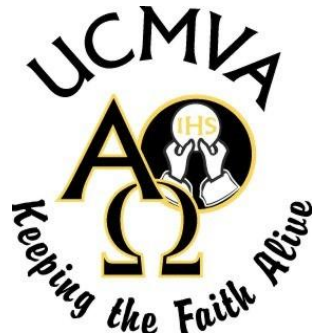


**Procedures
&
Policies Manual
For the
10th Annual Unity Awards**

August 28, 2010

Calgary Dream Centre

Calgary, Alberta Canada



United Catholic Music and Video/DVD Association

**This Is the Only Procedures and Policy Manual That You Will Receive
With Your Ballots. Please Keep This During The Entire Balloting Period For Future Reference.**

Procedures

Entry, Nominating and Balloting

10th Annual Unity Awards

The mission of the United Catholic Music and Video Association is to support, encourage, and promote the development of all forms of Catholic Music and Video/DVD.

- I. **Purpose-** The Unity Awards help the UCMVA accomplish its mission by giving public recognition by the members of the United Catholic Music and Video Association to those persons who have demonstrated excellence or significant accomplishments in the field of Catholic Evangelization through music, Video/DVD and media.
- II. **Voting Eligibility-** All persons who are members in good standing of the UCMVA in any eligible membership category, or who have submitted a complete membership application accompanied by the prescribed membership fee, by May 3 of any year shall be entitled to vote in the Unity Awards selection process with respect to the awards to be presented during that calendar year. Members in all Professional, Platinum, Benefactor, and Patron categories shall be entitled to enter and vote in all Unity Awards categories.
- III. **Award Eligibility-**
 - A. **This year, all submitted material for consideration must have been released between January 1, 2008 and December 31, 2009. Product must have General Distribution in the United States.** General Distribution is defined as (a) Mail order and/or retail sales for a recorded music/Video/DVD product that is marketed nationally. The UCMVA reserves the right to request invoices of shipment from the manufacturer to substantiate the release date eligibility.
 - B. The UCMVA has authorized the following lyric criteria for all song and Video/DVD entries in the Unity Awards: *“For purposes of Unity Award eligibility, the lyrics of all entries in the Album and Song categories will be based upon Tradition, Magestarium, and Scripture.”*
 - C. The UCMVA has authorized the following artist criteria for the Unity Awards: *“For purposes of Unity Award eligibility, all artists nominated must be actively evangelizing within the Catholic Church”*

IV Balloting Process- NEW RULES: The balloting process for the Unity Awards shall consist of three phases, namely, Nominations, Preliminary Ballot and Final Ballot. **All Nomination materials will be available ONLINE ONLY.** Once completed, Members shall mail their forms to the UCMVA office, as well as uploading their sound bits for review as per Form NF01. **The Preliminary Ballot and Final Ballot will be completed ONLINE ONLY.** BALLOTS WILL NOT BE ACCEPTED VIA MAIL – ONLINE ONLY. Registered Members will receive a Member ID# & Password to Vote online from a list provided by the President of the Association. Ballots will be available for ONLINE VOTING at a designated time. You will only be allowed to vote once. After leaving the voting site, you will not be permitted to re-enter. A sample ballot will be available for download in order to have your votes ready when voting online. Please refer to Form VB01 for Voting Online instructions and Ballot opening and closing dates. Once the Voting date is closed, you will not be allowed to enter. All votes will reviewed by an independent accounting firm approved by the UCMVA. Faxes/Mail will not be accepted for Voting Ballots. International members may fax their Nomination Forms only to the UCMVA office at 319-835-3903. The descriptions for each phase are as follows:

Phase 1: Nominations – The nomination packet and forms shall contain appropriate instructions and provisions for submitting entries in specific Unity Award categories. The United Catholic Music and Video Association reserves the right **1:** To disallow entry forms that have insufficient information to verify the entry eligibility and forms for which no contact is readily available. **2:** To place any entry into the category it deems appropriate and to rule on the eligibility of any product. **3:** To withdraw any category in any year if the Association determines there is an insufficient number of eligible entries in that category (less than 3) and, at the Association’s discretion, to place those entries in another category.

Phase 2: Preliminary Ballot – This ballot shall list, in no particular order, all eligible nominees receiving **three** or more nominations **or one nomination from a** Record, Video/DVD, or Publisher Company with the exception of Song of the Year, which requires **five member** nominations in the nominations phase.

Phase 3: Final Ballot – This ballot shall list, in no particular order, the four nominees in each category that received the votes in that category on the first ballot, with exception of the following:

1. Song of the Year and Songwriter of the Year shall list ten nominees
2. Male Vocalists of the Year, Female Vocalist of the Year, Group of the Year, Artist of the Year and New Artist of the Year, which shall list five.

Procedures

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- V. Tabulation of Ballots-** The independent firm employed by the UCMVA to supervise the Unity Awards balloting procedures shall assure that all nominations and votes comply with the following, in addition to any rules stated on each category form or ballot.
- A.** On the Nomination form, not more than three member entries may be made in any one category. On the Preliminary and Final ballots not more than one vote shall be cast in any category.
 - B.** In the event of a tie for placement on the Final ballot, the number of nominees for that category will be increased in order to include all entries which are tied. (See description in section entitled “Final Ballot” in Part IV above). The Unity Award recipient shall be the nominee that receives the most votes on the Final ballot. In the event of a tie, there will be multiple award winners. The finalists in each category shall consist of those nominees receiving the second and third largest number of votes in their respective category (for Song of the Year, there will be four finalists). In the event of a tie, there will be more than two finalists in each category (or more than four for Song of the Year).
 - C.** Only the names of the final nominees and of the Unity Award recipient(s) in each category shall be made known to the United Catholic Music and Video/DVD Association by the independent accounting firm employed to tabulate such ballots. The number of votes received by any particular nominee shall not be disclosed to anyone by said accounting firm unless so directed by resolution adopted by the UCMVA.
- VI. Announcement of Recipients-** Prior to the announcement of the recipient(s) at the annual Unity Awards presentation or such other event as may be selected by the United Catholic Music and Video Association, the name of the recipient(s) of the Unity Award in any category will only be disclosed to the President of the UCMVA by the accounting firm tabulating the ballots. Such disclosure will be restricted to persons who, in the Presidents judgement, require such information in connection with the production and/or broadcast of the Unity Awards presentation.

UCMVA 2010 - Balloting Schedule

- April 12** **Nomination Forms and Information Available ONLINE**
- May 3** **Post Date for all Nominations to Review Board and Sound Bits
Uploaded/Graphics Uploaded**
- June 7** **Preliminary Ballot Voting Site OPEN**
- June 21** **Preliminary Ballot Voting Site CLOSED**
- July 5** **Final Ballot Voting Site OPEN**
- July 19** **Final Ballot Voting Site CLOSED**

August 28, 2010 Annual Unity Awards

10th Annual Unity Awards Categories

<u>Category#</u>	<u>Category</u>
1.	Song of the Year
2.	Songwriter of the Year
3.	Male Vocalist of the Year
4.	Female Vocalist of the Year
5.	Group of the Year
6.	Artist of the Year
7.	New Artist of the Year
8.	Producer of the Year
9.	Rap/Hip Hop song of the Year
10.	Modern Rock Alternative/Rock song of the Year
11.	Gospel Song of the Year
12.	Pop/Contemporary song of the Year
13.	Praise & Worship song of the Year
14.	Devotional song of the Year
15.	Country Song of the Year
16.	Liturgical/Sacramental Album of the Year
17.	Modern Rock Alternative/Rock Album of the Year
18.	Rap/Hip Hop Album of the Year
19.	Gospel album of the Year
20.	Pop/Contemporary Album of the Year
21.	Devotional Album of the Year
22.	Country album of the Year
23.	Liturgical/Sacramental Album of the Year
24.	Instrumental Album of the Year
25.	Praise & Worship Album of the Year
26.	Children's Music Album of the Year
27.	Spanish Album of the Year
28.	International Song of Year
29.	International Album of the Year
30.	International Artist of the Year
31.	International Group of the Year
32.	Musical of the Year
33.	Youth/Children's Musical of the Year
34.	Choral Collection of the Year
35.	Spoken Word Recording of the Year
36.	International Video/DVD of the Year
37.	Animated Video/DVD
38.	Music Video/DVD of the Year
39.	Documentary/Spoken Word Video/DVD
40.	Children's Video/DVD of the Year
41.	Best Religious Television Presentation for Catholic Evangelization of the Year
42.	Video/DVD Producer of the Year
43.	Special Event Album of the Year.
44.	Special Event Video/DVD of the Year
45.	Album Packaging of the Year
46.	Video/DVD Packaging of the Year
47.	Seasonal Song of the Year
48.	Seasonal Album of the Year
49.	Best Religious Radio Presentation for Catholic Evangelization the Year