisions to attachments shall also be dated on the last page of the document.

Proposed Amendment 1: Inaugural Committee Terms

Terms will be staggered with three members serving three years, three members serving two years, and three members serving one year. The chair and vice-chair automatically serve three years.

Proposed Amendment 2: Three Meeting Rule

If a member of the committee misses three meetings without notifying the chairman or vice-chairman they are subject to removal by vote of the committee.