



**RULES FOR
THE ADMINISTRATION OF
THE HELEN HAYES AWARDS**

(updated April 9, 2014)

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RULES FOR THE ADMINISTRATION OF THE HELEN HAYES AWARDS (Updated December 11, 2013)

A program of theatreWashington, The Helen Hayes Awards annually recognizes excellence and celebrates professional theatre in the Washington, D.C. area.

The rules governing The Helen Hayes Awards were initially established when the Awards program began in 1983, and have been regularly updated and approved by the Board of Directors of The Helen Hayes Awards and, since 2011, by the Board of Directors of theatreWashington, based on recommendations submitted by The Helen Hayes Awards Board of Governors.

Consistent with serving theatreWashington's mission and vision, these Rules are intended to promote and achieve high quality, consistency, and credibility for the Awards, to be fair to all participants, and to be responsive to the changing needs of the Washington area theatre community.

These Rules are subject to change at any time.

GENERAL ELIGIBILITY CRITERIA

To be eligible for potential Awards consideration, a *production* presented by an Eligible Theatre must meet the following criteria:

1. Location: The production is presented within the "Washington, D.C. Metropolitan Area," defined as:
 - a. the District of Columbia;
 - b. Montgomery and Prince Georges Counties in Maryland;
 - c. Arlington and Fairfax Counties in Virginia;
 - d. the city of Alexandria, Virginia;
 - e. the Route 29 Corridor from Washington, D.C. through Columbia, Maryland; and
 - f. the Route 50 Corridor from Washington, D.C. through Annapolis, Maryland.
2. Compensation: The Eligible Theatre financially compensates all artists for their work on the production.

3. Rights: The Eligible Theatre properly acquires the legal rights to present the production.
4. Number of Performances: The Eligible Theatre publicly presents at least 16 performances of the production before paying audiences at a single location.
 - a. If a production is initially scheduled to run for fewer than 16 performances, but the run is subsequently extended to 16 or more performances, the production shall be Awards-eligible only if (i) the extension is over a period of at least 14 days past the date on which the Eligible Theatre notifies theatreWashington of the extended run and (ii) a minimum of eight (8) performances are presented after such notice is given.
 - b. At least one-half of all eligible performances must be presented either on weekdays beginning between 10:00 a.m. and 9:00 p.m. or on weekends beginning between 10:00 a.m. and 11:00 p.m.
5. Fair Play: By participating in the Awards process, each theatre or producer affirms that all information provided with regard to the acquisition of performance rights and artist compensation is accurate and complete.

SPECIFIC ELIGIBILITY CRITERIA

1. Emerging Theatre Companies
 - a. To participate in the Helen Hayes Awards, an *Emerging Theatre* – i.e., a company that has not previously participated in the Awards process – must apply via the official Application for Emerging Theatres.
 - b. Applications for Emerging Theatres will be reviewed and approved by the Emerging Theatre Committee of The Helen Hayes Awards Board of Governors.
 - c. For each of the two years following its initial successful application, an Emerging Theatre that (i) presents at least nine (9) performances of at least one eligible production and (ii) meets all other eligibility requirements of Eligible Theatres’ Responsibilities (see pages 12 - 14 below), shall be eligible for consideration for the discretionary John Aniello Award for Outstanding Emerging Theatre Company.
 - d. Beginning with the third year following its initial successful application, an Emerging Theatre will be eligible for full Helen Hayes Awards (“Awards”) consideration, subject to annual confirmation that it meets the generally applicable eligibility rules.

- e. Even if a company presented productions prior to its successful application to participate in Awards, it must nonetheless proceed through the Emerging Theatre process described above. Such companies are no longer grandfathered directly into full Awards eligibility and are eligible for the John Aniello Award.
2. Theatre Companies Previously Participating in the Awards
- a. Each theatre company wishing to be considered for participation in Awards shall be reviewed each year to confirm that it continues to meet all requirements for Awards eligibility. Such review shall include the theatre's production history and any other criteria set forth in these Rules
 - b. Each theatre determined to be eligible for participation, including those meeting the requirements for Emerging Theatre Companies, shall be an "Eligible Theatre" for purposes of these Rules.
3. Ineligible Theatres: Academic institution theatres (e.g., colleges, universities, high schools) and community theatres are not eligible to participate in the Awards process.
4. Criteria Regarding Co-Productions
- a. A production created by two or more Eligible Theatres, performed in one or more locations in the Washington, D.C. Metropolitan Area, shall be deemed a *co-production* and adjudicated as one production, recognizing both Eligible Theatres.
 - b. A production created by an Eligible Theatre with a theatre outside the Washington, D.C. Metropolitan Area shall be deemed an eligible production, subject to all other applicable criteria, regardless of whether its first performance is given within or outside the Washington, D.C. Metropolitan Area.
5. Criteria Regarding Outstanding Original New Play or Musical
- a. In general, an Original New Play or Musical is one:
 - i. born entirely from the playwright's own imagination and that did not exist prior to the playwright's imagining it;
 - ii. in which neither the characters nor plot are derived from any pre-existing work;
 - iii. presented for the first time anywhere in any language; and
 - iv. for which the theatre and playwright have a contractual arrangement that is customary for the presentation of an original new work.

- b. If a play or musical has been presented previously, it may still be regarded as an Original New Play or Musical if the previous productions were:
 - i. "workshop" productions;
 - ii. part of a festival of "plays-in-progress;" or
 - iii. presented for a very limited audience with little or no compensation to the performers or other artists.
- c. If the title of the play or musical refers to another play or musical on which the production is based, the current production shall not be considered an Original New Play or Musical for potential Awards recognition.

6. Criteria Regarding Outstanding Play or Musical Adaptation

- a. In general, a Play or Musical Adaptation is one:
 - i. inspired by, based on, or derived from pre-existing published material, such as a novel, film, musical, short story, ballet, opera, operetta, poem, children's story, or body of work of an established artist;
 - ii. presented for the first time anywhere in any language; and
 - iii. for which the theatre and playwright have a contractual arrangement that is customary for the presentation of a Play.
- b. If a play has been presented previously, it may still be regarded as a Play or Musical Adaptation if the previous productions were:
 - i. "workshop" productions;
 - ii. part of a festival of "plays-in-progress;" or
 - iii. presented for a very limited audience with little or no compensation to the performers or other artists.

7. Designation of Artists in Leading, Supporting, and Ensemble Categories

- a. Only cast members as of a production's opening performance in the Washington, D.C. Metropolitan Area shall be eligible for actor or actress (including Ensemble) awards.
- b. An Eligible Theatre's artistic director (or his/her designee) shall be solely responsible for determining whether any individual actor is to be considered for potential recognition in any Lead, Supporting, or Ensemble category.
- c. For Awards purposes, an *ensemble* is a group of four or more actors.

- d. Judges may, in their individual discretion, consider and score any acting company as an ensemble (as defined above) in addition to scoring individual artists.

8. Criteria Regarding Play/Musical Collections

In general, a collection of plays/musicals ticketed as a single admission shall be adjudicated as a single production.

9. Criteria Regarding Revivals

- a. For Awards purposes, a *revival* or *remounting* is a production remounted by the same theatre company that produced it within the previous ten (10) years.
- b. A revival or remounting of a production (as defined above) shall be eligible for Awards recognition if:
 - i. it opens more than 10 years after the closing of the previous production of the same work at the same theatre by the same company *OR*
 - ii. it is led by a different creative team, has at least 50% new production elements, *and* features at least 50% new cast members; *OR*
 - iii. its text is substantially different from the original production.
- c. An Eligible Theatre's artistic leadership shall be responsible for verifying a revival or remounted production's Awards eligibility before submitting to theatreWashington the information required pursuant to the "Adjudication Process" below (see pages 8 - 10).

10. Criteria Regarding Theatre for Young Audiences

- a. A production is eligible to be considered as "Theatre for Young Audiences" if it is intended for audiences age 12 and under.
- b. An Eligible Theatre's artistic leadership shall be solely responsible, in its own discretion, for deciding whether any of its productions shall be considered for recognition in the category of Outstanding Production, Theatre for Young Audiences. If it does so, that production shall not be eligible for consideration in any Outstanding Resident Play or Musical category.

AWARDS YEAR

The Helen Hayes Awards are presented each year based on adjudication of all eligible productions whose opening performance (previews excluded) is presented during the previous calendar year ("Awards Year").

MAINTAINING ELIGIBILITY

1. If an Eligible Theatre does not present at least one eligible production during each of two consecutive calendar years, theatreWashington will notify the company that it has been placed on probation for the following Awards Year. During that probationary year, the company will continue to be listed as an Eligible Theatre but any productions it may present that year shall not be eligible for Awards consideration.
2. A theatre may re-establish its eligibility to be an Eligible Theatre by presenting at least one eligible production during its probationary year, but no such production shall be eligible for Awards consideration during that Awards Year. Once it has re-established its eligibility as an Eligible Theatre, any eligible productions the company may present during the year *following* its probation shall be eligible for Awards consideration.
3. If a theatre fails to present at least one eligible production during its probationary year, it shall be removed from the list of Eligible Theatres in the following Awards Year.
4. A company that fails during its probationary year to re-establish its eligibility as an Eligible Theatre shall be permitted to do so subsequently if it successfully completes the standard application process for Emerging Theatres. However, no such theatre shall be eligible for the John Aniello Award for Outstanding Emerging Theatre Company.

THE ADJUDICATION PROCESS

1. As defined in paragraph 1.b. of the "Eligible Theatres' Responsibilities" section below (at pages 12 - 14), an Eligible Theatre shall, for each of its productions, complete the Production Information Form on theatreWashington.org. The information provided to the Production Information Form will identify the production as either a HELEN production or a HAYES production, as defined to the following criteria:
 - a. HELEN Productions are those in which
 - i. less than 51% of the cast is working under an Actors' Equity Association ("Equity") Contract AND
 - ii. no more than three (3) Equity contracted actors are in the cast

- b. HAYES productions are those
 - i. presented by a Eligible Theatre operating under an Equity agreement OR
 - ii. in which 51% or more of the cast is working under an Equity contract OR
 - iii. in which four (4) or more members of the cast are Equity contracted actors.

The above information, provided by each Eligible Theatre for each production, shall determine which judges (HELEN or HAYES) will adjudicate that production.

- c. Each production will also be identified on the Production Information Form as either a:
 - i. *Resident Production*: A production that, as of its opening performance, has been developed, produced, and contracted only for a specific Washington, D.C. Metropolitan Area theatre OR
 - ii. *Visiting Production*: A production that, as of its opening performance, has been developed, produced, and contracted specifically for one or more theatres outside of the Washington, D.C. Metropolitan Area, prior to or following its Washington, D.C. Metropolitan Area engagement.
 - d. Each Play or Musical (Original or Adaptation), defined above at pages 5 - 6, shall be attended both by NEW PLAY judges and by HELEN or HAYES (whichever is applicable) judges. NEW PLAY judges will adjudicate only the script and score; HELEN or HAYES judges will adjudicate all production and acting elements.
 - e. The online ballot provided to each judge shall identify the award categories for which a production is eligible.
 - f. The judges on the appropriate panel, each of whom shall confidentially complete his/her ballot online, shall adjudicate each eligible production in all applicable categories.
 - g. If judges are scheduled to attend a performance that is cancelled by the Eligible Theatre due to extreme weather conditions or other unavoidable circumstance, the judges shall be assigned to a latter performance, if feasible.
2. For each award category, each judge will score each artist or the production itself, as applicable, on a scale of 0 – 10. All judges are specifically instructed that their scoring shall not be made in comparison to any other production or individual piece of work.

3. theatreWashington will retain an independent auditing firm to (a) collect, tabulate, and analyze all judge scores to determine the statistically appropriate Awards nominees and recipients in all categories (including “second look” ballots, described below) and (b) strictly maintain the confidentiality of all ballot information.
4. The scores from all judges on each of the five panels will determine the nominees in each category; the nominees shall be the five artists or productions receiving the highest total scores in each respective category. In the event of any tie among the highest total scores in any category, a statistical tie-breaking system will be applied.
5. Following the public announcement of the Awards nominees, the judges and alternates on each of the five panels will convene for a “second look” at that panel’s respective nominees. The judges shall not be advised of any nominees’ scores. During each panel’s “second look” session, it shall discuss the merits of each nominee’s work and each judge shall then confidentially rank (from one to five) each nominee in each category in order of personal assessment of outstanding merit. Judges shall rank only the work they personally saw and not any production for which an alternate judge’s ballot was used. The artist (or production) with the highest point total in a category shall receive the Helen Hayes Award. In the event of a tie among the highest total scores in any category, a statistical tie-breaking system will be applied.
6. For an Award to be given in any category for an Awards Year, a minimum amount of work receiving minimum total scores must be adjudicated for that category. Specifically, (a) each category must have at least two potential nominees *and* (b) the total scores for each artist or production must total at least 85% of the total possible scores for an artist or production balloted in that category.

AWARDS CATEGORIES

The Awards categories are intended to recognize outstanding work across the range of professional theatre in the Washington, D.C. Metropolitan Area. Currently, those categories are:

Resident Theatre HELEN Productions:

Outstanding Play

Outstanding Director of a Play

The Robert Prosky Award for Outstanding Lead Actor in a Play

Outstanding Lead Actress in a Play

The James MacArthur Award for Outstanding Supporting Actor in a Play

Outstanding Supporting Actress in a Play

Outstanding Ensemble in a Play

Outstanding Movement¹

Outstanding Musical

Outstanding Director of a Musical

Outstanding Musical Direction

Outstanding Lead Actor in a Musical

Outstanding Lead Actress in a Musical

Outstanding Supporting Actor in a Musical

Outstanding Supporting Actress in a Musical

Outstanding Ensemble in a Musical

Outstanding Choreography²

Outstanding Costume Design³

Outstanding Lighting Design³

Outstanding Set Design³

Outstanding Sound Design³

¹ The Outstanding HELEN Movement category is applicable only for HELEN plays.

² The Outstanding HELEN Choreography category is applicable only for HELEN musicals.

³ For these four design categories, the scores submitted by all judges on both the HELEN Play and HELEN Musical Panels will be combined to determine the HELEN design nominees and recipient.

Resident Theatre HAYES Productions:

Outstanding Play

Outstanding Director of a Play

The Robert Prosky Award for Outstanding Lead Actor in a Play

Outstanding Lead Actress in a Play

The James MacArthur Award for Outstanding Supporting Actor in a Play

Outstanding Supporting Actress in a Play

Outstanding Ensemble in a Play

Outstanding Movement⁴

Outstanding Musical

Outstanding Director of a Musical

Outstanding Musical Direction

Outstanding Choreography⁵

Outstanding Lead Actor in a Musical

Outstanding Lead Actress in a Musical

Outstanding Supporting Actor in a Musical

Outstanding Supporting Actress in a Musical
Outstanding Ensemble in a Musical

Outstanding Costume Design⁶
Outstanding Lighting Design⁶
Outstanding Set Design⁶
Outstanding Sound Design⁶

⁴ The Outstanding HAYES Movement category is applicable only for HAYES plays.

⁵ The Outstanding HAYES Choreography category is applicable only for HAYES musicals.

⁶ For these four design categories, the scores submitted by all judges on both the HAYES Play and HAYES Musical Panels will be combined to determine the HAYES design nominees and recipient.

Visiting Productions:

Outstanding Visiting Production
Outstanding Performer, Visiting Production

Theatre for Young Audiences:

Outstanding Production, Theatre for Young Audiences⁷

⁷ Theatre For Young Audiences production nominees and recipients are determined by the combined scores submitted by HELEN play and musical judges OR HAYES play and musical judges, depending upon how the production is identified.

World Premieres of Resident Productions:

The Charles MacArthur Award for Outstanding Original New Play or Musical
Outstanding Adapted Play or Musical

The John Aniello Award for Outstanding Emerging Theatre Company

A discretionary award determined by the Board of Governors to recognize excellence in new, promising theatre companies following their first year of operation and before they become eligible to participate fully in The Helen Hayes Awards process

ELIGIBLE THEATRES' RESPONSIBILITIES

1. Required Communications to theatreWashington
 - a. Schedule of Productions: Each Eligible Theatre must upload to theatreWashington's website its known schedule of productions for each Awards Year no later than November 30 of the preceding year. Should there be any

addition to or other change in its schedule of productions, the Eligible Theatre must advise theatreWashington within three (3) business days of such change being made.

- b. Production Identification: An Eligible Theatre shall, for each of its productions, timely complete the Production Information Form on theatreWashington.org to self-designate whether the production shall be identified (i) as a Resident or Visiting Production, (ii) a Play, Musical, or Theatre for Young Audiences, and (iii) to indicate each cast member's union affiliation which enables theatreWashington to determine if the production will be adjudicated as a HELEN Production or a HAYES Production.
- c. Judge Ticket Information: For each of its eligible productions, each Eligible Theatre must inform theatreWashington, as early as possible but no later than four (4) weeks prior to that production's opening, of dates and times of performances to which Helen Hayes Awards judges may be admitted. Should a Theatre fail to meet that deadline, its production may nonetheless be adjudicated so long as a minimum of 16 performances are to be presented beginning no earlier than 21 days after the date on which it does provide the required judge ticket availability information to theatreWashington.
- d. Failure to Make Required Communications: If an Eligible Theatre fails to comply with the requirements of the previous three paragraphs with respect to any production, that production shall be ineligible for Awards consideration.

2. Providing Tickets for Awards Judges

- a. For each of its eligible productions, an Eligible Theatre shall provide to theatreWashington two tickets for each judge and judge alternate assigned to adjudicate that production.
- b. For any production presented by an Emerging Theatre, that theatre shall provide to theatreWashington two tickets for each of up to five (5) members of the Emerging Theatre Committee of the Board of Governors.
- c. The tickets provided for judges shall be for one or more performances presented during the first half of that production's run. However, judges shall not attend a preview performance unless this is unavoidable due either to a short run or the unavailability of judges to attend non-preview performances.
- d. When communicating to theatreWashington its judge ticket availability information (see paragraph 1.c. of this section above) for a production, an Eligible Theatre shall designate dates and times for at least five (5) performances for which it chooses to make tickets available to judges. If an

Eligible Theatre has any preferences or limitations that it wishes to be honored regarding the scheduling and distribution of tickets for judges, it shall so advise theatreWashington at this time. theatreWashington shall attempt in good faith to honor all such reasonable requests, if possible.

- e. Once a judge is scheduled to attend a specific performance – per agreement between theatreWashington and the Eligible Theatre – neither may unilaterally change that agreement.

SELECTION OF JUDGES

1. The artistic leadership of Eligible Theatres holds the primary responsibility for the identification, nomination, vetting, and selection of Helen Hayes Awards judges.
2. At the time designated each year by theatreWashington as the beginning of the judge selection process for the following Awards Year, the artistic leadership of each Eligible Theatre shall advise theatreWashington in good faith whether the majority of its productions during the following Awards Year are expected to be identified as HELEN productions or HAYES productions, according to the criteria set forth in these Rules.
3. theatreWashington will ask each Eligible Theatre's artistic leadership to identify and nominate individuals who meet the established judge criteria to serve as Helen Hayes Awards judges for HELEN or HAYES productions respectively.
4. Each artistic director shall provide to theatreWashington by the announced deadline a completed Judge's Declaration of Interest Form for each candidate s/he wishes to nominate for consideration.
5. Each artistic director shall nominate no less than two (2) and no more than seven (7) candidates *each* for each type of production (play or musical) that her/his theatre plans to present during the following Awards Year. For example, if a theatre plans to present only HELEN plays and no musicals, its artistic leadership shall nominate 2-7 individuals for the HELEN play panel only. See the footnote below for other examples.¹
6. theatreWashington shall review all nominees for any potential conflict of interests or other matter that might affect their suitability to serve as judges. If theatreWashington believes that an individual's candidacy is inappropriate, it will discuss the matter with the

¹ Other examples:

- If a theatre plans to present both HELEN plays and HELEN musicals, its artistic leadership shall nominate 2-7 individuals for each of the HELEN play and HELEN musical panels.
- If a theatre plans to present only HELEN plays, but one or more of which is a New Play, its artistic leadership shall nominate 2-7 individuals for each of the HELEN play and New Play panels.
- If a theatre plans to present both a HELEN play and a HAYES musical, its artistic leadership shall nominate 2-7 individuals for each of the HELEN play and HAYES musical panels.

artistic director who nominated that individual and, if appropriate, invite that artistic director to nominate a substitute candidate.

7. theatreWashington will ask the artistic director of each Eligible Theatre to review the names and biographies of all nominees for panels applicable to the majority of that theatre's anticipated eligible productions during the following Awards Year.
 - a. The nominating artistic director will not be identified.
 - b. Each artistic director will then have an opportunity to express and reasonably support any objection s/he may have with respect to any individual candidate's qualifications, character, or conflict of interests.
 - c. theatreWashington will, in its sole discretion, determine whether an objected-to candidate is to be removed from consideration or, in the case of a theatre-specific conflict, shall not be assigned to adjudicate productions at that theatre.
8. If necessary to refine the list of judge candidates to a manageable number for further consideration, each Eligible Theatre's artistic director will cast a Primary Ballot online as follows:
 - a. For each Play Panel (HELEN and HAYES) – vote for no fewer than 15 and no more than 20 candidates;
 - b. for each Musical Panel (HELEN and HAYES) – vote for no fewer than seven (7) and no more than 10 candidates; and
 - c. for the single New Play Panel – vote for no fewer than seven (7) and no more than 10 candidates.

Step 8 shall be omitted if a manageable number of nominees remain after step 7 above.

9. The candidates receiving the highest number of votes in the Primary Ballot (or, if no Primary Ballot is conducted, all candidates remaining after step 7) will proceed to the next step in the judge selection process.
 - a. Each such candidate shall be invited to submit a full judge application by an announced deadline.
 - b. theatreWashington may choose, in its sole discretion, to interview some or all of these candidates individually.
 - c. If any new concerns arise with respect to a candidate, theatreWashington will discuss them with the artistic director who nominated that candidate.

- d. The remaining candidates' applications will then be made available for review by all artistic directors of Eligible Theatres whose work will be adjudicated by the respective panels (HELEN or HAYES).
10. Each Eligible Theatre's artistic director will cast a Final Ballot online for judges to serve on the panel(s) applicable to that Theatre (HELEN or HAYES). These ballots will offer no more than 25 finalists for each Play panel, 15 finalists for each Musical panel, and 15 finalists for the New Play panel; each artistic director shall vote as follows:
- a. For each Play Panel (HELEN and HAYES) – vote for 12 candidates;
 - b. For each Musical Panel (HELEN and HAYES) – vote for seven (7) candidates; and
 - c. For the single New Play Panel – vote for seven (7) candidates.

Any ballot on which votes have been cast for fewer than the required number of candidates for any panel shall be invalidated with respect to that panel.

11. An independent auditing firm will collect and tally all judge candidate ballots. The candidates receiving the highest number of votes for any panel will serve three-year terms² as Helen Hayes Awards judges as follows:
- a. HELEN plays: 9 judges plus 3 alternates
 - b. HELEN musicals: 5 judges plus 2 alternates
 - c. HAYES plays: 9 judges plus 3 alternates
 - d. HAYES musicals: 5 judges plus 2 alternates
 - e. New plays and musicals (whether HELEN or HAYES): 5 judges plus 2 alternates

After one year of service, an alternate may be transitioned to full judge status for the remaining two (2) years of her/his term, subject to sufficient openings being available.

12. Once the judges and alternates have been selected, theatreWashington will (a) contact each successful candidate to confirm her/his agreement to serve and to meet all requirements; (b) advise all Eligible Theatres of the names of the judges and alternates to be empaneled; and (c) thank all unsuccessful candidates for their interest in serving. theatreWashington will then announce, on its website and via other communications channels, the judges and alternates for the Awards Year.

² Three-year terms are subject to the transition year (2014) rule provided in paragraph 4 of the Judges' Responsibilities section below at page 17 - 18).

JUDGES' RESPONSIBILITIES

1. Adjudication
 - a. Each judge serving on either of the two Play Panels (HELEN and HAYES) is expected to adjudicate approximately 75% (or more, if possible) eligible productions assigned to his/her respective panel during the Awards Year.
 - b. Each judge serving on either of the two Musical Panels (HELEN and HAYES) is expected to adjudicate all or most eligible productions assigned to her/his respective panel during the Awards Year.
 - c. Each judge serving on the single New Play Panel is expected to adjudicate all or most eligible productions assigned to that panel during the Awards Year.
2. Alternates: Each alternate will be offered the opportunity to see all productions assigned to his/her respective panel during the Awards Year; while attendance is preferred, it is not mandatory. Any performance attended by an alternate judge will be balloted according to the otherwise-applicable rules. However, alternates' ballots will be included in the adjudication process only in the event that a judge is unable to participate.
3. Orientation: All judges and alternates shall be required to attend and participate in an orientation session each year.
4. Terms of Service: In order to avoid all judges' terms ending at the same time, and thus to provide for continuity, during the first Awards Year to which these updated Rules are in effect (2014), judges will be empaneled for either one-year, two-year, or three-year terms, taking into account individuals' own preferences to the extent feasible. After a judge has served her/his *full* three-year term under these revised Rules (not including time as an alternate), s/he will be required to wait one year before being considered (through the selection process described above) to serve up to two additional three-year terms.
5. Disciplinary Action and Dismissal
 - a. Any judge who is cited (a) for any serious violation of the provisions of the Judge's Handbook or these Rules or (b) three times or more for other violations of the same shall be reviewed by the Rules Committee of the Board of Governors.
 - b. If the Board of Governors determines that discipline or dismissal of any judge or alternate is warranted, it shall so recommend to theatreWashington management and that judge's responsibilities for the remainder of the Awards Year shall be reassigned to other current judges and alternates. The vacant position shall be filled during the next cycle of judge selection.

6. Resignation: Any judge who becomes unable to complete her/his term shall submit her/his resignation in writing to the Board of Governors. That judge's responsibilities for the remainder of the Awards Year shall be reassigned to other current judges and alternates. The vacant position shall be filled during the next cycle of judge selection.

7. Conflicts of Interest

- a. No Eligible Theatre may categorically eliminate any group of judges from adjudicating its productions.
- b. As described above, the judge selection process allows Eligible Theatres' artistic directors to raise issues regarding any judge candidate's potential conflict of interests before that candidate is placed on the Primary Ballot. They may also raise such an issue if they subsequently become aware of a judge's serious potential conflict of interests with respect to adjudicating an Eligible Theatre's productions generally or a specific production. In such case, the artistic director shall promptly notify theatreWashington in writing, specifically explaining why s/he believes the judge to be incapable of adjudicating that Theatre's production(s) fairly. If theatreWashington agrees that a judge in fact has a conflict of interests with respect to adjudicating any production of an Eligible Theatre, that judge will not be assigned to do so.