

**RACE WALKING COMMITTEE OPERATING PROCEDURES**  
**Approved December 1995 • Latest Revision December 2010**

**SECTION 1**  
**NAME**

The name of this committee shall be the Race Walking Committee of USA Track & Field, hereinafter referred to as “this Committee”, and “USATF”.

**SECTION 2**  
**PURPOSES**

The purpose of this Committee is to supervise, control, coordinate and encourage race walking activity for Junior, Collegiate, Intermediate and Open men and women as a part of USATF, the national governing body of the sport of Athletics in the USA. It shall coordinate its efforts with that of the Youth Committee, NCAA, NAIA and NFHS in order to promote and encourage race walking activity within those organizations. In connection with such purpose, this Committee shall do the following insofar as they relate to race walking:

- A** Create and institute a comprehensive plan to produce and support international caliber race walkers to represent the USA in international competition(s), and athletes at the High School, Junior, Collegiate and Intermediate levels who may develop into international caliber athletes.
- B** Develop interest and participation throughout the USA and be responsible to the persons and sports organizations active in race walking.
- C** Keep athletes active in race walking informed of policy matters and reasonably reflect the views of such athletes in the policy decisions of USATF.
- D** Provide and coordinate technical information on physical training, equipment design, coaching and performance analysis in support of race walking.
- E** Encourage and support research, development and dissemination of information in the areas of sports medicine and sports safety in race walking.
- F** Provide for participation by athletes in athletic competition in race walking, in accordance with the provisions of these Operating Procedures.
- G** Provide equitable support and encouragement for participation by athletes in race walking.
- H** Sanction athletic competition in race walking in accordance with these Operating Procedures.
- I** Minimize, through coordination with other sports committees and organizations, conflicts in the scheduling of all competitions in race walking.
- J** Encourage and support sports programs in race walking for handicapped individuals.
- K** Encourage and support the recruitment and training of race walking officials and judges in coordination with the USATF Officials Committee and all international federations.

**SECTION 3**  
**AUTHORITY**

**A Powers:** This Committee shall exercise the following powers insofar as they relate to race walking:

- 1 Establish national goals and encourage the attainment of those goals in race walking;
- 2 Serve as the coordinating body for activity in race walking in the USA; and
- 3 Supervise development and competition in race walking, including national championships in the USA, and establish procedures for the determination of eligibility standards for participation in such competitions.

**B Limitation:** This Committee, in its governance of race walking in the USA, shall act only pursuant to and in accordance with the authority granted by USATF.

## **SECTION 4 DUTIES**

In addition to those duties elsewhere in these Operating Procedures, this Committee shall:

**A Jurisdiction:** Have jurisdiction over national and regional championships and team trials competitions for race walking and shall institute, approve sites for, and oversee all such championships and competitions.

**B Championships:** Award championship and team trial events for race walking to qualified directors.

**C Championship entries:** Have the right to reject any entries for competitions at any national championship or team trial or delegate this right to a subcommittee. Have the right to accept entries for competitions where athletes have not met an established performance standard or may delegate this right to a subcommittee.

**D Expenses:** Have the right to pay expenses or authorize the payment of expenses of athletes and/or teams taking part in a championship with funds authorized for that purpose.

**E Subcommittees:** Have the right to appoint subcommittees, whose members need not be members of this Committee.

**F Officials:** Approve officials for championships, team trials competitions, and international meetings involving race walking.

**G Foreign competition:** Administer all matters involving international federations in relation to race walking by working in close cooperation with USATF.

**H Open meetings:** Except on the majority vote of those present, allow the attendance at its meetings of athletic coaches, officials or representatives of any groups engaged or interested in race walking. All such invitees shall have an opportunity to speak but not a vote.

**I Officials:** Recommend officials, when empowered to do so, for international competition.

**J IAAF Race Walking Committee:** Recommend candidates for nomination to serve in the IAAF in accordance with USATF Article 22.

**K Sanctioning:** Authorize, through published guidelines, the sanctioning of competitions by the Associations in which the competitions are to be held, and take appropriate action in the case of any sanctioning dispute.

**L International competition:** In cooperation with the High Performance Division, coordinate the competition of foreign athletes in race walking in the USA and of USA athletes abroad.

**M Medical assistance:** Advise the Sports Medicine & Sciences Committee of the dates of planned national and international team trips.

**N Team staffs:** Designate coaches, managers and other personnel for events in the manner provided in USATF Article 13-D-4.

**O General:** Promote and develop activities related to race walking.

**P Awards:** Annually determine worthy recipients for and make such awards to such athletes and contributors as this Committee may deem appropriate to be presented at the annual meeting of USATF.

## **SECTION 5 MEMBERSHIP**

**A Composition:** This Committee shall be constituted as follows:

**1 Association members:** One (1) member to be named by each Association;

**2 Sports organization members:** One (1) member to be named by each sports organization listed in USATF Exhibit B and an additional two (2) members to be named by any sports organization listed in USATF exhibit B that conducts substantial programs or competitions in race walking; **[NB - intent to add RW to NCAA and NFSHA]**

**3 Other organization members:** One (1) member to be named by any sports organization listed in USATF Exhibit C-A or C-B that conducts, officiates or has coaching involvement in race walking; **[NB – intent to add RW to AAU, AAHPERD, CYO, NJCAA, NSGA, USCCA, YMCA in Exh. C-A and all in Exh. C-B]**

**4 Officials Committee member:** One (1) member to be named by and from the USATF Officials Committee.

**5 At-large members:** Five (5) at-large members to be elected by the members of this Committee;

**6 Appointed members:** {missing text in current edition} .... not to exceed ten (10) members; and

**7 Active athlete members:** That number of active athlete members which shall be at least twenty percent (20%) of the total authorized membership of this Committee, such active athletes to be selected by those registered at the meetings of USATF, who are active athletes engaged in race walking. At least twenty five percent (25%) of the active athletes shall have competed for the USA in international race walking competition held under the IAAF jurisdiction within the last 10 years subject to there being a sufficient number of international athletes to fulfill this percentage.

**B Limitations:** All members shall have the right to vote at meetings of this Committee; however, no individual member may cast a vote in more than one capacity.

**C Term:** The term for elected members of this Committee shall be four (4) years, to coincide with the Olympiad.

**D Members:** All members of this Committee shall be members of USATF in good standing.

## **SECTION 6 MEETINGS**

**A General:** This Committee shall meet annually in conjunction with and at the time and place fixed for the annual meeting of USATF or as provided in USATF Article 8. This Committee shall hold special meetings as may be called by the chair, at his or her own initiation or that of twenty percent (20%) of the membership of this Committee, upon 20 days written notice.

**B Notice of Meetings:**

**1 Annual meeting:** Notice of the annual meeting of USATF, as provided in USATF Article 8, shall constitute notice of the annual meeting of this Committee; and

**2 Special meetings:** The notice of any special meeting shall be distributed to each committee member at the direction of the USATF Member Services Committee chair upon verification that the twenty percent (20%) requirement has been met. Notice of special meetings shall be in writing, shall set forth the date, time, place and purpose of the meeting and shall be distributed to the last known address of each committee member and posted on the USATF web site.

**C Quorum:** Twenty five percent (25%) of the members of this Committee shall constitute a quorum. Roll call shall be taken at the beginning of each session.

**D Order of Business:** The business of this Committee shall be conducted in the following order. It may be modified by motion of any member or by the chair with the approval of a majority vote of this Committee.

- 1 Roll call;
- 2 Reading and /or acceptance of minutes of preceding meeting(s);
- 3 Report of officers;
- 4 Subcommittee reports (or approval of written reports);
- 5 Nominations for officers (quadrennially in the Summer Olympic year at the annual meeting) and nominating speeches;
- 6 Reports of special committees (at a predetermined time);
- 7 Elections (at a predetermined time);
- 8 Championship Site Selection Subcommittee report;
- 9 Action on proposed amendments to USATF Bylaws, Operating Regulations, ((or))Rules of Competition or to these Operating Procedures;
- 10 Unfinished business;
- 11 Resolutions (refer to USATF Article 8-H);
- 12 New business;
- 13 Installation of officers (quadrennially in the Summer Olympic year at the annual meeting); and
- 14 Adjournment.

**E Rules of Order:** Rules of order questions shall be decided by the chair in accordance with Robert's Rules of Order (Newly Revised) unless otherwise provided for in these Operating Procedures. Decisions of the chair may be appealed to this Committee's parliamentarian. The chair of this Committee shall designate a qualified parliamentarian for all meetings of this Committee.

## **SECTION 7 VOTING**

**A Supervision:** The Member Services Committee of USATF shall oversee all elections of this Committee.

**B General:** Each committee member shall have one (1) vote. Committee members representing an Association of USATF who are absent may be replaced by an alternate member of said Association whose name is given to the secretary, in writing, signed by the ranking Association officer present at the annual meeting. No committee member shall vote in more than one capacity. Except as otherwise provided for in these Operating Procedures or the USATF Bylaws, all matters shall be decided by a majority vote of those present and voting.

**C Voting method:** Motions and resolutions shall generally be by voice vote. If voice vote is inconclusive to the chair or the chair's determination is challenged, there shall 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 motion and seconding by members of this Committee.

**D Uncontested elections:** When only one (1) candidate or site is nominated, a voice or hand vote shall be permitted.

**E Contested elections:** All contested elections to be decided at the annual meeting of this Committee shall be conducted in the following manner:

### **1 Nominations:**

**a Subcommittee:** The chair of this Committee shall, as part of the chair's report, appoint a Nominations Subcommittee in the year prior to the election;

**b Nominations for chair:** Nominations for the chair of this Committee shall be made, in writing, to the secretary of this Committee and received no later than October 1 of the year of the election. Nominations for the chair will not be taken from the floor at the annual meeting. Candidates for the chair must present statements of candidacy, which must include proposed goals and activities, to be published in the Race Walking Newsletter and Annual Meeting Elections Booklet;

**c Other nominations:** Nominations other than for the chair of this Committee shall be submitted, in writing, to the secretary at least ten (10) days prior to the annual meeting or presented to the Nominations Subcommittee during the annual meeting prior to the time for nominations designated in the order of business. The secretary shall present the Nominations Subcommittee, prior to the time for nominations as designated in the order of business, with any written nominations received prior to such time;

**d Order of elections:** At the time for nominations as designated in the order of business, nominations shall be opened for all of the positions in the following order:

- i Vice chair
- ii Secretary
- iii Treasurer
- iv At-large members

Before nominations for the next position can be opened, this Committee must approve closing the nominations for the previous position; and

**e Speeches:** Immediately following all nominations, or at another designated time, the Nominations Subcommittee shall call upon one (1) nominator to speak for each candidate for a period not to exceed five (5) minutes for the chair and three (3) minutes for all other nominees. If the candidate wishes to speak to their nomination, their time shall come from the nominator's allocation. All speeches for each position shall be called alphabetically. A candidate shall not use their time allocation to promote a candidate for another office. The speeches for all nominees shall not exceed one (1) hour total.

### **2 Election process:**

**a Posting requirement:** All elections shall commence with nominations which shall take place at a predetermined time and which shall be announced and posted at least twenty four (24) hours prior to the nominations. Also, twenty four (24) hours prior to nominations, a list of eligible voting members shall be posted;

**b Voting:** Ballots shall be collected, counted and held secure by the Nominations Subcommittee or Member Services Committee. The results, to include the list of elected persons and still contested offices, shall be signed immediately by those charged with collection and count and announced to this Committee and final tallies shall be posted;

**c Run-offs:** Run-off elections shall be held if no candidate receives the majority of votes for the office. The run-off election shall be contested by the two (2) candidates receiving the greatest number of votes cast for the office in question;

**d Majority requirement:** In the election of at-large members, those candidates receiving over fifty percent (50%) of the votes in the first round shall be elected. The remaining positions shall be filled in a second round of voting. The ballot shall be made up of the number of positions remaining plus one (1). The candidates in the runoff shall be the candidates who received the highest number of votes in the previous round without being elected; and

**e Protests:** Protests concerning the eligibility to vote shall be made to the Member Services Committee no later than two (2) hours prior to the posted time for elections.

## **SECTION 8 OFFICERS**

**A Positions:** The officers of this Committee shall be: Chair, Vice Chair, Secretary and Treasurer. All officers are to be elected by this Committee quadrennially in the Summer Olympic year at the annual meeting.

**B Duties of Officers:** The officers shall perform the following duties and any other duties prescribed by these Operating Procedures, the Executive Committee, or this Committee:

**1 Chair:** The duties of the chair of this Committee shall be as follows:

**a preside** at all meetings of this Committee;

**b ensure** that all duties and responsibilities of this Committee are properly and promptly carried out;

**c appoint** subcommittees, with the approval of this Committee, as may be necessary to fulfill the duties and responsibilities of this Committee;

**d communicate** with this Committee's members to keep them informed of committee business;

**e keep** the President and the CEO informed on committee actions and recommendations;

**f attend** the Open Indoor and Outdoor Track & Field Championships;

**g attend** USATF Board of Directors meeting(s);

**h conduct** race walking Executive Committee meetings;

**i provide** a quarterly report to this Committee through the newsletter. The newsletter may be disseminated through conventional mail, email or a web site;

**j create and oversee** the implementation of a strategic plan consistent with the goals of USATF; and

**k** in general, **execute** the decisions, policies and procedures adopted by this Committee. In the period of time between the annual meetings of this Committee, changes may be made in these decisions, policies and procedures only upon a showing of substantial change in circumstances, and a two-thirds (2/3) vote of the Executive Committee. All appointments to be made by the chair should be made no later than January 15 of the year following the election.

**2 Vice chair:** The vice chair shall, in the case of disability of the chair, succeed to the office and perform the duties of the chair. He or she shall, in the absence of the chair, assume all of the responsibilities of the chair and execute the authority of that office. He or she shall be a member of the Championship Site Selection Subcommittee, serve as an ex-officio member of all special committees and subcommittees.

**3 Secretary:** The secretary shall record the minutes of all meetings of this Committee and upon adjournment shall, as soon as possible, distribute a copy of the minutes to all committee members and the CEO; and, in general perform all duties normally pertaining to the office of secretary. ((; and)

**4 Treasurer:** The treasurer shall prepare a budget at the direction of the chair and shall prepare quarterly financial reports for distribution to this Committee. The treasurer will also serve as this Committee's liaison to the Budget Committee of USATF.

**C Limitation:** No person shall serve in the same office for more than two (2) consecutive four (4) year terms.

**D Vacancy:** In the event a vacancy occurs, the Executive Committee shall select a person to fill the vacancy. If the vacancy involves the position of chair, this position shall be filled by the vice chair. For purposes of consecutive terms, an unexpired term of thirty (30) months or more shall count as a full term.

**E Removal:** Any officer of this Committee may be removed for good cause by a two-thirds (2/3) vote of those members of this Committee present and voting at an annual meeting or special meeting called for that purpose, and provided that the requisite notice for such meeting shall properly be set forth on its agenda the removal vote.

## **SECTION 9 EXECUTIVE COMMITTEE**

There shall be an Executive Committee, which shall be empowered to conduct the business of this Committee between annual meetings. The Executive Committee shall consist of the chair, the immediate past chair as a non-voting ex-officio member, vice chair, secretary, treasurer, the five (5) at-large members, and three (3) active athletes (one (1) of whom shall have competed for the USA in international race walking competition held under IAAF jurisdiction within the last ten (10) years). The active athlete members of the Executive Committee shall be selected by and from those active race walking athletes registered and in attendance at the annual meeting of USATF. The chair may appoint up to three (3) additional members to the Executive Committee.

## **SECTION 10 NATIONAL TEAM**

**A Open team:** The national open race walking team shall be the top eight (8) individual finishers in the women's 20km, men's 20km and men's 50km national championships, plus no more than four (4) additional athletes per event to be selected by the Race Walking Development Subcommittee chair(s) with the approval of the chair and vice chair of this Committee.

**B Intermediate / Under 23 team:** The national intermediate / under 23 race walking team (individuals under twenty three (23) years of age for the calendar year) shall be the top five (5) finishers from the Open Outdoor Track & Field Championships, plus one (1) additional athlete per event to be selected by the Race Walking Development Subcommittee chair(s) with the approval of the chair and vice chair of this Committee.

**C Junior team:** The national junior race walking team shall be the top six (6) finishers from the Junior Outdoor Track & Field Championships race walks. Up to two (2) additional athletes per event may be selected by the Junior Coordinator with the approval of the chair and vice chair of this Committee.

**D Team Selection:** International travel teams as designated by USATF shall be selected from the order of finish at the national championships or special trials competition from those athletes who chose to compete. In the case where a team must be named and no qualifying race can be conducted with proper advance notice, the top eligible athletes from the current calendar year's performance lists will be used for selection. The previous year lists will be included if the competition is earlier than April 1.

**E Standards:** Minimum standards for international travel teams may be set and shall be determined at the annual meeting of this Committee.

**F Level of fitness:** It is an athlete's responsibility to maintain a high level of fitness between the selection event and the competition such that the athlete can fully participate and represent USATF and the USA. The Executive Committee will provide guidelines for athletes who, by virtue of an extended time between selection and the actual competition, must assure that he or she is still capable of adequately representing USATF and the USA in competition. An athlete who cannot maintain fitness, whether through injury and/or illness, must notify the chair and team manager no later than 2 weeks prior to the announced deadline for final roster submission. An athlete who attends an international event and has failed to maintain an acceptable level of fitness may be disciplined by the Executive Committee.

**G Camp or clinic selection:** The order of selection to national team activities such as camps or clinics or other national team events shall be from the order of finish at the previous national team selection races (outdoor championships at the appropriate distances).

**H Team Staff evaluation:** Athletes who have competed in an international team competition, and members of the staff for that competition, shall evaluate the performance of all staff members prior to returning from that competition. All evaluations shall be distributed by the Team Manager. All evaluations shall be returned to the Team Manager in sealed envelopes and shall be forwarded to the secretary of this Committee who will then distribute them to the Team Staff Selection Subcommittee for review. Failure to complete the evaluation may lead to disciplinary action by the Executive Committee.

## **SECTION 11 TEAM STAFF SELECTION**

**A Overview:** Coaches, managers and other personnel positions are ones of high responsibility and hard work. Primarily, it is incumbent to select individuals whose qualifications will best serve the interests of all of the athletes and assure the most successful results possible for the entire team. Secondly, selection to these positions may be viewed in recognition of those individuals who have contributed in significant ways a minimum of 5 years to the work of this Committee. Accordingly, specific criteria for nominations and selections need to be established. Since many IAAF events recognize the position of "Team Leader", this designation shall be given to one of the Staff members prior to departing to the competition.

**B Events:** This selection criteria applies to the following competitions:

- 1 IAAF Race Walking World Cup;
- 2 Pan Am or Americas Cup of Race Walking;
- 3 USATF match competitions; and
- 4 Other international race walking team competitions as designated by USATF.

**C Team Staff Member qualifications and selection criteria:**

**1 Head Coach:** This individual shall have recent and significant experience coaching race walkers in any of the following divisions: Junior, Intermediate, Open. Preference will be given to those individuals who have coached members of the USA National Team in the last five (5) years. This individual shall be a USATF registered coach and certified through the USATF Coaches Education program.

**2 Head Manager:** This individual shall be an active member of the national Race Walking Committee for the last five (5) years. Preference will be given to those who also possess considerable local athletic administrative experience.

**3 Assistant Coach/Manager:** When appropriate, an individual may be selected to fill this position. This individual should have similar qualifications as the Head Coach and/or Head Manager. This shall be awarded in a manner that expands the future pool of applicants for the Head Coach and Head Manager positions.

**4 Selection:** All interested individuals shall submit a Race Walking Team Staff Application by October 1 of the preceding calendar year to the secretary of this Committee. All applicants shall be members of USATF in good standing.

a All of these positions require the individuals:

- 1 Have ability to act professionally as a representative of the US;
- 2 Have the ability to communicate and cooperate with all of the athletes and staff;
- 3 Have demonstrated the administrative skills necessary to plan and coordinate all aspects of travel, meals and housing;
- 4 Work well under pressure;
- 5 Function appropriately at technical meetings, contribute and be supportive of athlete

needs during practice and competition and be responsive to the individual needs of all of the athletes.

#### **5 Special categories:**

**a Athletes:** Active athletes, in addition to meeting basic criteria in 11.C. 1-4, may be considered for a team staff position. Should they be selected, their acceptance to the staff position will declare them ineligible to accept an athlete position on the corresponding team, nor compete in that team's selection race.

**b Judges and IAAF Judges as Staff:** Any judge that is selected to be a member of the Staff may not judge that Trial event. However, an IAAF Level II or III Judge may judge a Trial race if it makes that event compliant with IAAF qualifying criteria.

**6 Frequency of Service:** No individual shall serve on a team staff more than twice in the same Olympiad. The chair is an exception to this rule when serving as chef de mission at the request of the President of USATF.

**D Staff Application Distribution:** The Race Walking Team Staff application shall be distributed by placement on the USATF web site. It shall also be distributed by mail to all Association Race Walk Chairs, Association offices and former Team Staff members from the last two (2) years by the secretary of this Committee. All applications are to be distributed by July 31 and are to be returned to the secretary by October 1.

**E Selection:** All completed applications shall be distributed to the Team Staff Selection Subcommittee by October 31. The Team Staff Selection Subcommittee shall meet prior to the annual meeting of USATF. Selection will be by majority vote of the Team Staff Selection Subcommittee. All Team Staffs shall be announced to this Committee during a time allocated for reports of special committees. All Staff applicant names must also be made available.

**F Subcommittee members:** The Team Staff Selection Subcommittee shall be appointed for an Olympiad; during this time these members are not eligible to be appointed to a Staff. The Team Staff Selection Subcommittee shall be comprised of the following, at the appointment of the chair:

- 1 Athletes: one (1) athlete who has competed in international competition in the previous ten (10) years shall be represented;
- 2 Coaches: one (1) individual who has served as a coach or manager in international competition in the previous ten (10) years;
- 3 National Committee: three (3) individuals who have been active contributors to the national race walk committee in the previous ten (10) years. One of these members will be this Subcommittee chair.

**G Staff Substitution:** In the event any Team staff member shall not be able to fulfill the duties of the position to which that person has been appointed, the Chair shall appoint a substitute Team Staff Member, taking into consideration, but not being bound by, the applications received for the required position. The Chair shall have the authority to choose a substitute who meets all the eligibility criteria whether or not that person has previously submitted an application for that or any other position. All substitutions are subject to being overruled by a majority vote of the Team Staff Selection Subcommittee.

## **SECTION 12 REPRESENTATIVES AND SUBCOMMITTEES**

**A Appointments:** Representatives of this Committee to USATF committees shall be appointed by the chair as necessary.

**B Subcommittees:** Subcommittees of this Committee shall be:

- 1 Awards;
- 2 Development;
- 3 Race Walking Officials;
- 4 Event Site Selection;

- 5 Newsletter;
- 6 Marketing;
- 7 Associations;
- 8 National Teams;
- 9 Law & Legislation;
- 10 Team Staff Selection

**C Special groups:** Special subcommittees, as may be necessary to fulfill the duties and responsibilities of this Committee, may be created from time to time by the chair with the approval of the members.

**D Subcommittee chairs:** Subcommittee chairs shall be appointed by the chair of this Committee to serve a four (4) year term to run concurrently with the term of the chair. Subcommittee chairs may be removed for good cause by the chair of this Committee or by a vote of two-thirds (2/3) of the members of this Committee.

**E Members:** Unless otherwise determined by these Operating Procedures or the USATF Bylaws, the chair of this Committee or the subcommittee chair may appoint any number of members to serve on a subcommittee.

**F Relational appointments:** Any individual appointed to represent this Committee on a USATF administrative or development committee shall be a member of the related subcommittee of this Committee.

## **SECTION 13 EVENT SITE SELECTION**

**A General procedure:** All race walking national championships and special trial races shall be awarded at the annual meeting of this Committee. When special circumstances warrant (e.g., time sensitivity relating to team selection), the Executive Committee may award national championships or special trials races between the Annual Meetings of USATF by a two-thirds (2/3) vote. Selection shall be made from those written bids properly filed. Bids are to be filed no later than sixty (60) days prior to the annual meeting of USATF. Six (6) copies of each bid are to be sent to the chair of the Event Site Selection Subcommittee, and one (1) copy is to be sent to the USATF National Office.

**B Form:** Bids shall be submitted, in writing, in the form prescribed by USATF for bids for national championship meets, or as otherwise approved by this Committee in the absence of a USATF prescribed bid form.

**C Members:** The makeup of the subcommittee shall reflect the broad range of participation in and with this Committee and include the following members:

1. Chair: appointed by the Chair of the National Race Walk Committee.
2. Athletes: two (2) athletes, one (1) male and one (1) female, both of whom have competed in international competition in the last 10 years, and appointed by the Chair of the National Race Walk Committee.
3. Official: One (1) member of the Race Walk Committee's Official's Subcommittee and appointed by the Chair of the National Race Walk Committee.
4. Two representatives selected by the Masters Race Walk Subcommittee of Masters Track & Field, preferable one (1) male and one (1) female active in race walking.
5. Coordinator of the USATF Race Walk Grand Prix Circuit.

**D Specific procedures:** The procedures of the Event Site Selection Subcommittee will be substantially as follows:

**1 Information:** Packets of all bids received together with course certification maps and attachments shall be sent to each subcommittee member for review and evaluation;

**2 Bid presentations:** A schedule of appointments shall be created and sent to each bidder;

**3 Bid meetings:** In conjunction with the annual meeting of this Committee, each bidder will meet with the Event Site Selection Subcommittee for ten (10) to twenty five (25) minutes to update and answer the questions of the subcommittee; and

**4 Selection:** Following the meetings with the bidders, the Subcommittee will, in closed session, review and evaluate each bid. The Subcommittee will then prepare a slate of Championships to present to this Committee for final approval.

**E Approval process:** Should any event or events be pulled for discussion, the unaffected portions of the slate shall be approved prior to the discussion of the pulled items.

**F Vacancy of an award:** In the event the successful bidder is unable to stage the competition, the competition will first be offered to the bidder whose acceptable proposal received the next highest number of votes cast. The committee may then decide to search for a new bidder, or to not conduct the event in that year.

**G Regional awards:** Regional championships shall be awarded by regional committees in a manner similar to the foregoing. Regional committees shall attempt to follow the direction of the national championship schedule and should not conduct events that conflict with a national championship that is scheduled within their region, whenever possible, to assure the best possible attendance at all events.

## **SECTION 14 SAVING CLAUSE**

Failure of literal or complete compliance with the provisions of these Operating Procedures 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 of this Committee at meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

## **SECTION 15 CONFLICTS**

In the event that any provision of these Operating Procedures conflicts with any federal, state or local laws, or the Bylaws, Operating Regulations or Rules of Competition of USATF, said provision of these Operating Procedures shall be void, however, all other provisions of these Operating Procedures shall be unaffected thereby and continue in full force and effect.

## **SECTION 16 AMENDMENTS**

**A General rule:** Amendments to these Operating Procedures shall be considered by this Committee as follows:

**1 Consideration:** Amendments to the Operating Procedures of this Committee shall be considered at the annual meeting of this Committee in every odd numbered year, or when so directed by the chair; and

**2 Super-majority vote:** Amendments to the Operating Procedures shall require a two-thirds (2/3) vote of those members present and voting.

**B Exceptions:** Notwithstanding paragraph A-1 above, amendments may be considered at any meeting of this Committee in any of the following circumstances:

**1 Tabled items:** To act on a tabled amendment proposal;

**2 Conform to law:** To make the Operating Procedures conform to federal or local law or regulation;

**3 Conform to Bylaws:** To make the Operating Procedures conform to USATF Bylaws or Operating Procedures;

**4 Conform to Rules:** To make the Operating Procedures conform to USATF Rules of Competition; or

**5 Emergency situations:** In emergency circumstances, upon ninety percent (90%) vote at any meeting of this Committee.

**C Time of submission:** No changes

**D Form of submission:** The proposed amendments shall be in such a form as to show the entire section, subsection or paragraph, as the case may be, as it will read if adopted, with all proposed language underlined, and all proposed deleted language in double parentheses. It shall be sent in such form to the Law & Legislation Subcommittee chair of this Committee.

**E Persons submitting:** All proposed amendments must be first recommended for approval at the time of submission by someone other than the submitter who shall be either the chair of any subcommittee, any member of the Law & Legislation Subcommittee, the race walking representative of any Association, the at-large members of this Committee, or any of the officers of this Committee. Such approval must be in writing, dated, and placed on the proposal when submitted.

**F Effective date:** Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective immediately.