

Alf Engen Ski Museum Intermountain Ski Hall of Fame

Policies, Procedures And Governance Rules

Revised 11/21/2023.

1. Vision and Purpose

To identify, recognize, acknowledge, and honor individuals who make significant contributions to the creation, development, and ongoing promotion of skiing and snow sports in the Intermountain region; and to provide a slate of honorees to be permanently recognized in the Alf Engen Ski Museum's Will and Jean Picket Intermountain Ski Hall of Fame.

2. Definitions and Structure

Alf Engen Ski Museum Foundation Board of Trustees: This is the governing Board for the Alf Engen Ski Museum. This Board is directed by the Chair who is elected by the full Board for a term of 3 years, with the support of the Executive Director of the Museum. Members of the Board of Trustees are nominated by a Board Member and approved by motion, second, and a vote of the full Board.

J. Willard Marriott Library Ski and Snow Sports Archives: Per an agreement with the Alf Engen Ski Museum Foundation Board of Trustees, the Ski and Snow Sports Archives will perform a support function for the AESM as it relates to photographic and video display material for the Hall of Fame induction ceremonies.

Alf Engen Ski Museum Hall of Fame Committee: This committee will report directly to the AESM Foundation Board of Trustees and will be comprised of members of the Board of Trustees. The members of this Committee should have an excellent background in the Ski and Snowboard history in the Intermountain West. The Committee will also be responsible for planning and implementing the yearly Intermountain Ski Hall of Fame Induction dinner and ceremony with the assistance of the Executive Director of the Museum.

Intermountain Ski Hall of Fame Selection Committee: This committee operates under the direction of the AESM Foundation Hall of Fame Committee. The committee will be made up of at least ten (10) members including the Chair. Members may be AESM Foundation Board members, Marriott Library Ski and Snow Sports Archive Advisory Board members or individuals with an extensive knowledge of and passion for the ski and snow sports history in the Intermountain West. The committee may be expanded or reduced as deemed necessary by the Chair.

Chair of the Selection Committee: The Chair serves via approval of the Alf Engen Ski Museum Foundation Hall of Fame Committee and must be a member of that Committee. The Chair is responsible for appointing members of the Selection Committee (with Selection Committee members' assistance and approval), scheduling meetings to meet pre-determined deadlines and for submitting the committee's recommendations to the full Voting Panel.

All meetings of the Selection Committee will be conducted according to Robert's Rules of Order. All motions will be made, seconded, opened for discussion and voted upon after discussion has ceased. Motions will be passed upon a majority vote except in cases where a unanimous vote is required.

Voting Authority: The ultimate voting authority to select finalists for induction into the Intermountain Ski Hall of Fame shall reside with a Voting Panel. This Voting Panel shall consist of all past living members of the Intermountain Ski Hall of Fame as well as Individuals in the Intermountain West who are especially knowledgeable about skiing and snow sports history or who might represent organizations related to skiing and snow sports. Members of this Voting Panel will be selected by the AESM Hall of Fame Committee with no limit as to the number. They will vote for the Inductees from among the finalists as determined by the Selection Committee by a Ballot distributed through a web-based system from the Alf Engen Ski Museum.

Inductees: These are individuals whose names/plaques will be added to the Intermountain Ski Hall of Fame following their successful nomination, selection, election, and induction.

Nominators: These are individuals who take on the responsibility for completing the official Nomination Form and ensuring that all the supporting material is included, is accurate, and arrives at the Alf Engen Ski Museum on, or before the due date. They may not nominate themselves.

Nominees: These are individuals put forward by a Nominator for consideration in the selection process.

Intermountain Region Area Description. The area for consideration of nominees (the Intermountain Region) will include all of Utah, Southern Idaho north including McCall, and Western Wyoming (Jackson Hole Mtn. Resort, Snow King, Grand Targhee, and Pinedale).

3. Eligibility

To be eligible, individuals' achievements must be considered "significant" and (a) have taken place in the Intermountain Region or (b) significantly benefited the Intermountain Region or, (c) been performed by an individual(s) recognized as being of the Intermountain Region. Nominations are open to any person(s) and may be made on behalf of living or deceased individual(s).

4. Categories and Criteria

(1) Ski Competition: Individuals who achieve notoriety and success as racers, coaches, officials, event organizers, and timers in alpine, cross country, jumping, Nordic, Nordic-Combined, freestyle, snowboarding, telemark, gelande jumping, and biathlon skiing.

(2) Ski Pioneers: Individuals who develop ski areas and ski facilities including, but not limited to heli-skiing, backcountry access, backcountry skiing\snowboarding and mountaineering.

(3) Ski Innovators: Individuals who significantly contribute to the development of the skill, practice, and promotion of skiing including, but not limited to ski school directors, instructors, educators, journalists, snow safety experts, ski equipment designers, ski retailers, and volunteers.

(4) Inspirational Skiers: Individuals who are recognized for their skill and prowess in the sport of skiing.

5. Nomination Process

Nominations may be submitted by any person(s). All nominations are required to be submitted on an official Intermountain Ski and Snow Sports Hall of Fame form. The nomination packet is required to be in the possession of the Alf Engen Ski Museum office on, or before the due date listed on the form.

Any nomination packet which is not complete as to the contents listed below will not be sent to the Selection Committee and the nominator will be notified of missing content by the Alf Engen Ski Museum staff.

Nominations must include:

- *Fully completed Nomination Form
- *A cover letter from the Nominator detailing the reasons for the nomination.
- *Two (2) seconding letters in support of the nominee.
- * A short half-page biography (Maximum of 200 words) suitable for publication excerpted from the long biography.
- *A long biography used to support the nomination that will inform, educate, and describe the contributions, accomplishments, exploits, chronology, and history of the nominee(s). Emphasis should be placed on describing what the nominee has accomplished outside of their job or area of expertise (maximum 2 pages or 1,000 words).
- * One (1) headshot photo and 9 additional photos suitable for publication.

The nomination must not exceed ten (10) pages, exclusive of the photos.

Nominations are to be for one (1) individual.

All complete nominations submitted will be maintained in the archives of the Alf Engen Ski Museum under the direction of the Executive Director of the Museum.

6. Selection Process

The Selection Committee will maintain a pool of active nominations. As noted above, the originals of those nominations will be maintained by the Executive Director of the Museum. There will be no limit to the size of this active pool.

There will be no time limit on the active pool of nominations.

New nominations will be considered annually from March 1st to March 31st. The new nominations each year will be reviewed by the Executive Director of the Museum with the assistance of the Selection Committee Chair to determine if they are complete before being sent to the Selection Committee. The full Selection Committee will meet to vet all new nominations to ensure they are complete and accurate and determine a proper category should the individual be nominated in more than one category.

The nominees to be presented to the Voting Panel will be selected from the existing pool of all active nominees by the Intermountain Ski Hall of Fame Selection Committee via a Ranked Choice Ballot. The Selection Committee Chair shall be responsible for creating, sending, and tabulating the results from this ballot. The Selection Committee will determine the number of nominees to be sent to the Voting Panel for the final vote for induction. The final number of inductees will be set by the Alf Engen Ski Museum Foundation Board of Trustees.

In the interest of flexibility and changes in circumstances, the Selection Committee will review this document when deemed necessary by a majority of the Selection Committee members. Any changes, modifications, amendments, or alterations will require unanimous approval of the Hall of Fame Selection Committee with final approval coming from the AESM Board of Trustees.

7. Voting Process

The Chair of the Selection Committee and the AESM Executive Director will coordinate the voting by the full Voting Panel each year. The voting will be as early in April as is feasible based on the finish of the selection process.

There will be a required three-fourths (3/4) participation by the full Voting Panel in order to have a valid ballot process.

The ballot sent to the Voting Panel will include the full and short biography of each successful nominee, along with information regarding their category, the state they represent, and living/deceased status. Each member of the Voting Panel is expected to read and absorb each biography to gain knowledge of whom they feel most qualified for induction to the Hall of Fame. There will be no presentation or advocacy on behalf of any Nominee.

A secret ballot for the potential inductees put forward by recommendation of the Selection Committee will be held. The process will be a vote with a number determined by the AESM Foundation Board of Trustees for induction) out of the total forwarded by the Selection Committee. The nominees with the highest number of votes will be the Ski Hall of Fame Inductees for that year.

8. Notification

Results of the voting will be tabulated by the AESM Executive Director the Chair of the Intermountain Ski Hall of Fame Selection Committee and the Chair of the AESM Hall of Fame Committee. The final result of the vote (the inductees) will be forwarded from those individuals to the AESM Chair and Board of Trustees. This should be completed by mid-April so that they can be presented at the spring Board of Trustees meeting for official approval. The Alf Engen Ski Museum Foundation will be responsible for the following: the official acceptance of the new inductees at their regular spring Board of Trustees meeting; the official notification of the new Inductees, the purchase of the Hall of Fame plaques, their posting and any related events pertaining to the induction ceremonies. Please note that only the successful Nominees will be officially notified by the Alf Engen Ski Museum.

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