



# Pacific Association USATF Open Women's Track Field Committee Operating Procedures

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## Article 1 - Name

The name of this Committee shall be the Pacific Association Women's Open Track & Field Committee of USA Track & Field, Inc., (PAUSATF) hereinafter referred to as "the Committee".

## Article 2 - Purpose

1. The Committee's purpose is to serve as a liaison with the USATF Women's National Track & Field Committee and with PAUSATF Women's Open Track & Field athletes.
2. To develop and implement programs which foster participation of athletes in Pacific Association track & field events.
3. To educate and help appropriate committees in the education and certification of officials and coaches for those events.

## Article 3 - Composition of the Committee

1. The officers of the Committee shall be a Chair, a Vice-Chair and a college or open coach.
2. The Chair or Vice-Chair may serve concurrently when circumstances dictated.
3. All members of this committee must be PAUSATF members and at least 18 years of age.
4. The committee shall have one member named by each member club which has at least three registered athlete members of this Association who compete in the discipline of the sport committee, and each member sports organization that participates in the discipline of the sport committee. In addition, 20% of the committee shall be comprised of active athlete members. If athlete members do not constitute twenty percent (20%) of the committee membership, the Chair of the committee shall appoint additional athlete members sufficient to achieve twenty percent (20%) athlete membership of the committee. Whenever possible, at least some of the athlete members on the committee should be athletes who have competed for the United States in international competition in the last ten years.
5. Upon approval of 2/3 of the committee, non-Pacific Association members may join the committee as non-voting members.

## Article 4 - Voting for Elected Offices

1. Elections shall take place in odd numbered years, officers of the Committee will serve for a period of two years, with no limits on re-election.

2. Installation of elected Officers shall occur at, and assumption of their duties shall occur following, the Annual Meeting of the Committee at which they were elected.
3. Voting for elective office shall be administered by the Executive Director of the PA-USATF in a manner prescribed by the Bylaws of the Pacific Association and these operating procedures and will occur before the Annual Meeting by electronic means, (e.g. E-Mail) or regular mail.
4. The PAUSATF Executive Director shall prepare and distribute at least twenty-one (21) days before the election meeting, in a manner determined to insure voting accuracy, the voting ballot for Women's Open Track & Field Officers and other elected positions using the updated active membership list as of April 30 of that year prepared.
5. Voting by the general membership of the committee shall be open for fourteen (14) calendar days commencing twenty-one days before the annual meeting and ending seven (7) days before the committee meeting.
6. The Executive Director will validate the ballots, count the ballots, and inform the entire committee of the results prior to the Association annual meeting.
7. A tie for any office will be broken by a secret ballot of those members attending the Committee annual meeting.

## **Article 5 - Meetings**

1. Annual: The annual meeting shall be held at such date, time, and place as may be fixed by the Committee and announced by requisite notice of such meeting.
2. Special: A special meeting may be called by the Executive Committee or by a number of voting members representing not less than 25% of the number of voting members. Such numbers of voting members shall present a petition bearing their signatures to the Executive Committee as authorization for such a meeting. The Executive Committee shall call such a meeting to take place not more than 45 days from the date of said petition.
3. Meeting Notices: The Chairperson shall give each voting member at least thirty (30) days written notice of all meetings of the Committee; such notice to specify the time and place of the meeting and agenda, and, in the case of a special meeting, the purpose of the meeting.
4. Meeting may be conducted in person, through electronic means, or via conference calling. How the meeting will be held must be described in Meeting Notice as stated in Item 3.
5. General Rules for meetings: The current edition of Robert's Rules of Order shall be the basis of the general rules of conduct, except where such rules are in conflict with the provisions of these Operating Procedures or the By-Laws of the Pacific Association, and, in such cases, the appropriate policies shall prevail: i.e.; By-Laws of the USATF, Operating Procedures and Regulations of the USATF, By-Laws of the Pacific Association, Operating Procedures and Regulations of the Pacific Association, and then these Operating Procedures.

- a. The minutes of all official meetings will be posted on the committee's web page within 45 days of the meeting.
- b. Meetings shall be open to all registered PA members. They will be informed at the beginning of the meeting that all discussion from the floor will be done by voting members and the Executive Committee, unless specifically asked to provide comment. Specific individuals may be allowed to present ideas on behalf of their voting member clubs instead of that club's designated voting member.
- c. A quorum shall consist of 25% of the voting members of the Committee. Roll call shall be taken at the beginning of each session.
- d. Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the Chair or if the Chair's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice vote upon oral or written petition of at least one (1) Committee member that is seconded by another Committee member.

#### **Article 6 - Officers and Their Duties**

1. Chair: The Chair shall preside at all meetings of the Committee; ensure that all duties and responsibilities of the Committee are properly and promptly carried out; appoint subcommittees as well as their Chairs with the approval of the Executive Committee as may be necessary to fulfill the duties and responsibilities of the Committee; communicate with Committee members to keep them fully informed of happenings and decisions to carry out the Committee's responsibilities; prepare an annual budget for the Committee, to be submitted to the PA Treasurer and Executive Director according to the PA bylaws.
2. Vice Chair: The Vice Chair shall, in case of disability of the Chair, serve as Chair until a successor can be elected at a special meeting called for that purpose. The Vice-Chair will assist the Chair as directed by that person. In the absence of the Chair, the Vice Chair shall assume the responsibilities of the Chair and execute the authority of the Chair; serve as ex-officio member of special subcommittees; and chair the nominations subcommittee.
3. Open/College coach shall have been an active coach with-in this division with-in the past ten years. Represent the interest of this division's coaches. The coach will communicate through electronic means, meetings, or newsletters information relevant to this Division's coaches.
4. Multiple Roles: A member of the committee may hold multiple positions but will still retain only one (1) vote.

#### **Article 7 - Subcommittees**

Special subcommittees may be created from time to time by the Chair with the approval of the voting members as may be necessary to fulfill the duties and responsibilities of this Committee. Subcommittee Chairs shall be appointed by the Chair of the Committee to. Subcommittee Chairs may be removed for good cause by the Chair of the Committee, or by a vote of consensus

by the members of the Committee, unless otherwise determined by these operating procedures or the PAUSATF Bylaws, the Chair of the Committee may appoint any number of members of the Committee to serve on a subcommittee.

### **Article 8 - Temporary Groups**

The Chair may, in conjunction with the vice-chair, appoint project groups or task forces.

### **Article 9 - Disciplinary Authority**

The Committee shall refer disciplinary actions to the PAUSATF for any member, athlete, coach, manager, official, trainer, member of the committee, and any other person or entity participating in Women's Open Track & Field events who, by neglect or by conduct, acts in a manner detrimental to the purposes of the Committee or the USATF, or who has violated any of the Operating Procedures of the Committee, or the Bylaws or Operating procedures of the PA or USATF.

### **Article 10 - Redress of Grievances**

1. A grievance complaint shall state what conduct detrimental to the best interests of athletics of the Committee has taken place, or a violation of any of the Operating Procedures of either the Committee or the Bylaws or Operating Regulations of the PA or USATF has occurred, or the rules of eligibility as defined by the IAAF have been broken.
2. Grievance Complaints shall follow the rules outlined in the PAUSATF Bylaws and Operating Regulations. They are: Grievance Complaints shall (i) be filed with the President and the executive director of the PA, (ii) be signed under oath, (iii) allege with particularity the nature of the grievance, and where appropriate, the USATF Operating Procedure, USATF or IAAF rule which has been violated or broken, and (iv) ask that the Board of Athletes of the PA take such action as may be appropriate and in accordance with its rules. Factual allegations should be separately stated in concise language with such allegations set forth in each numbered paragraph of the Grievance Complaint.

### **Article 11 - Event Coordination**

1. Schedule. The scheduling of events is to be done to best serve the competition needs of PA Women's Track & Field athletes.
  - a. Open track and field championships schedule will be approved by the President of PAUSATF, Committee Chair, Vice-Chair
  - b. The intention to conduct Women's Open Track & Field event(s) should be made known to the Chair at least ten (10) weeks prior to the event. This lead time will permit listing the event on the PA website and notification to PA open Women's athletes.
2. Race Management should guarantee the following for participating athletes:
  - a. Event must have a USATF sanction and abide by sanction requirements.

- b. All events must have USATF certified officials.
- c. The facility will be safe, and must meet USATF certification standards

### **Article 12 - Saving Clause**

Failure of literal or complete compliance with the provisions of these Operating Rules in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the members do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

### **Article 13 - Amendments**

These Operating Procedures can be amended at any meeting of the Committee or by mail or by e-mail, provided that the amendment has been submitted in writing to the Chair at least sixty days prior to the vote and provided that the Secretary has disseminated the written amendment to active, certified Committee members for their review at least thirty days prior to the vote. A vote of two-thirds of the Committee active, certified members voting shall be required to amend these Operating Procedures.