



CTA Hall of Fame Guidelines

Date: July 10, 2024

Hall of Fame Committee Responsibilities

1. The Hall of Fame (HOF) will include a Chairperson and 2 other members.
2. Will receive all nomination applications.
3. Will acknowledge receipt of a nomination application to the individual submitting the application.
4. Will ensure that the nomination application is received before the deadline, is complete and all required documentation included. Nomination applications not meeting these requirements will not be accepted.
5. Will verify that the information provided is accurate.
6. Is responsible for providing the inductee biography (with approval of inductee if possible) and an appropriate photograph for the CTA HOF records and website.

Hall of Fame Selection / Voting Process

1. Hall of Fame (HOF) Application deadline: November 1.
2. The HOF Committee will complete an initial review as described in the HOF Committee Responsibilities.
3. The HOF Committee will forward all accepted nomination applications to the board for consideration by November 31.
4. The HOF Committee will also notify the board of any nomination applications not meeting the minimum nomination requirements i.e. late submission or incomplete applications.
5. Votes will be submitted to the HOF Committee Chair for counting and presentation of the results.
6. Delegates will vote during a virtual board meeting held no later than January 31. Votes will be by a secret ballot, or other suitable anonymous manner, visible only by the HOF Committee Chair.
7. A majority vote of 5/7 provincial delegates is required for a nomination to be accepted.
8. Nominations not accepted shall be returned to the list of nominations for a period of up to 4 years. If within that timeframe the nomination is not accepted, it will require a re-submission for any future consideration.