

	<b>POLICY &amp; PROCEDURE</b>	<b>PROCEDURE NUMBER</b>  701
	<b>Subject:</b> <b>COMMITTEE PROCEDURE</b>	<b>EFFECTIVE DATE:</b> <b>09/01/2011</b>

**1. COMMITTEE FUNCTIONS:**

- A. Serving on a committee of AzSI whether as a Chairman/Coordinator or member comes with an inherent responsibility to conduct activities as assigned by the AzSI Bylaws and Board of Directors. This responsibility includes but may not be limited to attending meetings; actively contributing to the business of the committee, and, acting in the best behalf of Arizona Swimming as a whole.

Membership on a committee of Arizona Swimming is also subject to AzSI policy 710 - Committee Fiduciary Duties & Obligations.

**2. COMMITTEE MEMBERSHIP**

- A. Membership of many committees is defined by the AzSI By-Laws with chairpersons either elected by the HOD or appointed by the General Chair each fiscal year. Prior to the beginning of each fiscal year, committee chairs, (continuing or newly elected/appointed) will work with General Chair to assist in preparing for the nomination of various members of the committee. While the input of the Committee Chair is always helpful, the nominations are solely within the purview of the General Chair.

- a. Such nominations by the General Chair require the ‘advice and consent’ of the AzSI Board of Directors. Committee nominations should be ready for presentation to the September Board of Directors regular meeting for confirmation.

- B. All committees will have sufficient athlete members so that 20% of votes are with athletes (1 athlete for each five member committee).
- C. All committee appointments, including athlete members, are subject to ratification by the AzSI Board of Directors.
- C. Except for elected committee Chairs, all committee appointments begin September 1<sup>st</sup> and run for one year unless the Arizona Swimming By-Laws indicated otherwise.

**3. CALL & NOTICE OF MEETING**

- A. Any and all Committee meetings must be noticed to all committee members and may be posted to the AzSI web site for general notice to AzSI membership. Notice must be at least six days prior to the meeting.
  - a. Notice to Committee members may be in writing, sent via USA Mail or via email.
  - b. Copy of the notice sent must be included with minutes submitted to AzSI

- B. In addition to notice, each meeting must have a written agenda
  - a. Such Agenda shall be sent with the call and notice of meeting as well as posted with the notice on the web.
- C. Meetings not noticed in accordance with the above must obtain a signed Call and Waiver of Notice from all committee members to be considered valid. Agenda's for such meetings are restricted to one item only.
  - a. A single negative response to call and waiver of notice shall make the meeting invalid for the purposes of Committee business.
- D. Meeting held without notice as provided in A or C above shall be invalid.

### **3. CONDUCT OF MEETINGS**

- A. All committees must have a minimum of four committee meetings per year – one each quarter.
  - a. Two of the meetings must be 'in person' committee meetings at a location independent from 'other events' such as swim meets or quick lunch between meet sessions.
  - b. The facility at which the "in person" meeting is held must have facilities for conference call. A 'speaker' on a mobile phone or other similar apparatus is generally not considered conference call facilities.
  - c. Committee members who live outside the metro area where the in-person meeting is scheduled to take place are encouraged to attend in person but may attend telephonically.
  - d. AzSI will attempt to make the AzSI Office conference room available for in-person meetings when it is available. Such request should come from the then Committee Chair. The availability of the conference room cannot be guaranteed.
- B. All meetings are open and other non-committee members of AzSI may wish to attend, either in person or telephonically.
- C. Two of the required annual meetings may be telephonic, although 'in person' is always better.
- D. Committees shall keep minutes of all meetings. All meeting minutes shall be circulated in draft form to the committee members with copy to the AzSI office for archiving.
  - a. Draft minutes should be available within two weeks after any meeting and should be approved at the next committee meeting, archived by the office and posted to the committee web page. Minutes must include copy of the Call of the meeting.
  - b. Approved minutes should be sent to the office for posting on the Committee archive on the web.

### **4. COMMITTEE PLANNING & REPORTING - DELIVERABLES**

- A. At the meeting of the Board of Directors immediately after the confirmation of the members, the committee chair shall present the committee's plan and vision for the next two years.
  - a. Recommendations of the Committee shall be prepared by the Committee and presented to the Board of Directors in the standard Motion format.
  - b. Board of Directors will discuss these recommendations with the Committee and then vote on the appropriate action.

- B. The committee chair shall prepare a written state of the sport for inclusion in the annual Report to the Membership, presented annually at the fall/winter House of Delegates meeting. The report is due to AzSI in time to be included in the HOD State of the Sport Packet 14 days prior to the HOD meeting.
  - a. Additionally an oral report to the members should be given at the meeting.
- C. Prior to the March Board of Directors the Committee Chair, with the advice of their committee, shall work with the General Chair and Treasurer to formulate a budget for the upcoming year and the quadrennium.
  - a. Such budget will be included in the annual budget presented to the House of Delegates at the spring meeting.

**5. GENERAL ITEMS**

- A. Committee chair will be provided with email, phone numbers and addresses of members of committee so that the chair may notify members of meeting and other matters.
- B. While committee meetings are open to all members of AzSI, only committee members have rights to speak and vote but the chair, at their sole discretion, may let other people who attend speak.

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**Originally Passed / Conformed:** July 2011 BOD

**Control No:** 11-001

**Updates:**