

CRITERIA FOR NOMINATION

The Criteria For Nomination to the Kansas National Guard Hall of Fame is stated in Permanent Resolution 91-2 of the Board of Governors. It lists three elements to be considered when selecting individuals for induction. While these elements seem very general in nature and highly subjective, keep in mind that the primary and secondary considerations both pertain to military and community service associated with the **Kansas Army or Air National Guard or its predecessor, The Kansas State Militia**. Consideration should be given to wartime records and periods of Federal Active Duty only if they reflect credit to the **Kansas National Guard**.

Nowhere in the criteria will you find anything based on the military rank of the individual or how long they served. Many members of the Hall of Fame are senior, both enlisted and officer, and served many years, but that is common for any Hall of Fame.

PRIMARY CONSIDERATION WILL BE GIVEN TO SERVICE TO THE KANSAS NATIONAL GUARD, BEYOND THE REQUIREMENTS OF ROUTINE DUTY, THROUGH DEVOTION OF THE NOMINEE'S OWN TIME AND ENERGIES FOR THE IMPROVEMENT OF THE KANSAS NATIONAL GUARD.

SECONDARY CONSIDERATION WILL BE GIVEN TO COMMUNITY SERVICE THAT BROUGHT INCREASED RESPECT FOR OR AN APPRECIATION OF THE KANSAS NATIONAL GUARD FROM CITIZENS OF THAT COMMUNITY.

CONSIDERATION WILL BE GIVEN TO WARTIME RECORDS AND PERFORMANCES DURING PERIODS OF FEDERAL SERVICE DISTINCTLY RESULTING IN CREDIT TO THE KANSAS NATIONAL GUARD.

1 TO 6 SCORING CRITERIA

- 6 (+/-) VERY TOP – SUPERIOR ACCOMPLISHMENTS – CLEARLY DESERVING – DEFINITE SELECT
- 5 (+/-) AMONG THE BEST – OUTSTANDING ACCOMPLISHMENTS – HIGHLY DESERVING – SHOULD SELECT
- 4 (+/-) GREAT SOLDIER/AIRMAN – SOMEWHAT LACKING IN SECONDARY CRITERIA – DESERVING – SELECT
- 3 (+/-) MEETS QUALIFICATIONS – SOMEWHAT LACKING IN PRIMARY OR SECONDARY – PACKET NOT COMPLETE
- 2 (+/-) MEETS QUALIFICATIONS – LACKS ACCOMPLISHMENTS TO BE IN HALL OF FAME – PACKET NOT COMPLETE
- 1 (+/-) NOT QUALIFIED – PACKET NOT COMPLETE – LACKS QUALITIES TO BE IN HALL OF FAME

The Kansas National Guard Hall of Fame

Nomination Selection Guide



The Kansas National Guard Hall of Fame is an entity of:

**The National Guard Association
Of Kansas**

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**The Kansas National Guard
Hall of Fame**
Is located in
The Museum of the Kansas National Guard
Building 301
Forbes Field
Topeka Kansas

THE NOMINATION AND SELECTION CONCEPT

The Nomination and Selection Concept is a subjective evaluation of the nominee's record of military service and his/her contribution to the civilian community. This pamphlet is designed to assist the Nominating and Selection Committee members to understand the concept, the criteria for nominating and selecting, and the importance of making impartial evaluations of those candidates being considered for induction. The integrity of the system of nominating and selection of members to the Hall of Fame can be attributed to four primary factors:

- (1) Only individuals of the highest quality who clearly reflect integrity and fairness are selected to serve as committee members.
- (2) Committee members are not allowed to serve consecutive terms. This will create a larger number of individuals that are aware of the impartial process, thus adding creditability to the concept.
- (3) The nomination file or packet is the sole basis of selection or non-selection.
- (4) Nominators / Endorsers cannot serve on either Committee.

It is imperative that all committee members understand the absolute impartiality of the concept. Once selected, even the names of committee members is close hold to only the Board of Governors, committee chairpersons, and the Executive Director of the NGAKS until the final selections are announced. Prior to the committee meeting(s), members are prohibited from soliciting or receiving information about candidates being considered.

In addition, specific guidance is given to committee members at the beginning of each committee meeting that personal knowledge of individuals, either favorable or unfavorable, may not be used in their deliberations. If the member feels very strongly that the information is of great importance, he/she can apprise only the chairperson. Once hearing the member, the chairperson will instruct the committee how to proceed. This formal emphasis on improper influence is another safeguard to maintain total faith and confidence in the fairness and impartially of all committee members.

THE EVALUATION AND VOTING PROCESS

This process provides both general and specific guidance and procedures for conducting business of the Nominating and Selection committees. The Board of Governors must approve variation from the guidance and procedures prescribed.

1. Committee members are appointed by the Board of Governors in accordance with Article VIII of the Bylaws, Kansas National Guard Hall of Fame.
2. Committee members must be present for committee meetings and must vote every file. Proxy votes are not allowed. A nominator or endorser for any nominee cannot serve on either the Nominating or Selection Committee.
3. The Bylaws of the KNG Hall of Fame specifies the minimum number of committee members necessary for a quorum. Committee meeting will not be convened until a quorum is present.
4. The Nominating Committee will meet only if there are more than six nominations. If more than six, the committee will evaluate and determine the six to be forwarded to the Selection Committee. The packets or files forwarded will not be accompanied with any numerical standing or order of rating.
5. The responsibility of the Selection Committee is twofold. First, evaluate the nominees and determine the top three candidates. Secondly, after determining the top three candidates, each will be voted individually as a candidate for induction. A two-thirds majority vote is required of all committee members for induction.
6. All voting is by secret ballot and will be calculated by the recorder and verified by the Board Chairperson. Results are not announced to either the Nominating or Selection Committee members.

INSTRUCTION TO THE COMMITTEE

1. Satisfied that a quorum is present, as stated in the Kansas National Guard Hall of Fame Bylaws, the Chairperson will convene the Committee meeting and swear in the recorder. The recorder will then swear in the entire committee.
2. The Chairperson, Official Recorder, or a designated representative of the Board of Governors will then brief the committee on the entire Nominating and Selection Concept and the Evaluation and Voting Process to include the Criteria for Nomination to the Hall of Fame.
3. After examining and evaluating a file based on the Criteria for Nomination, each committee member will score the file on a range of 1-6 and additional (optional) discriminators of + or - using the word picture described in the 1 to 6 Scoring Criteria. Each member will place the score on the scorecard provided by the recorder. Only the committee member will know his/her score.
4. Once all members have voted on a file, the recorder will uncover the scorecard and compare the scores. All scores must be within a range of two whole integers without the + and - discriminators. Any scores greater than two whole integers will cause a re-vote of a file. Once the votes are counted and the results are within allowable variance, the board is dismissed.
5. If after the first re-vote and the results are still not within the allowable variance, the Chairperson shall lead an open discussion on the file with the entire committee before another re-vote. If after the second re-vote, the score are still not within the range, the Chairperson will leave the score stand and submit a written report to the next higher level (Selection Committee or Board of Governors). Committee members may attach written comments to the Chairperson's report.
6. The Chairperson and Recorder shall verify the total on each voting card and sign the card. Only the Chairperson, Recorder, and the Executive Director, NGAKS, will know results. Voting cards will be kept under lock for one year, then destroyed.
7. At the conclusion of the evaluation and voting process, the chairperson should lead a critique of the process with the committee and the recorder. Written comments for improvement are encouraged and should be forwarded to the Board of Governors.
8. Committee members take an oath not to divulge the content of their meeting, the Board of Governors strongly encourages committee members to openly discuss the Nomination and Selection Concept, the Evaluation and Voting Process, and the Instructions to the Committee.