

	POLICY & PROCEDURE	POLICY NUMBER: 701
	Subject: COMMITTEE PROCEDURE	REVISED DATE: 8-11-2021

A. Committee Functions:

- a. Serving on a committee of AZSI whether as a Chairman/Coordinator or member comes with the 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.

B. Committee Membership

- a. Membership of committees is defined by the AZSI By-Laws with chairpersons either elected by the HOD or appointed by the General Chair. 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.
 - i. 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.
- d. Except for elected committee Chairs, all committee appointments begin September 1st and run for one year unless the Arizona Swimming By-Laws or AZSI Board of Directors has indicated otherwise.

C. 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. Unless otherwise provided in the AZSI Bylaws not less than six (6) calendar days written notice shall be given for any

meeting of a committee.

- i. Notice of a meeting shall contain the time, date and site and be distributed via email.
 - ii. It is recommended that each meeting have a written agenda distributed to the committee. Prior to the meeting.
- b. Meeting held without notice shall be invalid.

D. Conduct Of Meetings

- a. It is recommended that all committees meet as needed to address the specific needs their committee assigned. Meetings may be held in person, via tele-conference or via video conference.
- b. All meetings are open and other non-committee members of AZSI may wish to attend, either in person, video or telephonically when applicable. Requests for teleconference or videoconference detail may be sent to the Committee Chair.
- c. 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 file.
 - i. Minutes should be sent to the office for posting on the web.

E. Committee Planning & Reporting – Deliverables

- a. At each meeting of the Board of Directors each Committee Chair may make a report to the Board of Directors of committee meetings and plans.
 - i. Committee Chairs have the opportunity to report to the AZSI Board of Directors at regularly schedule BOD meetings. Reports may be in written but are not required in writing.
 - ii. Recommendations requiring action shall be prepared by the Committee and presented to the Board of Directors in standard Motion format one week prior to the scheduled Board of Directors meetings.
 - iii. Board of Directors will discuss these recommended actions with the Committee and then vote on the appropriate action.
- b. The committee chair may prepare a written state of the sport for inclusion in the annual Report to the Membership, presented annually to the membership.

- i. Additionally an oral report to the members may be given at the meeting.
- c. The General Chair and Treasurer will work with the Committee to formulate a budget at such times as the Board of Directors requests.
 - i. Such budget will be included in a presented to the House of Delegates. Or Board of Directors.

F. General Items

- a. Committee chair will be provided with contact information as needed from the AZSI office.
- 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.

UPDATES

<u>Date</u>	<u>By whom</u>	<u>Abstract</u>	<u>Section</u>	<u>Control #</u>
7-21-2011	BOD	All-conformed	All	
8-11-2021	BOD	2020 By;aws	All	21-11