



Ontario Trillium Award Administrative Guidelines

The Ontario Square and Round Dance Federation

1. Introduction

These Administrative Guidelines provide direction to Board members and other representatives regarding the internal administration, consideration of nominations, and ultimate presentation of the Ontario Trillium Awards. A companion document (the *Trillium Nomination Guidelines*) describes the two Trillium Awards and details nomination procedures and criteria for each award.

2. Receiving Nominations

- a) Regional associations forward the nominations they support to the Federation Secretary.
- b) The Secretary confirms that the nominations have been submitted on the appropriate forms and that the nominations appear complete.
- c) If a nomination has been submitted in an incorrect format or appears incomplete, the Secretary will return the nomination to the regional association indicating the issue(s) to be addressed.
- d) Prior to the summer Board meeting, the Secretary will forward nominations to the Board members to give them ample time to review the nominations in advance of voting.

3. Determining Award Recipients

- a) At the summer Board meeting, usually held in August, the Board will review the nominations supported by regional associations to confirm that each nomination satisfies the criteria for the proposed award.
- b) No one other than Board members may attend the portion of the Board meeting at which Trillium Award nominations are considered.
- c) Where the Board is satisfied that a nomination meets the criteria for the proposed award, the Board will approve the nomination for the proposed award.
- d) Where the Board is not satisfied that a nomination meets the criteria for the proposed award, the Board may choose to evaluate the nomination against the criteria for the alternate award and, if satisfied that those alternate criteria are met, approve the nomination for the alternate award.
- e) If the Board determines that a nomination does not satisfy the requirements for either Trillium Award, the nomination will be returned to the association that supported the nomination.
- f) Each Board member may vote on all nominations, regardless of whether the member was involved in preparing the nomination or is affiliated with the regional association supporting the nomination.
- g) Only the names of successful nominees will be included in the record of the meeting; there is to be no mention of the vote count or of unsuccessful nominations.

4. Announcing Award Recipients

- a) No announcement of award recipients should be made until the Federation President has notified all recipients, nominators, and supporting associations.
- b) The Federation President will advise each successful nominee by telephone.
- c) After contacting all recipients by telephone, the Federation President will follow up by e-mail with each recipient, nominator, and supporting association.
- d) When all e-mail messages have been sent, the Federation President will, through Canada Post, send a congratulatory letter to each recipient.
- e) Other than the names of award recipients, all information about the nominations and the Board's discussions or voting is confidential and may not be shared outside the Federation Board.

5. Records

- a) Past recipients are listed on the Federation website at: <https://squaredance.on.ca/trillium-award-recipients/>
- b) Electronic copies of nomination forms will be retained with other Federation records until the following year's Trillium Award nomination deadline.
- c) On any year's nomination deadline, all retained nomination forms, lists, and other documents from past years will be destroyed.

6. Presentation

- a) After the Federation President advises the regional association of the award recipients, the regional association that supported an approved nomination is to liaise with the recipient(s), the nominator(s) and the association's Federation representatives to determine a suitable date, time and location for the presentation of the award.
- b) To the extent possible, the actual presentation of the award should be made by a representative of the Federation.
- c) The regional association will advise the Federation Secretary of the time and location of the presentation, so the Federation can send a representative, if it chooses