

# **OPERATING PROCEDURES OF THE PACIFIC ASSOCIATION - USATF PARA ATHLETICS COMMITTEE**

| Revision date      | Revision done by:              |
|--------------------|--------------------------------|
| August 17, 2014    | George Kleeman & George Rehmet |
| September 15, 2014 | George Rehmet                  |

[Circumstances not specifically covered in this document will defer to the Pacific Association Bylaws.]

## **Article 1 - Name**

The name of this Committee shall be the Pacific Association Para Athletics Committee of the USA Track & Field, Inc., (USATF) hereinafter referred to as "the Committee."

## **Article 2 - Purposes**

1. The Committee's purpose is to serve as a liaison with the National Para Athletics Committee and with local amateur sports organizations for Disabled Athletes which conduct regular programs.
2. To develop and implement programs which foster participation of disabled athletes in Pacific Association events.
3. To educate and help appropriate committees in the education and certification of officials and coaches for those disabled events.

## **Article 3 - Composition of the Committee**

1. The officers of the Committee shall be a Chair, a Vice-Chair, and a Secretary.
2. The Chair or Vice-Chair may serve concurrently as Secretary when circumstances dictate it.
3. Officers of the Committee will serve for a period of two years, with no limits on re-election.
4. 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.
5. In addition to the above officers, the Committee shall consist of three disabled member athletes. One member from each of the sport committees may also serve on the Para Athletes Committee.
6. All members of this committee must be PAUSATF members and at least 18 years of age.

7. Upon approval of 2/3 of the committee, non Pacific Association members may join the committee as non voting members. The purpose of such members would be to promote visibility and inclusion of Para Athletes.
8. Voting for Elected Committee Positions
  - a. Voting for elective office shall be administered by the Executive Director of the PAUSATF in a manner prescribed by the By-Laws 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.
  - b. 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 Committee officers and other elected positions using the updated active membership list as of June 30 of that year prepared.
  - c. Voting by the Para Athletes membership for 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 annual Committee meeting.
  - d. The Executive Director will validate the ballots, count the ballots, and inform the Chair, Vice-Chair, and Secretary of the Committee of the results prior to the Annual meeting.
  - e. A tie for any office will be broken by a secret ballot of those members attending the annual meeting.
  - f. All Officers of the Committee will be elected for 2 year terms.
  - g. Elections will be held in odd numbered years.
  - h. There are no term limits for Officers of the Committee.

## **Article 4 - 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 50% 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 Secretary 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 provided to each voting member within 45 days following said meeting.
- b. Meetings shall be open to all registered PA Para Athletes members, PA officers, PA heads or representatives of other committees, and their guests. Members and guests must be at least 18 years old. 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 50% of the voting members of the Committee. Roll call shall be taken at the beginning of each session.
- d. Each voting committee member shall have one (1) vote.
- e. If a vacancy in the Committee occurs, an election will be held according to Article 3, section 8.
- f. 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 5 - Officers and Their Duties

1. Chair: The Chair shall preside at all meetings of the Committee and set the agenda; 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 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 (usually July 31); report periodically to the PA Board of Athletics; recruit athletes with disabilities; promote PC/Wheelchair divisions in Pacific Association events; and may serve as ex-officio of any subcommittees.
  - a. The Chair will serve on the PA Board of Athletics.
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; chair the nominations subcommittee; and may served as ex-officio of any subcommittees..

- a. The Vice Chair may serve on the PA Board of Athletics with permission of the Committee Chair.
3. Secretary: The Secretary shall record the minutes of all meetings of the Committee, upon adjournment shall within 45 days e-mail or post on website a copy of the written minutes to each member of the Committee, and, in general, shall perform all duties normally pertaining to the office of Secretary.
4. Multiple Roles: A member of the committee may hold multiple positions but will still retain only one (1) vote.

## **Article 6 - Subcommittees**

1. 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.
2. Subcommittee Chairs shall be appointed by the Chair of the Committee to serve up to a two year term.
3. Subcommittee Chairs may be removed for good cause by the Chair of the Committee, or by a vote of two-thirds of the members of the Subcommittee, unless otherwise determined by these operating procedures or the USAT&F Bylaws.
4. The Chair of the Committee or the Subcommittee Chairs may appoint any number of members of the Committee to serve on a subcommittee.
5. After 2 years, a Subcommittee may be voted in as permanent or with a limited term of not more than 4 years by 2/3 vote of the Committee.

## **Article 7 - Temporary Groups/Task Groups**

The Chair may, in conjunction with appropriate members of the Committee, appoint project groups or task forces. No such entity shall continue beyond the term of the Chair without specific reappointment by 2/3 of the Committee.

## **Article 8 – 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 Para Athlete events who, by willful neglect or by conduct, acts in a manner detrimental to the purposes of the Committee or the PAUSATF, or who has violated any of the Operating Procedures of the Committee, or the Bylaws or Operating Regulations of the PAUSATF or USATF.

## **Article 9 - 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 PAUSATF 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 PA Para Athlete Operating Procedure, USATF, Paralympic, 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 10 - Event Coordination**

1. Schedule. The scheduling of events is to be done to best serve the competition needs of PA Para Athletes.
  - a. Race scheduling will be approved by the Chair, Long Distance Running Chair or Representative(s), Track & Field Chair or Representative(s), and the Race Directors or their representatives for each race.
  - b. The intention to conduct a Para event(s) should be made known to the Para Athletes 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 Para Athletes by e-mail.
2. Race Management should guarantee the following for participating Para Athletes:
  - a. Event must have a PA sanction.
  - b. Event should have similar awards and amenities as given to non disabled athletes.
  - c. Whenever possible, USATF certified officials familiar in officiating Para Athletes should be used for those events.
  - d. The course will be safe, particularly for Para Athletes using wheelchairs.
  - e. Note: It is understood when an event applies for a sanction, the event will comply with the Americans with Disabilities Act.

## **Article 11 - Training of Officials**

1. Training scheduling of officials will be approved by the Representatives from the Pacific Association Officials Committee.

## **Article 12 – National**

As part of the annual committee meeting or by electronic means the committee members shall nominate and elect the appropriate number of delegates that they are allowed to their corresponding national committee. The chair will cause the office to be informed of the results of the election (usually by August 31) so that the office can notify USATF of our committee representatives for the upcoming convention. Any vacancies in such positions may be filled by appointment of the chair or designee with the concurrence of the committee's executive committee, when possible.

## **Article 13 - 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 at the meeting held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

## **Article 14 - 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 Secretary 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.