

CALLERLAB
Dance Program Review Procedures
Revision C – Approved March 10, 2022

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 once every three years. Calls may also be added or dropped at any time, independent of the official review period.

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 member’s 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 they must be registered with the Home Office as a member of the appropriate program committee(s) – CDP, SSD, Basic, Mainstream, Plus, Advanced, and/or Challenge. “Straw Votes” taken at convention are unofficial and may include either committee members only or all callers present at the meeting.
3. Only a subset of the programs will be reviewed in any given year. Beginning in 2022, Basic and Plus Programs will be reviewed; in 2023 Mainstream and Advanced Programs will be reviewed; and in 2024 the SSD, CDP, and Challenge Programs will be reviewed. The cycle will continue with programs reviewing every 3 years. This distributes the workload for those who are members of multiple committees, and allows a program committee to perform its review without having to wait for the outcome of changes being made by adjacent programs.
4. In January, the Committee Chairs for the programs designated for review that year will survey their membership, asking for program improvements, which may include nominations for calls to ADD or DROP from that program. All proposals must be accompanied by an explanation of the reason for the nomination. Nominations submitted without an explanation are invalid and will not be considered.
5. Proposals must be submitted by March 1st. The Program Committee Chairs will tally the results and share them with their committee members, along with the Pros/Cons of each call that was submitted for consideration. NOTE: Nuisance proposals (e.g., dropping calls not on the program, or listing all the calls on the program, etc.) may be discarded by the Committee Chair, but such action must be reported to the membership. At the discretion of the chair, before discussion on the proposals proceeds a pre-ballot may be used to determine which proposals are allowed to move forward. A proposal must receive 25% support (of those voting yes or no on the pre-ballot) to move forward to discussion.
6. The program committees will discuss the proposals at the CALLERLAB convention meetings and via Home Office LOG, to bring out benefits and disadvantages of the proposed changes. All discussion should be concluded by May 15th. Voting will take place after the convention.
7. Following the CALLERLAB convention, that year’s designated Program Committees will vote on their proposed changes. The Program ballots will be presented to the eligible voting members of the committees (see table below for time frames). The Home Office will place each program ballot in standard format and mail/email it to the eligible committee members.

Jan/Feb	May/June	September 1st
Nominations Changes for the designated programs are sought.	Voting Ballots are sent and returned by July 1st.	Changes Enacted Any changes approved by the committees take effect.

8. Each Program Chair has 10 days after the ballot deadline to tally the results and forward them to the Home Office.
9. For all committees, a 2/3 majority of returned ballots' Yes and No votes is required for Adds, and a simple majority is required for all Drops. Proposals that are not a pure Add or Drop generally only require a simple majority vote. However, a proposal to change the way a call works in a substantial enough way that it seems like a non-trivial addition to the program can, at the discretion of the Committee Chair, be treated as an Add and require a 2/3 majority. Committee members have the choice to "Abstain" on the ballot as well. Abstentions are not considered votes and do not participate in the 2/3 or simple-majority calculation.
10. No more than 3 calls may be added to a program in any given year. However, calls that have been automatically added to a program by having been dropped from a lower program (see Addendum) do not count toward the 3-call limit.
11. Results of the designated year's Dance Program Reviews become effective September 1st of that year.
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 the 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. While we discuss program changes at convention, the final votes are done by Home Office LOG by all Members of each committee, after the convention for each program designated for review in that year.

Drops

If a committee drops a call from one of the Basic through Challenge programs, it is automatically added to the next Program.

For example, if the Basic and Mainstream Committee votes to remove a call from the Mainstream Program, the following actions will take place:

1. The call is automatically added to the Plus Program. The Plus Committee then has the option to drop it (by the usual simple majority vote). If the Plus Committee does not drop it, then the call remains at Plus, and the Plus List, Definitions, and Teaching Order should be updated to incorporate the call.
2. If Plus votes to drop the call, it is automatically added to the A-1 Program. The Advanced Committee then has the option to drop it or assign it instead to the A-2 program. If Advanced does not drop it, then the Advanced List, Definitions, and Teaching Order documents should be updated to incorporate the call.
3. If Advanced votes to drop the call, it is automatically added to the C-1 Program. The Challenge Committee then has the option to drop it or assign it to a different Challenge Program. If Challenge does not drop it, then the List and Definitions documents of the appropriate Challenge program should be updated to incorporate the call.
4. If Challenge votes to drop the call, it is removed from all CALLERLAB dance Programs.

Committees that oversee more than one program, as the Basic & Mainstream, Advanced, and Challenge Committees do, can, of course, optimize their workflow by voting on dropping a call from both its original program and the program that it would otherwise be added to on the same ballot. For example, if the Basic & Mainstream Committee is considering a proposal to drop Do Paso from Basic, its ballot can include both that question and one of the form "If Do Paso is dropped from Basic, should it also be dropped from Mainstream?"

Adds

A lower level program can vote to add a call from a higher level program.

For example, suppose that the Basic and Mainstream Committee 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 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 program's committee having a say.

Note that adding a call from a higher-level program requires a 2/3 majority vote, even if the committee voting on it is in charge of both programs.

Change history

Date	Change
12/16/20	Mainstream Changed to Basic and Mainstream
2/6/22	Moved review years to a staggered schedule, so that a subset of programs is reviewed each year. Updated timeline, pre-ballot guidelines, deadlines, and ballot requirements for changes. Cleaned up examples in addendum.