



CALLERLAB
Dance Program Review Procedures
Revision B - February 16 2008



In order to consolidate and standardize voting practices, and to simplify voting procedures, the Program Policy Committee recommends the following as Standard Operating Procedure for Dance Program Reviews. Note that Dance Program Reviews are scheduled at least once every three years. The first review under these revised procedures was in 2006.

Procedures -

1. At the beginning of each review year a “Call for Dance Program Review” will be announced, informing ALL callers that the Dance Program Review Process is beginning. This information will be printed in the issue of “DIRECTION” which will be in members homes in early January (or late December).
2. In accordance with current committee membership policy, callers will be reminded that to vote in “official” committee votes at convention they must be registered with the Home Office as a member of the appropriate program committee(s) - Mainstream, Plus, Advanced, and/or Challenge, THIRTY DAYS prior to the start of convention in the Program Review year. Callers joining at or after the convention will receive committee correspondence, and will be allowed to vote in the current Dance Program Review. “Straw Votes” taken at convention may include either committee members only or all callers present at the meeting.
3. In January of Program Review years, the Program Committee Chairs will survey their membership, asking for ballot nominations for calls to ADD or DROP from that program. All nominations for ADD or DROP must be accompanied by an explanation of the reason for the nomination. Nominations submitted without an explanation are invalid and will not be considered. Callers may return the ballot with NO NOMINATIONS (see Sample Statements for Ballot).

Sample Statements For Ballot: (Please include reasons for Adding or Deleting)

- a. List any calls you nominate to be ADDED to the _____ Program.
- b. List any calls you nominate to be DROPPED from the _____ Program.
- c. I have NO NOMINATIONS to ADD or DROP

4. All nomination ballots must be returned by March 1st.
5. The Program Committee Chairs will tally the results and share the results with their committee members at the CALLERLAB convention. All calls nominated will be placed on the ballot, regardless of the number of votes received. NOTE: Nuisance ballots (e.g., those dropping calls not on the program, or those listing all the calls on the program, etc.) may be discarded by the Committee Chair, but this action must be reported at the convention.

6. The program committees will discuss the ballot nominations at the CALLERLAB convention meetings, to bring out benefits and disadvantages of the proposed changes. This discussion will be summarized on the ballot including arguments both for and against the proposed changes. Voting will take place after the convention.
7. Immediately after the CALLERLAB convention, each committee will vote, in order, on its nominated calls. The Program ballots will be presented to the eligible voting members of the respective program committees, in the following sequence – Mainstream, Plus, Advanced, Challenge. This allows changes from one program to be considered for ADD/DROP by succeeding programs (see table for time frames). The Home Office will place each program ballot in standard format and mail it to the eligible committee members.

Jan/Feb	May/June	July/August	Sep/Oct	Nov/Dec
Nominations for changes in all programs are sought.	Mainstream Program Ballot sent and returned by June 20 th .	Plus Program Ballot sent and returned by August 20 th .	Advanced program Ballot sent and returned by October 20 th .	Challenge Program Ballot sent and returned by December 20 th .

8. Each Program Chairman has 10 days after the ballot deadline to tally the results and forward them to the Home Office and the next Program Chairman for inclusion on that ballot.
9. A call on the Mainstream or Plus Program must receive a majority of those returning valid ballots to be added to or dropped from a program. A call on the Advanced or Challenge Program must receive a 2/3 majority of those returning valid ballots to be added and a simple majority of those returning valid ballots to be dropped.
10. No more than 3 calls may be added to a program in any given year; however, the next program may add calls that have been forwarded during the review process and that program may still add an additional 3 calls.
11. Results of the Dance Program Review ballots become effective in three stages. The Mainstream and Plus results become effective on September 1st of the Dance Program Review years. The Advanced results become effective on November 30th of the Dance Program Review years. The Challenge results become effective at the convention in the year following the Dance Program Review.
12. All results will be published in “DIRECTION” as soon as they are available, and with their effective date. Press releases will be sent to the appropriate publications.

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(Addendum)

The following information is intended to supplement to Dance Program Review Procedures to help clarify the review and approval process during the triennial program review and the votes which are taken before convention, at convention in committee meetings, and after convention by each committee by mail. While we take votes on program changes at convention, the final votes are done by mail by all Members of each committee, after the convention one dance program at a time.

First Mainstream votes to add or drop calls. When those results are known, Plus votes, then Advanced votes, and finally Challenge votes.

Consider the "drop" case:

If the Mainstream Committee votes to remove a call from the Basic Program or Mainstream Program, the following actions will take place:

- 1) The call is automatically added to the Plus Program
- 2) When the Plus Committee votes, they have the option to drop it or do nothing
- 3) If Plus does nothing it remains on the Plus Program
- 4) If Plus votes to drop the call, it is automatically added to the Advanced Program
- 5) When the Advanced Committee votes, they have the option to drop it or do nothing
- 6) If Advanced does nothing, it remains on the Advanced Program. Placement is determined by the committee
- 7) If Advanced votes to drop the call, it is automatically added to the Challenge Program
- 8) When the Challenge Committee votes, they have the option to drop it or do nothing
- 9) If Challenge does nothing, it remains on the Challenge Program. Placement is determined by the committee
- 10) If Challenge votes to drop the call, it is removed from all CALLERLAB dance Programs

Consider the "add" case:

Assume that Mainstream heard that Percolate (currently C-1) is an interesting call. They could vote to add it to the Mainstream Program. If this is voted on and approved, Percolate would be added to the Mainstream Program and automatically removed from the C-1 teach list. It is still part of the C-1 Program because that program includes all calls from Basic through C-1. Just like in the drop case, the calls available for use at a given dance program do not change without that dance program having a say.

Now let's consider a situation that existed in Spring 2006:

Fan The Top was on the Plus list. At the Spring 2006 convention the Mainstream Committee heard that the Plus Committee might be considering dropping Fan The Top.

The Mainstream committee discussed this situation, proposed, and voted on two motions:

Motion #1: Add Fan The Top to the Mainstream Program

Motion #2: Add Fan The Top to the Mainstream Program, if it were dropped by Plus Committee

Motion #1 makes perfect sense and is a proper motion. It is by motions like this that calls get added to dance programs.

Motion #2 is problematical. In view of the current system for program management, motions like #2 should be considered improper and ruled out of order.

The Mainstream Committee should decide for itself if it wants Fan The Top. If so, vote to add it to the Basic or Mainstream Program as determined by the committee. This is accomplished by motions like #1. If not, do not vote to add it to either program.

If Mainstream does not want Fan The Top on Mainstream, it should make no difference to them where Fan The Top is or what happens to the call. It is not Mainstream's business if Plus retains or drops Fan The Top. The Mainstream Committee has all the knowledge they need to make an informed decision about Fan The Top when they need to vote.

A motion like #2 may at first seem to make sense, and if it passes, can certainly be followed. The motion is not ambiguous or confusing. However, in view of the logical review and management of the dance programs, as noted above, the committee members should understand that a motion such as Motion #2 above is not necessary nor appropriate.