PROCEDURES FOR REVIEW, DISCUSSION, AND VOTE BY APPLICATIONS REVIEW COMMITTEE
(Rev B - Revised May 29, 2008)

BACKGROUND -

The CALLERLAB Applications Review Committee is charged with receiving, reviewing, discussing, and voting on questions concerning the application and use of square dance calls. The following procedures have been established to provide standardized procedures for this task.

AIMS AND PURPOSES -

The formation of the ARC in 1998 was designed from the very beginning to discourage, and hopefully eliminate, the misuse of CALLERLAB call applications and to protect the integrity of the Mainstream and Plus Programs.

It was NEVER the intent of the ARC to approve the use of any extended application of any call in the MS and P Programs that would destroy the intended integrity of the definition of said call. ARC's intention has always been to shield dancers and the activity as a whole from the effects of brutalizing a call in the name of variety.

The ARC will review each inquiry to first determine if the application fits within the written word of the CALLERLAB definition of the call. If so, the ARC will then select the dance program at which the questioned application could be used without a thorough workshop.

First of all, the ARC will review ALL application questions through the lens of said call's program of origin ONLY (the program where the call is currently listed).

Occasionally, extended applications take on a greater dynamic beyond the program listing. In these situations, the ARC will rule in which program (if any) the extended application would be proper.

Advanced and Challenge concepts/formations and call applications from incomplete or phantom formations would not be proper at MS and Plus without a detailed explanation and a thorough workshop.

To maintain and preserve the integrity of the ARC, the committee must be very careful to NOT approve call applications that would, in any way, cause damage to the MS and Plus programs.

PROCEDURE -

1) Either the committee or the Home Office receives an inquiry concerning the use or application of a call

2) If the committee receives the inquiry, the Home Office is informed; if the Home Office receives the inquiry, the Home Office forwards the inquiry to the Committee Chairman and Vice Chairman.

3) A screening committee made up of the Chairman, vice Chairman and one other appointed member, will review each inquiry to determine if the question should be sent to the entire ARC. If the answer is obvious, the screening committee will respond.

4) The Home Office informs whoever submitted the inquiry that it will be submitted to the ARC and the person submitting the inquiry will be notified after the committee votes.

5) Prior to the annual convention (usually in February), the Committee Chairman drafts a message (Email) to the committee asking them to review and comment on the inquiry; the Home Office sends the message to non-Email committee members.
6) The Committee Chairman collects comments from the committee.

7) The Committee Chairman adds the inquiry to the agenda of the committee meeting at the next convention.

8) The people at the committee meeting (committee members and nonmembers) discuss the inquiry and the comments previously received from the committee.

9) All those present (members and nonmembers) at the committee meeting at the convention take a straw vote on the inquiry.

10) After the convention, the Committee Chairman drafts a message (Email) to the committee asking them to review the comments from the committee meeting and then vote on the inquiry; the Home Office sends the message to non-Email committee members.

11) The Committee Chairman collects and tallies the votes.

12) The Committee Chairman drafts a final report with the results of the vote.

13) The Committee Chairman sends the final report (Email) to the committee members; the Home Office sends the message to non-Email committee members.

14) The Committee Chairman drafts a DIRECTION article and press release, if appropriate, and submits to the Home Office.

15) The Home Office notifies the person making the inquiry and publishes the article or Press Release as requested by the Committee Chairman.

IMPLEMENTATION -

These procedures became effective November 11, 2002 and were implemented during the next review by the committee.