

# **SECTION IV • COMMITTEES**

## SECTION 1 DUTIES

The Men's Track & Field Committee of USA Track & Field shall operate in the following manner:

**A Championships:** The committee shall:

- 1 Have jurisdiction over the national, regional, and sectional championships in the sport of men's track and field, and shall institute, locate, conduct, and manage all such championships;
- 2 Award championship events for men's track and field;
- 3 Have the right to reject any entries for competitions (if deemed objectionable) at any national championship, and may delegate this right to a subcommittee;
- 4 Have the right to pay or authorize the payment of expenses of athletes and/or teams taking part in the championships with funds appropriated for that purpose;
- 5 Have the right to appoint subcommittees, whose members need not be members of the sport committee, to manage but not conduct the various championships; and
- 6 Approve officials for championships and international meetings involving men's track and field.

**B Domestic competition:** The committee shall 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.

**C International competition activities:** The committee shall:

- 1 In cooperation with the International Competition Committee, coordinate the competition of foreign athletes in men's track and field in the US. and its US. athletes abroad. However, no commitment for holding of international competition between athletes of the US. and athletes of any other nation or nations, whether to be held in the United States or abroad, shall be made without the prior authorization and approval of the sport committee(s) concerned;
- 2 Administer all matters involving foreign countries in relation to men's track and field by working in close cooperation with the Board;
- 3 Recommend candidates for nomination to serve in the IAAF in accordance with Article 22;
- 4 Recommend officials, when empowered to do so, for international competition for men's track and field; and
- 5 Advise the Sports Medicine & Science Committee as to dates of planned national and international team trips.

**D Executive committee:** The committee shall establish an executive committee to perform its duties between annual meetings. The constituency of this executive committee shall be within the discretion of this committee, except that (1) the number of active athletes shall be at least twenty percent (20%) of the membership, and (2) at least one-third of its membership shall consist of individuals whose vocation includes the administration or coaching of school /college community track and field.

**E General:** The committee shall:

- 1 Except upon majority vote of those present, allow the attendance at its meetings of Athletics coaches, officials, or representatives of any group engaged in men's track and field, allowing such invitees voice but no vote;
- 2 Upon approval of the Board, authorize additional committee members to insure proper representation of national sports organizations involved in men's track and field. If the committee considers its representation inadequate, it may appeal to the Board; and
- 3 Promote and develop activities related to men's track and field.

## SECTION 2 COMMITTEE DEFINITIONS

The disciplines and age categories under the control of this committee are as follows:

**A Age categories:**

- 1 Open athletes are of any age 14 years and over;
- 2 Junior athletes are at least age 14 and shall not turn 20 during the year of competition.

**B Jurisdiction:** This committee has jurisdiction over indoor and outdoor track and field activity for junior and open men, not including track races greater than 10,000 meters.

## MAKEUP

The committee shall be constituted as follows:

- A Association members:** One (1) member to be named by each Association;
- B Amateur sports organization members:** One (1) member to be named by each amateur sports organization listed in Exhibit B and an additional two (2) members to be named by any amateur sports organizations listed in Exhibit B that conduct substantial programs or competitions in the sports discipline of the particular committee;
- C Other organization members:** One (1) member to be named by any amateur sports organizations listed in Exhibit C-1 or C-2 that conduct, officiate, or has coaching involvement in the sports discipline of the particular committee;
- D Athletics for the Disabled members:** One (1) member to represent the collective members of the NGB which are listed in Exhibit C-3, such member to be selected by the Athletics for the Disabled Committee;
- E Officials Committee member:** One (1) member to be named by and from the Officials Committee;
- F At-large members:** Five (5) at-large members to be selected by the members of the committee;
- G Elected officers and other positions:** Any person elected by the committee to serve in an officer position, such number not to exceed ten (10) additional members; and
- H Active athlete members:** That number of active athlete members which shall be at least twenty percent (20%) of the total authorized membership of the committee, such active athletes to be selected by those registered attendees at the meetings of the NGB who are active athletes engaged in the particular sport discipline of the committee.

## SECTION 4 CREDENTIALS OF COMMITTEE REPRESENTATIVES

Not later than two (2) months prior to the meeting, each Association, organization, or body responsible for selecting committee representatives as provided in Procedure 3 shall certify in writing to the national office of the NGB the names, addresses, and telephone numbers of committee representatives. Upon arrival at the meeting, the chair of each delegation shall report whether there are any changes in the certification at the time he or she registers. The names of certified committee representatives shall be available for inspection.

## SECTION 5 CHALLENGES OF COMMITTEE REPRESENTATIVES

Challenges to certified committee representatives and petitions by uncertified committee representatives to be seated shall be heard and voted upon by the committee. A challenged committee representative shall not vote in any vote regarding his or her own credentials, but until and unless a challenged committee representative is voted upon unfavorably, he or she may vote on other challenges and petitions. An uncertified committee representative shall have no voting power whatsoever until and unless voted upon favorably by the committee.

## SECTION 6 RULES OF ORDER

Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (Newly Revised), unless otherwise provided in these Procedures. Decisions by the chair may be appealed to the NGB. The chair shall designate a qualified parliamentarian for all meetings of this committee.

## REGISTRATION

In order to be a participant in the annual meetings of the NGB, all attendees must be registered participants. In other cases, nonregistered attendees will not be allowed the right to participate in discussion, voting, lobbying, etc. Invited guests may make specific presentations at designated meetings or assemblies.

## SECTION 8 TERM OF MEMBERS

Unless otherwise provided for, the term for members to this committee shall be two (2) years.

## SECTION 9 COMMITTEE MEMBERSHIP AND NOTIFICATION

- A Notification:** No election, selection, or appointment to a committee shall be effective until the National Office of the NGB is formally notified by the organization or other party entitled to make same. Vacancies in the committee shall be filled by the committee, individual, organization, or group entitled to appoint the vacant committee membership position. The Athletes Advisory Committee chair may appoint an active athlete to fill a vacancy and/or serve as a voting alternate.
- B Elections:** The provisions of Article 8-F of the Bylaws shall apply to the elections process of this committee. The committee shall be free to adopt other portions of Article 8, or other rules not in conflict with those in Article 8-F.
- C Alternates:** The individual or group electing or selecting members of any committee or subcommittee (other than committee members elected by the NGB or its Board) may, at the time of appointment, designate an alternate. Appointment of alternates shall be reported to the National Office in a timely manner.
- D Members:** All elected and appointed members of this committee shall be members of the NGB or representatives of clubs, schools, colleges, or organizations which are members of the NGB.
- E Termination:** Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees.

## SECTION 10 COMMITTEE MEETINGS

The committee shall hold its annual meeting in conjunction with the annual meeting of the NGB. The committee shall hold such special meetings as may be called by the chair, at his or her own initiative or that of twenty percent (20%) of the membership of the committee, upon twenty (20) days' written notice. The notice of a special meeting shall be distributed to all committee members at the direction of the Member Services Committee chair upon verification that the requirement of twenty percent (20%) has been met. The notice of a special meeting shall be in writing, setting forth the date, time, place, and purpose of the meeting, and shall be mailed to the last known address of each committee member.

## SECTION 11 QUORUM

A quorum for any committee meeting shall consist of twenty-five percent (25%) of its members.

## SECTION 12 ATHLETE REPRESENTATION

The committee, and all subcommittees, shall consist of at least twenty percent (20%) active athletes. At least twenty-five percent (25%) of the active athletes shall have competed for the United States in international competition held under IAAF jurisdiction within the last ten (10) years, if such athletes are available.

# COMMITTEE RESPONSIBILITY

Any committee project or grant which requires applicants to file a written request form must also require a certification that the applicant's Association president and sport chair (if appropriate) have been notified of the application. If the committee awards funding for projects or events to be held in any Association must notify the Association president in writing of the date and scope of the activity to be held in the Association.

## SECTION 14 COMMITTEE CHAIR

The chair of this committee shall be elected in even numbered years for a two-year term.

**A Election of the chair:** The following are general rules for committee elections:

- 1 Supervision:** The Member Services Committee shall appoint a three-person elections panel for each committee holding elections, none of whom shall be a voting member of that committee and at least one (1) of whom must be an active athlete not involved in the discipline of the committee. This panel shall consult with the chair of the committee or his/her designee (e.g. an elections chair) prior to the beginning of the elections process (including nominations). This panel shall establish the roster of eligible voters, shall adjudicate all issues regarding delegate credentials, shall supervise the elections process, and may conduct the elections when requested, and shall intervene in an election when requested by any ten (10) committee members;
- 2 Procedures:** Written guidelines for committee elections shall be prepared and updated by the Member Services Committee as approved by the Law & Legislation Committee;
- 3 Posting:** All elections shall take place at a predetermined time which shall be posted for at least twenty-four (24) hours prior to the election. The notice of election shall include a list of names and voting affiliations of all persons eligible to vote provided by Member Services;
- 4 Ballots:** Written ballots shall be used for all contested elections;
- 5 Run-offs:** Run-off elections shall be conducted in accordance with the majority requirement (see Article 8-D-5 of the Bylaws); and
- 6 Voting eligibility:** Regardless of internal committee rules, only those members of a committee set forth by the Bylaws of the NGB as bona fide members or their properly registered alternates shall be eligible to vote (see Article 14-D, Article 15, Article 16, and Exhibit F).

**B Duties of the chair:** The chair shall:

- 1 Preside** at all meetings of the committee;
- 2 Ensure** that all duties and responsibilities of the committee are properly and promptly carried out;
- 3 Appoint** subcommittees, with the authorization of the committee, as may be necessary to fulfill the duties and responsibilities of the committee.;
- 4 Communicate** with the committee members to keep them fully informed of events concerning the committee and decisions made to carry out the committee's responsibilities;
- 5 Keep** the President and Chief Executive Officer informed on all committee actions and recommendations; and
- 6 Appoint** a vice-chair and secretary whose duties shall be as follows:
  - a Vice-chair:**
    - i In the absence of the chair, presides at meetings of the committee; and
    - ii Performs other duties as assigned by the chair.
  - b Secretary:**
    - i Cause to be kept and promptly forwarded to all committee members and the Chief Executive Officer copies of the minutes of all meetings of the committee;
    - ii Takes attendance at the meetings of the committee;
    - iii Is responsible for the correspondence of the committee: and
    - iv Performs other duties as assigned by the chair; and
- 7 Appoint** members of other committees as required in the Bylaws.

**C Vacancy of the Chair:** When the chair of the committee is vacant, the position shall be filled by the Vice-Chair until the next regular meeting, at which time an election shall be held for the remainder of the term.

**D Removal of the Chair:** The chair may be removed for good cause by a two-thirds vote of the members at an annual meeting or at a special meeting called for that purpose providing that the members of the committee shall receive notice of the proposed action at least twenty (20) days prior to the meeting.

## SECTION 1 DUTIES

The Women's Track & Field Committee of USA Track & Field shall operate in the following manner:

**A Championships:** The committee shall:

- 1 **Have** jurisdiction over the national, regional and sectional championships in the sports of women's track & field and cross country, and shall institute, locate, conduct and manage all such championships;
- 2 **Award** championships events for women's track & field and cross country;
- 3 **Have** the right to reject any entries for competitions (if deemed objectionable) at any national championship, and may delegate this right to a subcommittee;
- 4 **Have** the right to pay or authorize payment of expenses of athletes and/or teams taking part in the championships with funds appropriated for that purpose;
- 5 **Have** the right to appoint subcommittees, whose members need not be members of the sport committee, to manage but not conduct the various championships; and
- 6 **Approve** officials for championships and international meetings involving women's track & field and cross country.

**B Domestic competition:** The committee shall 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.

**C International competition activities:** The committee shall:

- 1 In cooperation with the International Competition Committee, coordinate the competition of foreign athletes in women's track & field and cross country in the U.S. and U.S. athletes in women's track & field and cross country abroad. However, no commitment for holding of international competition between athletes of the U.S. and athletes of any other nation or nations, whether to be held in the United States or abroad, shall be made without the prior authorization and approval of the sport committee(s) concerned;
- 2 Administer all matters involving foreign countries in relation to women's track & field and cross country by working in close cooperation the USATF Board of Directors;
- 3 Recommend candidates for nomination to serve in the IAAF in accordance with Article 22 of the USATF Bylaws;
- 4 Recommend officials, when empowered to do so, for international competition in women's track & field and cross country; and
- 5 Advise the Sports Medicine & Science Committee as to the dates of planned national and international team trips.

**D Executive committee:** The committee shall establish an executive committee to perform its duties between annual meetings. The constituency of the executive committee shall be within the discretion of this committee, except that (1) the number of active athletes shall be at least twenty percent (20%) of the membership, and (2) at least one-third of its membership shall consist of individuals whose vocation includes the administration or coaching of school/college community track & field.

**E General:** The committee shall:

- 1 Except upon majority vote of those present, allow the attendance at its meetings of Athletics coaches, officials, or representatives of any group engaged in women's track & field or cross country, allowing such invitees voice but no vote;
- 2 Upon approval of the Board of Directors, authorize additional committee members to insure proper representation of national sports organizations involved in women's track & field and cross country. Any organization which considers its representation inadequate may appeal to the Board of Directors;
- 3 Have the authority to designate coaches and managers for the United States Olympic Festival in the manner set forth in Article 15-N of the USATF Bylaws; and
- 4 Promote and develop activities related to women's track & field and cross country.

## COMMITTEE DEFINITION

The disciplines and age categories under the control of this committee are as follows:

**A Age categories:**

- 1 Open athletes are of any age 14 years and over;
- 2 Junior athletes are at least age 14 and shall not turn 20 during the year of competition.

**B Jurisdiction:** This committee has jurisdiction over indoor and outdoor track & field activity and cross country running for junior and open women, not including track races of greater than 10,000 meters.

## SECTION 3 MAKEUP

The committee shall be constituted as follows:

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

**B Sports organization members:** One (1) member to be named by each sports organization listed in Exhibit B to the USATF Bylaws and an additional two (2) members to be named by any sports organizations listed in Exhibit E that conduct substantial programs or competitions in women's track & field and/or cross country.

**C Other organization members:** One (1) member to be named by any other sports organizations listed in Exhibit C-1 or C-2 to the USATF Bylaws that conduct, officiate, or have coaching involvement in women's track & field and/or cross country;

**D Athletics for the Disabled members:** One (1) member to represent the collective members of USATF which are listed in Exhibit C-3 to the USATF Bylaws, such member to be selected by the Athletics for the Disabled Committee;

**E Officials Committee member:** One (1) member to be named by and from the Officials Committee;

**F At-large members:** Five (5) at-large members to be selected by the members of the committee;

**G Elected officers and other positions:** Any person elected by the committee to serve in an officer position, such number not to exceed ten (10) additional members; and

**H Active athlete members:** That number of active athlete members which shall be at least twenty percent (20%) of the total authorized membership of the committee, such active athletes to be selected by those registered attendees at the meetings of USATF who are active athletes engaged in women's track & field or cross country.

## SECTION 4 CREDENTIALS OF COMMITTEE REPRESENTATIVES

Not later than two (2) months prior to each meeting of USATF, each Association, organization, or body responsible for selecting representatives to this committee as provided in Procedure 3 shall certify in writing to the national office of USATF the names, addresses, and telephone numbers of the committee representatives. Upon arrival at the meeting, the chair of each delegation shall report whether there are any changes in the certification at the time he or she registers. The names of certified committee representatives shall be available for inspection.

## SECTION 5 CHALLENGES OF COMMITTEE REPRESENTATIVES

Challenges to certified committee representatives and petitions by uncertified committee representatives to be seated shall be heard and voted upon by the committee. A challenged committee representative shall not vote in any vote regarding his or her own credentials, but until and unless a challenged committee representative is voted upon unfavorably, he or she may vote on other challenges and petitions. An uncertified committee representative shall have no voting power whatsoever until and unless voted upon favorably by the committee.

## RULES OF ORDER

Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (Newly Revised), unless otherwise provided in the USATF Bylaws. Decisions by the chair may be appealed to USATF. The chair shall designate a qualified parliamentarian for all meetings of this committee.

### SECTION 7 REGISTRATION

In order to be a participant in the annual meetings of USATF, all attendees must be registered participants. In other cases, nonregistered attendees will not be allowed the right to participate in discussion, voting, lobbying, etc. Invited guests may make specific presentations at designated meetings or assemblies.

### SECTION 8 TERM OF MEMBERS

Unless otherwise provided for, the term for members of this committee shall be two (2) years, and shall commence at the conclusion of the USATF meeting in each even-numbered year.

### SECTION 9 COMMITTEE MEMBERSHIP AND NOTIFICATION

- A Members:** No election, selection, or appointment to this committee shall be effective until the National Office of USATF is formally notified by the organization or other party entitled to make same. Vacancies in this committee shall be filled by the committee, individual, organization, or group entitled to appoint the vacant committee membership position. The Athletes Advisory Committee chair may appoint an active athlete to fill a vacancy and/or serve as a voting alternate.
- B Elections:** The provisions of Article 8-F of the USATF Bylaws shall apply to the elections process of this committee (see Article XV of these operating regulations). The committee shall be free to adopt other portions of Article 8 of the USATF Bylaws, or other rules not in conflict with those in Article 8-F.
- C Alternates:** The individual or group electing or selecting members of this committee or any subcommittee thereof (other than members elected by USATF or its Board) may designate an alternate. Appointment of alternates shall be reported to the National Office in a timely manner.
- D USATF membership:** All elected and appointed members of this committee shall be members of USATF or representatives of clubs, schools, colleges, or other organizations which are members of USATF.
- E Termination:** Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees.

### SECTION 10 COMMITTEE MEETINGS

The committee shall hold its annual meeting in conjunction with the annual meeting of USATF. The committee shall hold such special meetings as may be called by the chair, at his or her own initiative or that of twenty percent (20%) of the membership of the committee, upon twenty (20) days' written notice. The notice of a special meeting shall be distributed to all committee members at the direction of the Member Services Committee chair upon verification that the requirement of twenty percent (20%) has been met. The notice of a special meeting shall be in writing, setting forth the date, time, place, and purpose of the meeting, and shall be mailed to the last known address of each committee member.



## SECTION 11 QUORUM

A quorum for any meeting of this committee shall consist of twenty-five percent (25%) of its members.

## SECTION 12 ATHLETE REPRESENTATION

This committee, and all of its subcommittees, shall consist of at least twenty percent (20%) active athletes. At least twenty-five percent (25%) of the active athletes shall have competed for the United States in international competition held under IAAF jurisdiction within the last ten (10) years, if such athletes are available.

## SECTION 13 COMMITTEE RESPONSIBILITY

Any committee project or grant which requires applicants to file a written request form must also require a certification that the applicant's Association president and sport chair (if appropriate) have been notified of the application. If the committee awards funding for projects to be held in any Association, the committee must notify the Association president in writing of the date and scope of the activity to be held in the Association.

## SECTION 14 COMMITTEE CHAIR

- A Election:** The chair of this committee shall be elected in even numbered years for a two-year term.
- B Duties:** The chair shall:
- 1 Preside at all meetings of the committee;
  - 2 Ensure that all duties and responsibilities of the committee are properly and promptly carried out;
  - 3 Appoint subcommittees, with the authorization of the committee, as may be necessary to fulfill the duties and responsibilities of the committee;
  - 4 Communicate with the committee members to keep them fully informed of events concerning the committee and decisions made to carry out the committee's responsibilities;
  - 5 Keep the USATF President and CEO informed on all committee actions and responsibilities;
  - 6 Cause to be kept and promptly forwarded to all committee members and the CEO copies of the minutes of all meetings of the committee; and
  - 7 Appoint a secretary, whose duties shall be to:
    - a Keep and promptly forward to all committee members and the CEO copies of the minutes of all meetings of the committee;
    - b Take attendance at the meetings of the committee;
    - c Take responsibility for the correspondence of the committee; and
    - d Perform other duties as assigned by the chair.
- C Vacancy:** When the chair of the committee is vacant, the position shall be filled by a vote of the committee as a whole by mail ballot.
- D Removal:** The chair may be removed for good cause by a two thirds vote of the members at an annual meeting or at a special meeting called for that purpose providing that the members of the committee shall receive notice of the proposed action at least twenty (20) days prior to the meeting.

## COMMITTEE ELECTIONS

The following general rules for committee elections, from Article 8-F of the USATF Bylaws, shall apply to all elections of this committee:

- A Supervision:** The Member Services Committee shall appoint a three-person elections panel for each committee holding elections, none of whom shall be a voting member of that committee and at least one (1) of whom must be an active athlete not involved in the discipline of the committee. This panel shall consult with the chair of each committee or his/her designee (e.g. an elections chair) prior to the beginning of the elections process (including nominations). This panel shall establish the roster of eligible voters, shall adjudicate all issues regarding delegate credentials, shall supervise the elections process, and may conduct the elections when requested, and shall intervene in an election when requested by ten (10) committee members.
- B Procedures:** Written guidelines for committee elections shall be prepared and updated by the Member Services Committee as approved by the Law & Legislation Committee;
- C Posting:** All elections shall take place at a predetermined time which shall be posted for at least twenty-four (24) hours prior to the election. The notice of election shall include a list of names and voting affiliations of all persons eligible to vote provided by Member Services.
- D Ballots:** Written ballots shall be used for all contested elections;
- E Run-offs:** Run-off elections shall be conducted in accordance with the majority requirement (see Article 8-D-5 of the USATF Bylaws); and
- F Voting eligibility** Regardless of internal committee rules, only those members of a committee set forth by the Bylaws of USATF as bona fide members or their properly registered alternates shall be eligible to vote (see Article 14-D, Article 15, Article 16, and Exhibit F of the USATF Bylaws). Such members must be credentialed by the panel from Member Services prior to the nominations, and again prior to the actual election if held in a different session.

# MEN'S LONG DISTANCE RUNNING COMMITTEE OPERATING PROCEDURES

Approved December 1995 • Latest Revision December 1998

## SECTION 1 NAME

The name of this committee shall be the Men's Long Distance Running Committee of USA Track & Field. It shall be abbreviated as "Men's LDR," "MLDR," or "the Committee" for purposes of brevity.

## SECTION 2 COMMITTEE DEFINITIONS

The disciplines and age categories under the control of this committee are as follows:

### A Age categories:

- 1 Open athletes are of age 16 and over.
- 2 Junior athletes are at least age 14 and shall not turn 20 during the year of competition.

**B Jurisdiction:** This Committee has jurisdiction over off-track running at all distances, track running over 10,000 meters, and cross country running for junior and open men.

**C Other definitions:** These other common terms are used in the following manner in these procedures:

- 1 AAC: The Athletes Advisory Committee of USATF.
- 2 Board of Directors or Board: The Board of Directors of USATF.
- 3 Executive committee: The executive committee of this Committee.
- 4 IAAF: The International Association of Athletics Federations.
- 5 ICC: The International Competition Committee of USATF.
- 6 MLDR: This Committee, the Men's Long Distance Running Committee of USATF.
- 7 USATF: USA Track & Field.
- 8 USOC: The United States Olympic Committee.

## SECTION 3 DUTIES

The Men's Long Distance Running Committee of USA Track & Field shall operate in the following manner:

**A Championships:** The Committee shall:

- 1 Have jurisdiction over **national and regional USATF championships** in the sport of men's long distance running, and shall institute, locate, conduct, and manage all such championships, or shall assign responsibilities in a written contract or agreement;
- 2 Award championship events for men's long distance running:

*Dates to be determined by the Cross Country Subcommittee:*

Open Men's Cross Country	Junior Men's Cross Country
9,500 to 12,500 meters	7500 to 8500 meters

*Dates to be bid:*

<i>Open Men's Road Running</i>	<i>Junior Men's Road Running</i>
5 kilometers	5 kilometers
8 kilometers	8 kilometers
10 kilometers	10 kilometers
12 kilometers	12 kilometers
15 kilometer	15 kilometer
20 kilometers	20 kilometers
25 kilometers	Half-marathon (21.097 kilometers)
Half-marathon (21.097 kilometers)	Marathon Road Relay (10k/5k/10k/5k/12.2k)

Marathon (42.194 kilometers)  
Marathon Road Relay (10k/5k/10k/5k/12.2k)

*Open Men's Track Running*

One hour run

*Junior Men Track Running*

One hour run

*Open Men's Ultrarunning (Track or Road)*

50 kilometers

100 kilometers

24 hours awarding vote of the committee.

**NOTE:** Other distances may be approved by an

- 3 Have the right to determine qualified entrants or to reject any entries for competitions (if deemed objectionable) at any national championship, and may delegate this right to a subcommittee;
- 4 Have the right to pay or authorize the payment of expenses of athletes and/or teams taking part in the championships with funds appropriated for that purpose;
- 5 Have the right to appoint subcommittees, whose members need not be members of the full Committee, to manage but not conduct the various championships; and
- 6 Approve officials for championships and international meetings involving men's long distance running.

**B Domestic competition:** The Committee shall 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.

**C International competition activities:** The Committee shall:

- 1 In cooperation with the ICC, coordinate the competition of foreign athletes in men's long distance running in the USA, and USA athletes abroad. However, no commitment for holding of international competition between athletes of the USA, and athletes of any other nation or nations, whether to be held in the United States or abroad, shall be made without the prior authorization and approval of the Committee;

*event*

Olympic Marathon

World Championships Marathon

World Cup Marathon

World Cross Country Championships

World Half-marathon Championships

World Road Relay Championships

Pan American Games Marathon

Invitational events

*qualifying procedure*

Top three at specified trials event

Selection from 18-month marathon list or from a selection race or a combination

Selection from 24-month marathon list or from a selection race or a combination

Top nine available open men (for 12km), top six available open men (for 4km), and top six available junior men (for junior 8km) at the National Cross Country Championships or Trials specifically awarded by the Committee for such purpose (NOTE: Juniors must remain juniors during the year of the world championships)

Selection from 10-km, 15-km, 20-km, and Half-marathon lists from the last 18 months and/or selected national championship events

Selected from 18-month lists at various distances

Selection from 24-month marathon list or from a selection race or a combination

Selected from 24-month lists at various distances

- 2 Administer all matters involving foreign countries in relation to men's long distance running by working in close cooperation with the Board and ICC;
- 3 Recommend candidates for nomination to serve in the IAAF in accordance with Article 22, such recommendation only for the Cross Country and Road Running Committee; and
- 4 Recommend officials, when empowered to do so, for international competition for men's long distance running.

**D Executive committee:** The Committee shall establish an executive committee of between nine (9) and eleven (11) members to perform its duties between annual meetings. The members of the executive committee shall be named by the chair and approved by the full Committee, with the provisos that (1) the number of active athletes shall be at least twenty percent (20%) of the membership, and (2) at least twenty percent (20%) of the membership shall be individuals whose vocation includes the administration or coaching of school /college community cross country running or long distance running.

**E General:** The Committee shall:

- 1 Except upon 75% vote of those present, allow the attendance at its meetings of athletes, coaches, officials, or representatives of any group engaged in men's long distance running, allowing such invitees voice but no vote;

- 2 Upon approval of the Board, authorize additional committee members to insure proper representation of national sports organizations involved in men's long distance running. If the organization considers its representation inadequate, it may appeal to the Board of Directors:
 

NCAA .....	three votes	NFSHSA.....	one vote
NAIA .....	three votes	RRCA.....	three votes
NJCAA .....	three votes	Running USA.....	three votes
- 3 Have the authority to designate coaches and managers for the United States Olympic Festival or equivalent activity when held, in cooperation with the Men's and Women's Track & Field, Women's Long Distance Running, and Race Walking Committees; and
- 4 Develop and promote activities related to men's long distance running.

## SECTION 4 MAKEUP

The following provisions govern the makeup of this Committee:

**A Members:** The Committee shall be constituted as follows:

- 1 **Association members (56):** One (1) member to be named by each Association which holds at least one Men's Long Distance Running championship at the Association level within its territory during the previous twelve (12) months.
- 2 **Amateur sports organization members (17):** One (1) member to be named by each of the following amateur sports organizations and an additional two (2) members to be named by any of these amateur sports organizations that conduct substantial programs or competitions in men's long distance running;
  - National Collegiate Athletic Association (NCAA) (3 members)
  - National Federation of State High School Associations (NFSHSA) (1 member)
  - National Association of Intercollegiate Athletics (NAIA) (3 members)
  - National Junior College Athletic Association (NJCAA) (3 members)
  - Road Runners Club of America (RRCA) (3 members)
  - Running USA (RUSA) (3 members);
- 3 **Other organization members (9):** One (1) member to be named by any of the amateur sports organizations listed below that conduct, officiate, or have coaching involvement in men's long distance running;
  - American Ultrarunning Association
  - NCAA Division I Track Coaches Association
  - NCAA Division II Track Coaches Association
  - NCAA Division III Track Coaches Association
  - National High School Athletics Coaches Association (NHSACA)
  - NJCAA Track Coaches Association
  - One delegate jointly designated by the NAIA Track & Field and Cross Country Coaches associations
  - United States Track Coaches Association (USTCA)
  - One delegate jointly designated by the NW Athletic Association of Community Colleges (NWAACC) and the California Community College Cross Country and Track Coaches Association (CCCCCTCA);
- 4 **Athletics for the Disabled members (1):** One (1) member to represent the collective members of the U.S. Cerebral Palsy Sports Athletic Association; Wheelchair Sports, USA; Special Olympics, Inc.; U.S. Association for Blind Athletes; and American Athletic Association of the Deaf; such member to be selected by the Athletics for the Disabled Committee;
- 5 **Officials Committee member (1):** One (1) member to be named by and from the Officials Committee;
- 6 **At-large members (5):** Five (5) at-large members to be selected by the chair with the approval of the members of the Committee;
- 7 **Elected officers and other positions (1):** Any person elected by the Committee to serve in an officer position, such number not to exceed ten (10) additional members; and
- 8 **Active athlete members (23):** That number of active athlete members which shall be at least twenty percent (20%) of the total authorized membership of the Committee, such active athletes to be selected by those registered attendees at the meetings of the NGB who are active athletes engaged in men's long distance running. AAC shall certify a list of such athletes and of athletes who are eligible to vote for them. AAC shall send a non-MLDR liaison to any meeting where such issues may need to be clarified:
  - a Subcommittees shall be similarly composed with at least twenty percent (20%) athlete members;
  - b All Men's LDR athletes shall meet at the call of the chair of AAC prior to the start of the Men's LDR meetings to affirm those members with voting rights; and
  - c Men's LDR will solicit the participation of all Olympic Trials Marathon and World Cross Country team members from the previous six (6) years as athlete representatives from Associations and directly to the committee.

continuance of eligible activities within each Association or national sports organization.

- C Committee membership and notification:** No election, selection, or appointment to the Men's LDR Committee shall be effective until the secretary of this federation, as represented by the national office is formally notified by the organization or other party entitled to make same.
- 1 Vacancies on the Committee shall be filled by the committee, individual, organization, or group entitled to appoint the vacant Committee membership position;
  - 2 The Athletes Advisory Committee chair may appoint an active athlete to fill a vacancy and/or serve as a voting alternate so long as that athlete is an active participant in men's open long distance running;
  - 3 The individual or group electing or selecting members of this Committee or one of its subcommittees may, at the time of appointment, designate an alternate. Appointment of alternates shall be reported to the national office in a timely manner;
  - 4 All elected and appointed members of this Committee shall be members of the NGB or representatives of organization members of this federation; and
  - 5 Organizations or groups which appoint Committee members per this section may terminate such appointments for good cause upon written notice to such appointees.

## SECTION 5 COMMITTEE MEETINGS

The Committee shall hold its annual meeting in conjunction with the annual meeting of the NGB. The full Committee shall hold such special meetings as may be called by the chair, at his or her own initiative or that of thirty-three percent (33%) of the membership of the committee, upon thirty (30) days' written notice. The notice of a special meeting shall be distributed to all committee members at the direction of the Member Services Committee chair upon verification that the requirement of thirty-three percent (33%) has been met. The notice of a special meeting shall be in writing, setting forth the date, time, place, and purpose of the meeting, and shall be mailed to the last known address of each committee member. The executive committee of the Committee shall meet at least once between annual meetings on the call of the chair, and notice shall be sent to all Committee members. Five (5) executive committee members may request a special meeting of the executive council.

- A Quorum:** A quorum for any full Committee meeting shall consist of twenty-five percent (25%) of its members. A quorum of the executive committee shall be a majority of its members.
- B Rules of order:** Questions of order shall be decided by the chair in accordance with Robert's Rules of Order (Newly Revised), unless otherwise provided in these Procedures. Decisions by the chair may be appealed to the floor. The chair shall designate a qualified parliamentarian for all meetings of this Committee.
- C Meeting registration:** In order to be a participant in the annual meetings of the Committee, all attendees must be registered delegates to the USATF annual meeting. In other cases, non-registered attendees will not be allowed the right to participate in discussion, voting, lobbying, or other activities. Invited guests may make specific presentations at designated meetings, assemblies, or forums.
- D Open meetings:** The full activities of this Committee are governed by the open meeting provision of the USATF Bylaws. No meeting may be closed unless 75% of the delegates approve such closure.
- E Activities' report:** Any Committee project or grant which requires applicants to file a written request form must also require a certification that the Association president and sport chair (if appropriate) where the activity is to be held have been notified of the application. If the Committee awards funding for projects or events to be held in any Association, the chair must notify the Association president in writing of the date and scope of the activity to be held in the Association.
- F Credentials of Committee representatives:** Not later than two (2) months prior to the meeting, each Association, organization, or body responsible for selecting Committee representatives as provided in Section 4 shall certify in writing to the national office of the federation the names, addresses, and telephone numbers of Committee representatives. Upon arrival at the meeting, the chair of each delegation shall report whether there are any changes in the certification at the time he or she registers. The names of certified committee representatives shall be available for inspection.
- G Challenges of Committee representatives:** Challenges to certified Committee representatives and petitions by uncertified Committee representatives to be seated shall be heard and voted upon by the Committee. A challenged Committee representative shall not vote in any vote regarding his or her own credentials, but until and unless a challenged Committee representative is voted upon unfavorably, he or she may vote on other challenges and petitions. An uncertified Committee representative shall have no voting power whatsoever until and unless voted upon favorably by the Committee.

**H Meeting agendas:** This meeting shall be in four parts at each annual meeting, with the order of the agenda changed depending on the amount of time required to complete each item, and committee reports as time permits:

First session	Second session	Third session	Fourth session
MLDR Executive	MLDR General	MLDR General	M/W LDR Joint
Agenda overview	Rules / L&L	International	Update Rules/L&L
Rules/L&L overview	Election of chair	Team leaders	RRTC
Forum overview	Championships	ICC business	Joint issues
Cross Country	Committee reports		
Awards	New business		

## SECTION 6 OFFICERS

This Committee shall have a chair, vice-chair, secretary, and treasurer:

### A Chair:

- 1 Term:** The chair of this Committee shall be elected in even numbered years for a two-year term. All positions appointed by the chair shall expire with (a) the end of such term, (b) the vacancy of the chair's position, or (c) his/her removal;
- 2 Duties of the chair:** The chair shall:
  - a Preside** at all meetings of the Committee;
  - b Ensure** that all duties and responsibilities of the Committee are properly and promptly carried out;
  - c Appoint** subcommittees, with the authorization of the Committee, as may be necessary to fulfill the duties and responsibilities of the Committee.;
  - d Communicate** with the Committee members to keep them fully informed of events concerning the Committee and decisions made to carry out the Committee's responsibilities;
  - e Keep** the President and CEO informed on all Committee actions and recommendations;
  - f Appoint** a vice-chair, secretary, and treasurer; and
  - g Appoint** members of the executive committee, committee representatives, and subcommittees as required by the USATF Bylaws or these procedures;
- 3 Vacancies:** When the Committee chair's position is vacant, the position shall be filled by the vice-chair until the next regular meeting, at which time an election shall be held for the remainder of the term (if any). When any other position is vacant, the chair shall name a replacement; and
- 4 Removal of the chair:** The chair may be removed for good cause by a two-thirds vote of the members at an annual meeting or at a special meeting called for that purpose, providing that the members of the Committee shall receive notice of the proposed action at least twenty (20) days prior to the meeting.

**B Vice-Chair:** In the absence of the chair, the vice-chair presides at meetings of the Committee. S/he also performs other duties as assigned by the chair.

**C Secretary:** The secretary shall cause to be kept and promptly forwarded to all Committee members and the CEO copies of the minutes of all meetings of the Committee and its executive committee. The secretary shall take attendance at the meetings of the Committee. S/he is responsible for the correspondence of the Committee as directed by the chair and performs other duties as assigned by the chair.

**D Treasurer:** The treasurer shall generally perform the duties of treasurer, approve all budget items for reimbursement or payment, and liaison to the Budget Committee of USATF.

## SECTION 7 ELECTIONS

These provisions shall apply to the elections process of this Committee for chair and team leaders. The Committee shall be free to modify these provisions under special circumstances.

### A Chair:

- 1 Supervision:** The Member Services Committee shall appoint a three-person elections panel for the Committee when it is holding elections, none of whom shall be a voting member of the Committee and at least one (1) of whom must be an active athlete not involved in men's long distance running. This panel shall consult with the chair of the Committee or his/her designee (e.g. an elections chair) prior to the beginning of the elections process (including nominations). This panel

tions process, and may conduct the elections when requested, and shall intervene in an election when requested by any ten (10) Committee members;

- 2 **Nominations:** When elections are scheduled, a notice shall be sent out to all committee members at least sixty (60) days asking for nominations. Nominations shall be due thirty (30) days prior to the first session of the annual meeting, and shall be gathered by the national office on behalf of the Committee secretary;
- 3 **Procedures:** Written guidelines for Committee elections shall be prepared and updated by the Member Services Committee as approved by the Law & Legislation Committee; and
- 4 **Posting:** All elections shall take place at a predetermined time which shall be posted for at least twenty-four (24) hours prior to the election. The notice of election shall include a list of names and voting affiliations of all persons eligible to vote provided by Member Services.

**B Team leaders and other committee positions:** To ensure the best possible leadership for USATF men's long distance running teams, the following shall be the procedure of the Committee in selecting its leaders:

- 1 **ICC notice:** On or about May 1 of each year, the USATF Team & Athlete Services manager shall provide a list of team leader positions which it is presumed shall be needed for the next year, including dates of competition, dates of travel, and competition sites;
- 2 **Leader list nominations:** The International Subcommittee of MLDR shall send a copy of the leader list, together with a current team leader, to the Committee by August 1;
- 3 **Inclusion on the leader list:** Any member of the Committee can nominate an individual for inclusion on the list and/or for a specific team leader position, with all nominations requiring a seconding signature from another Committee member. All nominations are due back by October 1;
- 4 **Subcommittee nominations:** The Subcommittee shall use all nominations, previous evaluations of the nominees, and the leader list to recommend a list of team leaders, by position, to the Committee, working in cooperation with the cross country subcommittee for world cross country positions;
- 5 **Ratification:** The Committee shall accept or reject the entire list as a whole, with no further nominations possible;
- 6 **Evaluation:** All persons who accept team leader positions will be evaluated on their assignment by the athletes and other staff – volunteer and office staff – on the trip, with all evaluations being shared with the leader and becoming part of the procedure for future selections;
- 7 **Limitations on service:** No Committee member shall serve more than once every three (3) years; and
- 8 **Other limitations:** Team leader assignments are serious work for the Committee and its athletes, and no family members are allowed to travel with the team leader during the time of the assignment.

**C Ballots:** Written ballots shall be used for all contested elections.

**D Run-offs:** Run-off elections shall be conducted in accordance with the majority requirement in the USATF Bylaws.

**E Voting eligibility:** Regardless of internal Committee rules, only those members of the Committee set forth by the Bylaws of the federation as bona fide members or their properly registered alternates shall be eligible to vote (see USATF Article 14 D and Exhibit F).

## SECTION 8 SUBCOMMITTEES & REPRESENTATIVES

The following are lists of the subcommittees of Men's LDR and of those USATF committees with Men's LDR representation afforded to them:

Subcommittees		USATF committees with MLDR representation	
Awards	Associations	Member Services	
Championships		Athletics for the Disabled	Officials
Cross Country		Budget & Finance	Public Relations
Development	Coaching Education	Records	
International Competition		Cultural Exchange	Rules
Mountain Running		Development (Men's)	Substance Abuse Education & Testing
Ultrarunning	Law & Legislation	Sports Medicine & Science	

Subcommittees are defined further as follows:

**A Awards:** The chair shall name a subcommittee of between three (3) and five (5) members who shall survey the various awards of the Committee and make recommendations to the executive committee and the chair at the initial meeting of the annual meeting.



championships of the Committee, solicit and evaluate bids, and make recommendations to the full committee at the annual meeting.

- C Cross Country:** The chair shall name a subcommittee of between seven (7) and eleven (11) members who shall survey the potential sites for the annual cross country championships in conjunction with the convention subcommittee and make recommendations to the Committee at the annual meeting. It will also survey the team leader needs for the world cross country championships with the International Subcommittee and make recommendations for their selection at the annual meeting. It will also make proposals to the Committee of the whole regarding cross country matters.
- D Development:** The chair shall name a subcommittee composed of the members of the Men's Development, Coaching Education, and Sports Medicine & Science committees who shall keep the chair, the executive committee, and the Committee apprised of all development concerns and issues.
- E International Competition:** The chair shall name a subcommittee composed of the members of the International Competition Committee who shall keep the chair, the executive committee, and the Committee apprised of all international concerns, make recommendations to the full Committee for the selection of team leaders, and use the adopted and approved procedures of the Committee and ICC to select national teams for international competition.
- F Mountain Running:** The chair shall name a subcommittee of between three (3) and five (5) members who shall keep the chair, the executive committee, and the Committee apprised of all mountain running concerns and issues.
- G Ultrarunning:** The chair shall name a subcommittee of between three (3) and five (5) members who shall keep the chair, the executive committee, and the Committee apprised of all ultrarunning concerns and issues.

## SECTION 9 REGIONS

The regions for Men's Long Distance Running shall be:

Northwest Associations Alaska Inland NW Montana Oregon Pacific NW Snake River Wyoming	Far West Associations Arizona Central Cal Colorado Hawaii Nevada New Mexico Pacific San Diego/Imp Southern Cal Utah	Southwest Associations Arkansas Border Gulf Oklahoma Southern South Texas Southwestern West Texas	Midwest Associations Dakotas Iowa Minnesota Missouri Valley Nebraska Ozark	Great Lakes Associations Illinois Indiana Kentucky Lake Erie Michigan Ohio West Virginia Wisconsin	Southeast Associations Alabama Florida Georgia North Carolina South Carolina Tennessee Virginia	Northeast Associations Adirondack Connecticut Maine Metropolitan Mid-Atlantic New England New Jersey Niagara Potomac Valley Three Rivers
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## SECTION 10 CLUBS FOR INTRA-REGION COMPETITION

There shall be selected competitions approved by this Committee or its executive council which shall be designed for participation by clubs which have as competing members only those residents of the Association in which the club is organized. Athletes who are members of national clubs may join a club in the Association in which they reside, unless the national club has a team comprised of athletes who already reside in the same Association in which case they may compete as a club.

## SECTION 11 OTHER PROVISIONS

Other provisions shall be those of the Bylaws and Operating Regulations of USATF. If any of these provisions are contrary to the Bylaws and Operating Regulations of USATF and therefore potentially illegal, they should be directed to the attention of the Law & Legislation Committee representative for Men's LDR.

## **AMENDMENTS**

These procedures may be amended only by a 2/3 vote at the Annual meeting of the Committee or at a special meeting of the full committee called for such purpose. In any case, any amendments to be considered shall have been included with the notice for the meeting no later than thirty (30) days prior to the start of the meeting, which shall mean that the Committee's representative on the Law & Legislation Committee shall be delivered any proposed changes no later than sixty (60) days prior to the start of the meeting.

Any change to the USATF Bylaws or Operating Regulations which necessitates a change to these Operating Procedures may be considered at the next regular meeting of the Committee without prior notice.

# WOMEN'S LONG DISTANCE RUNNING COMMITTEE OPERATING PROCEDURES

Approved December 1995 • Latest Revision December 2011

## SECTION 1 COMMITTEE DEFINITIONS

### A Age categories:

- 1 Open athletes are of age 14 and over
- 2 Junior athletes are at least age 14 and shall not turn 20 during the year of competition.

**B Jurisdiction:** This Committee has jurisdiction over off-track running at all distances and track running over 10,000 meters.

**C Other definitions:** These other common terms, are used in the following manner in these procedures:

- 1 **AAC:** The Athletes Advisory Committee of USATF.
- 2 **Board of Directors or Board:** The Board of Directors of USATF.
- 3 **Executive committee (lower case):** The executive committee of this Committee.
- 4 **IAAF:** The International Association of Athletics Federations.
- 5 **NGB:** This National Governing Body (USATF).
- 6 **USATF:** USA Track & Field.
- 7 **USOC:** The United States Olympic Committee.
- 8 **WLDR:** This Committee, Women's Long Distance Running.

## SECTION 2 DUTIES

The Women's Long Distance Running Committee of USA Track & Field shall operate in the following manner:

### A Championships: The committee shall:

- 1 Have jurisdiction over the national and regional championships in the sport of women's long distance running and institute, locate, conduct, and manage all such championships, or shall assign such responsibilities in a written contract or agreement;
- 2 Award championship events for women's long distance running at the distances listed in USATF Rules of Competition.  
Upon approval of the national championship subcommittee, other distances may be awarded a championship designation  
by a majority vote of WLDR or the executive council between annual meetings;
- 3 Have the right to determine qualified entrants, to reject any entries for competitions (if deemed objectionable) at any national championship, and may delegate this right to a subcommittee;
- 4 Have the right to pay or authorize the payment of expenses of athletes and/or teams taking part in the championships with funds appropriated for that purpose;
- 5 Have the right to appoint subcommittees, whose members need not be members of the sport committee, to manage but not conduct the various championships; and
- 6 Approve officials for championships and international meetings involving women's long distance running.

**B Domestic competition:** The committee shall 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.

**C International competition activities:** The committee shall:

- 1 In cooperation with the International Competition Committee, coordinate the competition of foreign athletes in women's long distance running in the US and of US athletes abroad. However, no commitment for holding of international competition between athletes of the US and athletes of any other nation or nations, whether to be held in the United States or abroad, shall be made without the prior authorization and approval of the committee;
- 2 Administer all matters involving foreign countries in relation to women's long distance running by working in close cooperation with the Board;
- 3 Recommend candidates for nomination to serve in the IAAF Cross Country and Road Running Committee in accordance with Article 17.;
- 4 Recommend officials, when empowered to do so, for international competition for women's long distance running; and
- 5 Advise the Sports Medicine & Science Committee as to dates of planned national and international team trips.

The constituency of this executive committee shall be named by the committee chair with the proviso that the number of active athletes shall be at least twenty percent (20%) of the membership.

**D Executive committee: the committee shall establish an executive committee to perform its duties between annual meetings. The constituency of this executive committee shall be named by the committee chair with the proviso that the number of active athletes shall be at least twenty five percent (25%) of the membership.**

**E General:** The committee shall:

- 1 Except upon 75% vote of those present, allow the attendance at its meetings of Athletics coaches, officials, or representatives of any group engaged in women's long distance running, allowing such invitees voice but no vote;
- 2 Upon approval of the Board of Directors, authorize additional committee members to insure proper representation of national sports organizations involved in women's long distance running. If the organization considers its representation inadequate, it may appeal to the Board;
- 3 Have the authority to designate coaches and managers for multi-sport domestic events such as the United States Olympic Festival \*or equivalent activity in cooperation with the men's and women's Track and Field, Men's Long Distance Running and Race Walking Committees ;
- 4 Promote and develop activities related to women's long distance running.

## **SECTION 3 MEMBERSHIP**

**A Constituency:** The 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 national sports organization as defined in Article C and an additional two (2) members to be named by any national sports organizations listed in Article 5C that conduct substantial programs or competitions in the sports discipline of this committee;
- 3 **Other organization members:** One (1) member to be named by any sports organizations listed in Exhibit C-1 or C-2 that conduct, officiate, or has coaching involvement in the sports discipline of this committee;
- 4 **Athletics for the Disabled members:** One (1) member to represent the collective members of the NGB which are listed in Exhibit 4 of the USATF Bylaws, such member to be selected by the Athletics for the Disabled Committee;
- 5 **Officials Committee member:** One (1) member to be named by and from the Officials Committee;
- 6 **At-large members:** Five (5) at-large members to be selected by the chair with the approval of the members of the committee;
- 7 **Elected officers and other positions:** Any person elected by the committee or selected by the chair with the approval of the committee to serve in an officer position, such number not to exceed ten (10) additional members; and
- 8 **Active athlete members:** That number of active athlete members which shall be at least twenty five percent 25% of the total authorized membership of the committee, such active athletes to be selected by those registered attendees

at the meetings of the NGB who are active athletes engaged in the sport of women's long distance running. At least twenty-five percent (25%) of the active athletes shall have competed for the United States in international competition in long distance running events under IAAF jurisdiction within the last the (10) years, if such athletes are available.

**B Terms:** Unless, otherwise provided, the term for members to this Committee shall be one (1) year, contingent upon continuance of eligible activities within each Association or national sports organization.

**C Notification:** No election, selection, or appointment to a committee shall be effective until the national office of the NGB is formally notified by the organization or other party entitled to make same. Vacancies in the committee shall be filled by the committee, individual, organization, or group entitled to appoint the vacant committee membership position. The Athletes Advisory Committee chair may appoint an active athlete to fill a vacancy and/or serve as a voting alternate, so long as that athlete is an active participant in women's long distance running.

**D Election procedures:** The provisions of Article 9 of the Bylaws shall apply to the elections process of this committee.

**E Alternates:** The individual or group electing or selecting members of any committee or subcommittee (other than committee members elected by the NGB or its Board) may, at the time of appointment, designate an alternate. Appointment of alternates shall be reported to the national office in a timely manner.

**F USATF membership:** All elected and appointed members of this committee shall be members of the NGB or representatives of clubs, schools, colleges, or organizations which are members of the NGB.

**G Organization rights:** Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees.

## SECTION 4 COMMITTEE MEETINGS

The committee shall hold its annual meeting in conjunction with the annual meeting of USATF. The committee shall hold such special meetings as may be called by the chair, at his or her own initiative or that of thirty three (33%) percent of the membership of the committee, upon thirty (30) days written notice. The notice of a special meeting shall be distributed to all committee members at the direction of the Member Services Committee chair upon verification that the requirement of twenty percent (20%) has been met. The notice of a special meeting shall be in writing, setting forth the date, time, place, and purpose of the meeting, and shall be mailed to the last known address of each committee member. The executive committee of the Committee shall meet in person or by phone at least once between annual meetings on the call of the chair.

Five (5) executive committee members may request a special meeting of the executive committee.

**A Quorum:** A quorum for any committee meeting shall consist of twenty-five percent (25%) of its members. A quorum of the executive council shall be a majority of its members.

**B Rules of order:** Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (Newly Revised), unless otherwise provided in these Procedures. Decisions by the chair may be appealed to floor. The chair may designate a qualified parliamentarian for all meetings of this committee.

**C Registration:** In order to be a participant in the annual meeting of the committee, all attendees must be registered delegates to the USATF annual meeting. In other cases, non-registered attendees may not be allowed the right to participate in discussion, voting, lobbying, or other activities. Invited guests may make specific presentations at designated meetings, assemblies, or forums.

**D Open meeting provision:** The full activities of this Committee are governed by the open meeting provision of the USATF Bylaws. No meeting may be closed unless seventy-five percent (75%) of the delegates approve such closure.

**E Credentials:** Not later than two (2) months prior to the meeting, each Association, organization, or body responsible for selecting Committee representatives as provided in Procedure 3 above shall certify in writing to the USATF National Office the names, addresses, and telephone numbers of committee representatives. Upon arrival at the meeting, the chair of each delegation shall report whether there are any changes in the certification at the time he or she registers. The names of certified committee representatives shall be available for inspection.

**F Challenges:** Challenges to certified Committee representatives and petitions by uncertified committee representatives to be seated shall be heard and voted upon by the committee. A challenged Committee representative shall not vote in any vote regarding his or her own credentials, but until and unless a challenged Committee representative is voted upon unfavorably, he or she may vote on other challenges and petitions. An uncertified Committee representative shall have no voting power whatsoever until and unless voted upon favorably by the Committee.

## SECTION 5 COMMITTEE OFFICERS

### A Chair

**1 Term:** The chair of this Committee shall be elected for a two- or four-year term as shall be determined by the Committee prior to voting.

**2 Duties of the chair:** Per ((Article 13-C-1)) Regulation 11B, the chair shall:

**a Preside** at all meetings of the committee;

**b Ensure** that all duties and responsibilities of the Committee are properly and promptly carried out;

**c Appoint** subcommittees, with the authorization of the Committee, as may be necessary to fulfill the duties and responsibilities of the Committee;

**d Communicate** with Committee members to keep them fully informed of events concerning the Committee and decisions made to carry out the Committee's responsibilities;

**e Keep** the USATF President and CEO informed on all Committee actions and recommendations; and

**f Appoint** the vice chair, secretary, and executive committee.

### B Vice chair

**1 Term:** The vice chair shall be appointed by the chair and serve at the chair's discretion.

**2 Duties:** In the absence of the chair, the vice chair presides at meetings of the committee; and also performs other duties as assigned by the chair.

### C Secretary

**1 Term:** The secretary shall be appointed by the chair and serve at the chair's discretion.

**2 Duties:** The secretary shall cause to be kept and promptly forwarded to all Committee members and the CEO copies of the minutes of all meetings of the Committee and its executive committee. The secretary shall take attendance at the meetings of the Committee, is responsible for the correspondence of the Committee as directed by the chair, and performs other duties as assigned by the chair.

**D Vacancy of the chair:** Per Article 13-C-2. when the chair of the Committee is vacant, the position shall be filled by the vice chair until the next regular meeting, at which time an election shall be held for the remainder of the term.

**E Removal of the chair:** Per Article 13-C-3, the chair may be removed for good cause by a two-thirds vote of the members at an annual meeting or at a special meeting called for that purpose, providing that the members of the Committee shall receive notice of the proposed action at least twenty (20) days prior to the meeting.

## SECTION 6 ELECTIONS

As in Regulation 9E of the USATF Operating Regulations, the following are general rules for Committee elections:

**A Supervision:** The Organizational Services shall have the authority to appoint a three-person panel for each committee holding elections, none of whom shall be a voting member of that Committee and at least one (1) of

whom must be an active athlete not involved in the discipline of the committee. This panel shall consult with the chair of the committee or his/her designee (e.g. an elections chair) prior to the beginning of the elections process (including nominations). This panel shall establish the roster of eligible voters, shall adjudicate all issues regarding delegate credentials, shall supervise all aspects of the elections process.

**B Nominations:** When elections are scheduled for the annual meeting, a notice will be sent out to all Committee members by September 1st asking for nominations. Nominations are due back at the National Office by October 1st and shall be gathered by the National Office on behalf of the Committee secretary.

**C Procedures:** Written guidelines for committee elections shall be prepared and updated by the Member Services Committee.

**D Posting:** All elections shall take place at a predetermined time which shall be posted for at least twenty-four (24) hours prior to the election. See Regulation 9E.4 for further details.

**E Ballots:** Written ballots shall be used for all contested elections.

**F Voting eligibility: regardless of internal committee rules,** only those members of a committee set forth by the USATF Bylaws as bona fide members or their properly registered alternates shall be eligible to vote for further details see Regulation 9E.9.

## **SECTION 7 OTHER PROVISIONS**

Other provisions shall be those of the Bylaws and Operating Regulations of USATF. If any of these provisions are contrary to the Bylaws and Operating Regulations of USATF and therefore potentially illegal, they should be directed to the attention of the Law & Legislation Committee Representative for Women's Long Distance Running

## **AMENDMENTS**

These procedures may be amended only by a two-thirds vote at the annual meeting of the Committee or at a special meeting of the full committee called for such purpose. In any case, any amendments to be considered shall have been included with the notice for the meeting no later than thirty (30) days prior to the start of the meeting, which shall mean that the Committee's representative on the Law & Legislation Committee shall be delivered any proposed changes no later than sixty (60) days prior to the start of the meeting.

Any change to the USATF Bylaws or Operating Regulations which necessitates a change to these Operating Procedures may be considered at the next regular meeting of the Committee without prior notice.

# Approved December 1995 - Latest Revision December 2001

## 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 and Open women and men as a part of USATF, the national governing body for the sport of Athletics in the USA. In connection with such purpose, this Committee shall do the following insofar as they relate to race walking:

- A Develop international caliber race walkers to represent the USA in international competition.
- 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 the provision of 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 development of race walking officials and judges.

## 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 set forth elsewhere in these Operating Procedures, this Committee shall:

- A Jurisdiction:** Have jurisdiction over the national and regional championships for race walking and shall institute, locate, conduct, and manage all such championships.
- B Championships:** Award championship events for race walking.
- C Championship entries:** Have the right to reject any entries for competitions (if deemed objectionable) at any national championship, 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 the championship with funds 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 and international meetings involving race walking.
- G Foreign competition:** Administer all matters involving foreign countries in relation to race walking by working in close cooperation with USATF.
- H Open meetings:** Except upon majority vote of those present allow the attendance at its meetings of athletic coaches, officials, or representatives of any group engaged in race walking, allowing such invitees voice but no 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 International Competition Committee, coordinate the competition of foreign athletes in race walking in the USA and its USA athletes abroad.
- M Medical assistance:** Advise the Sports Medicine & Science Committee as to 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.

## 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;
  - 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;
  - 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;

not to exceed ten (10) additional members; and

- 7 Active athletes 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 IAAF jurisdiction within the last ten (10) years, if such athletes are available.

**B Limitation:** 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.

**D Members:** All members of this Committee shall be members of USATF, or representatives of clubs, schools, colleges, or organizations, which are members of USATF.

## 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, 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 twenty (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 all committee members at the direction of 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 mailed to the last known address of each committee member.

**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:

- 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 Order of business:** The order of business may be modified by motion of any member or by the chair with approval of a majority vote of this Committee.

**F Rules of order:** Rules of order questions shall be decided by the chair in accordance with Roberts Rules of Order (Newly Revised) unless otherwise provided 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.

# VOTING

- A Supervision:** The Member Services Committee of the USATF shall oversee all elections of this Committee.
- B General:** Each committee member shall have one (1) vote. Committee members representing an Association of the USATF who are absent may be replaced by an alternate member of said Association whose name is given to the secretary, in writing, by the ranking Association officer present at the annual meeting. No committee member shall vote in more than one capacity. Except as otherwise provided 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 seconded 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 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 the 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 chair may present statements of candidacy, which may include proposed goals and activities, to be published in the Race Walking Newsletter;
    - 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 positions in the following order:
      - i Vice chair
      - ii Secretary
      - iii Treasurer
      - iv At-large membersBefore nominations for the next position can be considered, 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 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 should 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 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 list of elected persons and still contested offices shall be immediately announced to this Committee;
    - c Run-offs:** Run-off elections shall be held if no candidate receives a majority of the votes cast for any 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 eligibility to vote shall be made to the Member Services Committee no later than two (2) hours prior to the posted time for elections.

## 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 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** the chair shall **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 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 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 this Committee's newsletter. 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 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 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 United States 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.

## NATIONAL TEAM

- A Open team:** The national open race walking team shall be the top eight (8) individual finishers in the women's 20k, men's 20k, and men's 50k national championships, plus no more than four (4) additional athletes per event to be selected by the Race Walking Development Subcommittee chair(s) with approval of the chair and vice chair of this Committee.
- B Under Twenty-five (25) team:** The national under twenty-five (25) race walking team shall be the top five (5) individual (under twenty-five (25) years of age for the calendar year) finishers from the Open Outdoor Track & Field Championships, plus one (1) additional per event selected by the Race Walking Development Subcommittee chair(s) with 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 Championship race walks.
- D Order of finish:** 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.
- 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 the 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.
- 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).

## SECTION 11 TEAM STAFF SELECTION

- A Overview:** Coaches, managers and other personnel positions are primarily ones of high responsibility and hard work. Secondly, selection to these positions may be viewed as a partial reward to those individuals who have contributed in significant ways for several years to the work of this Committee. Accordingly, specific criteria for nominations and selections need to be set out.
- B Events:** This selection criteria applies to the following competitions:
  - 1 Race Walking World Cup;
  - 2 Pan Am Cup of Race Walking;
  - 3 USATF junior dual meet competitions; and
  - 4 Other international race walking team competitions as designated by USATF.
- C Criteria for selection:**
  - 1 **Capability:** The individual must be capable of appropriately representing the USA and this Committee at meetings, ceremonies, and social gatherings;
  - 2 **Contributor:** The individual must have been and continue to be a significant, consistent contributor to the national and international work of this Committee for at least the previous five (5) years;
  - 3 **Administrative skills:** The individual must have demonstrated the administrative skills necessary to plan and coordinate all aspects of the transportation, meals, and housing;
  - 4 **Pressure situations:** The individual must work well under pressure; and
  - 5 **General:** The individual must be able to appropriately function at technical meetings; contribute and be supportive on the sidelines; have the background and experience so as to pass on pre-race preparation suggestions and strategy, if requested; and be responsive to the individuality and needs of the athletes.
- D Special categories:**
  - 1 **Athletes:** Former Open national team members who have been retired for at least two (2) years, in addition to meeting basic criteria in "C" above, may then be considered for an open team position.
  - 2 **IAAF judges as staff:** For selection to World Cup or Pan Am Cup, IAAF judges cannot have been a judge at the prior World Cup or Pan Am Cup, nor be a judge at the next World Cup or Pan Am Cup. They must also meet basic criteria in "C" above.

staff of any USATF team will be included, as will selection by the IAAF to judge an IAAF event. Individuals may not serve as staff in two (2) consecutive editions of the same event. The chair is an exception to this rule when serving as chief 'de mission at the request of the President of USATF.

- F Nominations list:** It shall be the responsibility of a subcommittee appointed by the chair or this Committee's secretary to issue a call for nominations, and to create and maintain a listing of individuals who have satisfied the basic criteria. A short, accurate resume delineating service to this Committee shall be maintained for each individual on the list. Individuals who no longer meet the basic criteria shall be deleted. Non-eligibility because of recent service shall be tracked. The listing shall be completely renewed at the beginning of each quadriennium and updated yearly. Those individuals maintaining the list shall be ineligible for selection while maintaining the listing. The listing shall be published in this Committee's newsletter.
- G Screening:** Prior to voting on selections, a subcommittee composed of the elected officers, one athlete representative, and the past chair as an ex-officio member, shall review the listing to confirm the current eligibility of those on the list.
- H Final selection:** Final selection of staff and team coaches shall be by majority vote of a committee composed of the following: the chair, vice chair, secretary, treasurer, five (5) at-large members, and the top five (5) finishers at the previous national championship distance in each of the Olympic events. If athletes appear on more than one list, alternates will be selected by moving down the list starting with the 20K and alternating with the 50K until the required number of athletes are chosen.

## 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 Championship Site Selection;
  - 5 Newsletter;
  - 6 Marketing;
  - 7 Associations;
  - 8 National Teams; and
  - 9 Law & Legislation.
- 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 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 CHAMPIONSHIP SITE SELECTION

- A General procedure:** All race walking national championships shall be awarded at the annual meeting of this Committee. 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 Championship 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 absence of a USATF-prescribed bid form.

Committee. The Championship Site Selection Subcommittee shall be chosen by the subcommittee chair. The makeup of the subcommittee shall reflect the broad range of participation in and with this Committee.

- D Specific procedures:** The procedures of the Championship Site Selection Subcommittee will be substantially as follows:
- 1 Information:** Packets of all bids received together with course certification maps and attachments are sent to each subcommittee member for review and evaluation;
  - 2 Bid presentations:** A schedule of appointments is made up and sent to each bidder;
  - 3 Bid meetings:** In conjunction with the annual meeting of this Committee, each bidder will meet with the Championship Site Selection Subcommittee for ten (10) to twenty-five (25) minutes to update and to answer the questions of the subcommittee; and
  - 4 Selection:** Following the meetings with 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 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 be awarded to the bidder whose acceptable proposal received the second highest number of votes cast.
- G Regional awards:** Regional championships shall be awarded by regional committees in a manner similar to the foregoing.

## 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 and of no effect. If any provision of these Operating Procedures is rendered void for conflict with law or the Bylaws, Operating Regulations, or Rules of Competition of USATF, 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; and
  - 2 Super-majority vote:** Amendments to the Operating Procedures shall require a two-thirds 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 Regulations;
  - 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.

ered, so as to allow proper review and submittal to the members of this Committee.

- D Form of submission:** The proposed amendments shall be in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional 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.



## SECTION 1 NAME

The name of this Committee shall be the Youth Athletics Committee of the USA Track & Field, hereinafter referred to as “this Committee”.

## SECTION 2 PURPOSES

The purpose of this Committee is to act as the Youth Athletics arm of the USATF, the national governing body for the sport of Athletics in the United States. In connection with such purpose, this Committee shall do the following insofar as they relate to Youth Athletics.

- A Interest and participation:** Develop interest and participation throughout the United States and be responsible to the persons and sports organizations active in the sport of Athletics.
- B Development:** To serve as the foundation in the orderly development of athletes commencing a career in athletics.
- C Scheduling:** Minimize, through coordination with other sports organizations, conflicts in the scheduling of all competitions in the sport of Athletics.
- D Communications:** Keep athletes active in the sport of Athletics informed of policy matters and reasonably reflect the views of such athletes in the policy decisions of USATF.
- E Sanctioning events:** Sanction athletic competition in Athletics in accordance with the provisions of these Operating Procedures.
- F Participation:** Provide for participation by athletes in athletic competition in the sport of Athletics, in accordance with the provisions of these Operating Procedures.
- G Equity:** Provide equitable support and encouragement for participation by youth athletes in the sport of Athletics.
- H Handicapped:** Encourage and support amateur sports programs in the sport of Athletics for handicapped individuals.
- I Technical information:** Provide and coordinate technical information on physical training, equipment design, coaching, and performance analysis in the support of Athletics.
- J Sports medicine & science:** Encourage and support research, development, and dissemination of information in the areas of sports medicine and sports safety in the sport of Athletics.
- K Cultural exchanges:** Develop interest and participation in cultural exchange and minimize conflicts for such activities by providing the necessary information on policies of the USATF and other countries regarding cultural exchanges in Youth Athletics.

## SECTION 3 AUTHORITY

- A Autonomy:** As the Youth Athletics arm of the USATF, this Committee shall exercise the following powers insofar as they relate to Youth Athletics.
  - 1 Goals:** Establish national goals and encourage the attainment of those goals in the sport of Athletics;
  - 2 Coordination:** Serve as the coordinating body for activity in the sport of Athletics in the United States; and
  - 3 Supervision:** Supervise development and competition in the sport of Athletics, including national championships in the United States, and establish procedures for the determination of eligibility standards for participation in such competitions.
- B Limitation:** This Committee, in its governance of Youth Athletics in the United States, shall act only pursuant to and in accordance with the authority granted by the USATF.

## DUTIES

In addition to those duties set forth elsewhere in these rules, this Committee shall:

- A Jurisdiction:** Have jurisdiction over the national, regional, and/or sectional championships for Youth Athletics, including Junior Olympics, and shall institute, locate, conduct, and manage all such championships.
- B Championships:** Award championship events for Youth Athletics.
- C Entries:** Have the right to reject any entries for unqualified competitions at any national championship, or may delegate this right to a subcommittee.
- D Expenses:** Have the right to pay expenses of athletes and/or teams taking part in the championship with funds for that purpose.
- E Subcommittees:** Have the right to appoint subcommittees, whose members need not be members of the Youth Athletics Committee, to manage but not conduct the various championships.
- F Officials:** Approve officials for championships and international meetings involving Youth Athletics.
- G International relations:** Administer all matters involving foreign countries in relation to Youth Athletics by working in close cooperation with the USATF Board.
- H Open meetings:** Except upon majority vote of those present, allow the attendance at its meetings of athletic coaches, officials, or representative of any group engaged in the sport, allowing such invitees voice but no vote.
- I National sports organization representation:** With appropriate approval, authorize additional members on the committee to insure proper representation of national sports organizations involved in Youth Athletics. Any organization that considers its representation inadequate may appeal to the USATF Board.

## SECTION 5 MEMBERSHIP

The Youth Athletics Committee shall be constituted as follows:

- A Organization members:** One (1) member to be named by each Association and each sports organization referred to in Article 5(b) of the USATF Bylaws.
- B Additional Article 5-B members:** An additional two (2) members to be named by any sports organizations referred to in Article 5-B of the USATF Bylaws, the program and competitions of which are devoted primarily to Youth Athletics.
- C Additional Article 5-C members:** One (1) member to be named by any sports organization referred to in Article 5-C-1 or 5-C-2 of the USATF Bylaws, the program and competition of which are devoted primarily to Youth Athletics.
- D Athletics for the Disabled:** One (1) member to represent the collective members of the USATF which are set forth in Article 5-C-3 of the USATF Bylaws, such member to be selected by the Athletics for the Disabled Committee.
- E At-large members:** Five (5) at-large members to be selected by the members of this committee.
- F Athletes:** Four (4) active athletes to be selected by the Athletes Advisory Committee chair.
- G Elected positions:** Five (5) elected officers and four (4) zonal representative of the Youth Athletics Committee.

## MEETINGS

- A General:** This committee shall meet annually in conjunction with and at the time and place fixed for the annual meeting of USATF as provided in Article 7 of its Bylaws. This committee shall hold special meetings as may be called by the chair, at his or her own invitation or that of 20 percent (20%) of the membership of this Committee, upon twenty (20) days written notice.
- B Notice of Meetings:**
- 1 Annual meeting notice: Notice of annual meeting of the USATF as provided in Article 7 of its Bylaws shall constitute notice of the annual meeting of this Committee; and
  - 2 Special meeting notice: Notice of special meetings shall be in writing, shall set forth the date, time, place, and purpose of the meeting, and shall be mailed to the last known address of each Committee member.
- C Quorum:** Twenty-five percent 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:** Business of this Committee shall be conducted in the following order:
- 1 Roll call;
  - 2 Reading and/or acceptance of minutes of preceding meeting;
  - 3 Report of officers;
  - 4 Subcommittee reports;
  - 5 Nominations for officers (at annual meetings in even-numbered years) and nominating speeches;
  - 6 Reports of special committees (at a predetermined time);
  - 7 Elections;
  - 8 Site selection;
  - 9 Action on proposed amendments to USATF Bylaws or Regulations or these Operating Rules;
  - 10 Old business;
  - 11 Resolutions;
  - 12 New business;
  - 13 Installation of officers (at annual meeting in even-numbered years); and
  - 14 Adjournment.
- The order of business may be modified by motion of any member with approval of a majority vote of the Committee.
- E Rules of order:** Questions of order shall be decided by the chair in accordance with Roberts Rules of Order. The chair of this Committee shall designate a parliamentarian for all meetings of this Committee.

## SECTION 7 VOTING

- A Oversight:** The Member Services Committee of USATF shall oversee all elections and balloting of this committee.
- B General:** Each Committee member shall have one (1) vote. Committee members representing an Association of USATF who are absent during any vote may be replaced by an alternate member of said Association whose name is, at any time during the meeting, given to the secretary, in writing by the ranking association officer present. No committee member shall vote in more than one capacity. Except as otherwise provided in these Operating Procedures or the USATF Bylaws all matters shall be decided by a majority vote of those present and voting.
- C Issue voting:** Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the chair or 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 motion and seconded 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 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 his or her report, appoint a Nominations Subcommittee, in the odd years, which shall include the Youth Athletics vice chair for administration, who shall serve as chair;
    - b **Process:** Nominations shall be made orally at the annual meeting of this Committee or in writing submitted to the chair with a copy submitted to the secretary at least ten (10) days prior to the annual meeting or presented to the

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 the annual meeting;

- c **Order of nominations:** At the time for nominations as designated in the order of business, nominations shall be opened for all positions in the following order:
  - i Secretary
  - ii Vice chair for administration
  - iii Vice chair for operations
  - iv Executive vice chair
  - v Chair

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

- d **Speeches:** Immediately following all nominations, the vice chair for administration shall call upon one (1) nominator to speak for each candidate for a period not to exceed three (3) minutes. If the candidate wishes to speak to his or her nomination, his or her time shall come from the nominator's allocation. All speeches for each position shall be called alphabetically. A candidate shall not use his or her time allocation to promote a candidate for another office.

## 2 Election Process:

- a **Posting requirement:** All elections shall commence with nominations which shall take place at a predetermined time which shall be announced and posted at least twenty-four (24) hours prior to the nominations;
- b **Voting process:** Ballots shall be collected, counted, and held secure by the Nominations Subcommittee. The list of elected persons and still contested offices shall be immediately announced to this Committee; and
- c **Runoffs:** Runoff elections shall be held if no candidate receives a majority of the votes cast for any office. The run-off election shall be contested by the two candidates receiving the greatest number of votes cast for the office in question.

## SECTION 8 OFFICERS AND THEIR DUTIES

- A **Positions:** The officers of this committee shall be: the chair, executive vice chair, vice chair for operations, vice chair for administration/treasurer, and secretary, all to be elected biennially in the even-numbered years annual meeting of this Committee, by the members of this Committee.
- B **Vacancy:** In the event a vacancy occurs, the executive council shall select a person to fill the vacancy from without or within the executive council. If the vacancy involves the position of chair, this position shall be filled by the executive vice chair. For the purpose of consecutive terms, an unexpired term of sixteen (16) months or more shall count as a full term.
- C **Removal:** Any officer of this Committee may be removed for good cause by a two-thirds 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 prerequisite notice of such meeting is given, properly setting forth on its agenda the proposed removal.
- D **Duties of officers:** The officers shall perform the following duties and any other duties prescribed by these Operating Procedures, the executive council, or the Committee of the whole.
  - 1 **Chair:** The duties of 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 fully informed of happenings and needed decisions to carry out this Committee's responsibilities;
    - e **keep** the USATF President and CEO informed on all Committee actions and recommendations;
    - f **cause** to be kept and promptly forward to all Committee members and the CEO of USATF, a copy of the minutes of all meetings of this Committee;
    - g **attend** all the Youth Athletics national meets;
    - h **conduct** executive council meetings;
    - i **provide** a quarterly report to all Association Youth Athletics chairs, regional coordinators, and zonal representatives; and
    - j **actively** seek a national sponsor for the activities of this Committee.

All appointments to be made by the chair shall be made no later than January 15 of the year following election.
  - 2 **Executive vice chair:** The executive vice chair shall, in the case of disability of the chair, succeed to the office of and perform the duties of chair; in the absence of the chair, assume all of the responsibilities of the chair and execute the authority of that office; be a member of the Site Evaluation Subcommittee; and serve as ex-officio member of all special committees.

serve as an ex-officio member of each sports committee.

- 4 **Vice chair for administration/treasurer:** The vice chair for administration/treasurer shall serve as a member of the Site Evaluation Subcommittee; serve as an ex-officio member of each administrative and operations committee; report as needed to the executive council the activity and progress of each administrative subcommittee; serve as nominations supervisor; and serve as Youth Athletics representative to the USATF Budget & Finance Committee.
- 5 **Secretary:** The secretary shall record the minutes of all meetings of this Committee and upon adjournment shall as soon as possible mail a copy of the written minutes to each member of this Committee; and, in general, perform all duties normally pertaining to the office of secretary.

## SECTION 9 EXECUTIVE COMMITTEE

There shall be an executive committee which shall be empowered to conduct the business of the Youth Athletics Committee between meetings. This committee shall consist of the chair, the immediate past chair as an ex-officio member, executive vice chair, vice chair for operations, vice chair for administration/treasurer, secretary, and the four zonal representatives.

## SECTION 10 REGIONAL COORDINATORS

- A **Appointment:** The chair of the Youth Committee shall appoint a regional coordinator from each USATF Region to serve, at the pleasure of the chair, a two-year term to run concurrently with the term of the chair.
- B **Replacement:** A regional coordinator may be replaced by the chair of this committee or by a 2/3 vote of the executive committee.

## SECTION 11 ZONAL REPRESENTATIVES

- A **Election:** The Youth Athletics representatives of the Associations within each zone shall elect a zonal representative to serve a two (2) year term. Elections of zonal representative shall be held in the year following the election of the Youth Athletics chair.
- B **Representation:** The zonal representatives shall be considered members of the executive committee and have the power to vote on all matters placed before that committee. In the event that a zonal representative is unable to attend an executive committee meeting, the zone representative may designate an alternate to represent the zone.
- C **Duties:** The zonal representatives shall:
  - 1 **Serve** on the executive committee;
  - 2 **Communicate** with the regional coordinators within the respective zones;
  - 3 **Assist** the regional coordinators within the respective zones with the coordination of regional activity;
  - 4 **Attend**, when feasible, the Youth Athletics and Junior Olympic national track & field meets, and the Junior Olympic cross country national meet and assist in the operation of these meets;
  - 5 **Assist** the Site Evaluation Subcommittee when any national championships meet is proposed in the zone;
  - 6 **Represent**, without bias, the consensus of opinion of the zone on matters placed before the executive committee;
  - 7 With the cooperation of the regional coordinators and the Associations, **develop** plans to strengthen the Associations within the respective zones;
  - 8 **Provide** a written report of zonal activities to the members of this Committee at each annual meeting.

## SUBCOMMITTEES

**A General:** Subcommittees of this Committee shall be of two types, sport and administrative, and shall be detailed as follows:

Sport subcommittees	Administrative subcommittees
Track	Awards
Field	Budget & Finance
Multi-events	Communications
Race Walk	Cultural Exchange
Cross Country	Development
	Law & Legislation
	Officials
	Parliamentary
	Records
	Rules
	Site Evaluation
	Sports Medicine
	Standards

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

**C Chairs:** Subcommittee chairs shall be appointed by the chair of this Committee to serve a two-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 of the members of the Committee.

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

## SECTION 13 SITE SELECTION

**A Award:** All Youth national championship meets, including the Junior Olympics, shall be awarded at the annual meeting of this Committee. Selection shall be made from those bids properly filed, in writing, with the chair of this Committee, and a copy with the secretary prior to the Youth Athletics Track & Field Championships. Bids beyond two upcoming years shall not be considered.

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

**C Subcommittee:** A Site Evaluation Subcommittee shall be selected by the chair of this Committee to evaluate each proposed national championship site that qualifies. The Site Evaluation Subcommittee shall consist of members of this Committee chosen from the executive committee and the chairs of the subcommittees.

**D Evaluation:** The Site Evaluation Subcommittee shall evaluate each site personally or by any other means deemed reasonable or practical by a majority of the members of said committee. The Site Evaluation Committee shall notify, in writing, the organization filing each bid of its approval or disapproval of the proposed site in a timely manner. Notice of disapproval shall include the specific reason for disapproval. Only those organizations whose proposed sites have been approved by the Site Evaluation Subcommittee shall be permitted to present their bid proposal for vote of the members of this Committee at the annual meeting.

**E Voting:** A national championship meet shall be awarded to the organization whose bid received a majority of the votes cast. If no proposal receives a majority of the votes, a runoff shall be held between the two proposals receiving the greatest number of votes. In the event that the organization submitting the winning proposal is subsequently unable to run the meet or the site is for any reason determined to be unacceptable, the executive council shall select a site from applicants previously approved as alternative emergency championship sites.

**F Alternative sites:** Organizations otherwise qualifying as sites for national championship meets may apply to the Youth Athletics Committee to be considered as an alternative emergency championship site. Following site evaluation and approval as such by the Site Evaluation Subcommittee and the executive committee, the organization and site shall file its notice of intent to be considered as an alternative championship site annually, no later than 45 days preceding the opening day of the USATF annual

## 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 judgement 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 applicable federal, state, or local laws, or the Bylaws, Operating Regulations, or Rules of Competition of the USATF, said provision of these Operating Procedures shall be void and of no effect. If any provision of these Operating Procedures is rendered void for conflict with law or the Bylaws, Operating Regulations, or Rules of Competition of USATF, 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; and
  - 2 Super majority:** Amendments to the Operating Procedures shall require a two thirds vote of those members present and voting.
- B Exceptions:** Notwithstanding paragraph (A) 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 the USATF Bylaws or Operating Regulations;
  - 4 Conform to Rules:** To make the Operating Procedures conform to the USATF Rules of Competition; or
  - 5 Emergencies:** In emergency circumstances, upon ninety percent (90%) vote at any meeting of this Committee.
- C Submission:** Amendments shall be submitted at least ninety (90) days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of this Committee. They are to be submitted to the USATF Law & Legislation representative from the Youth Athletics Committee.
- D Form of Submission:** The proposed amendments shall be in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined, and all proposed deleted language in double parentheses or shaded.
- 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 of Youth Athletics, any member of the Law & Legislation Subcommittee, the Youth Athletics representative of any Association, or any officer 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.

## SECTION 1 NAME

The name of this Committee shall be the Masters Track & Field Committee of USA Track & Field (USATF), hereinafter referred to as "MTF".

## SECTION 2 DEFINITIONS

- A Athletics:** Consisting of the sports of track & field, race walking, and long distance running, hereinafter referred to as "Athletics".
- B Board:** Means the Board of Directors.
- C Executive committee:** Means the Executive Committee of MTF
- D International Association of Athletics Federations:** The international governing body for Athletics, hereinafter referred to as "IAAF".
- E Masters athlete:** Shall be at least 40 years old on the first day of the meet.
- F Masters Athletics:** Within the context of these bylaws, refers to track & field and race walking.
- G Masters Long Distance Running Committee:** The standing sports committee in USATF administering the sport of long distance running for men and women over the age of forty; hereinafter referred to as "MLDR".
- H National governing body:** The governing body for the sport of athletics in a given country, affiliated with the IAAF, hereinafter referred to as "NGB".
- I North and Central America, and Caribbean Region of WMA/IAAF:** One of six international regions administering Athletics in North & Central American and the Caribbean, affiliated with both WMA and IAAF; hereinafter referred to as "NCCWMA."
- J USA Track & Field:** The NGB in the United States of America for athletics, affiliated with the IAAF, herein referred to as "USATF".
- K Veterans:** Male athletes, age forty (40) or older, and female athletes, age thirty-five (35) or older engaged in international competition in Athletics.
- L World Masters Athletes:** The international administrative body for Masters Athletics, hereinafter referred to as "WMA".
- M** Refer to the current USATF Bylaws for all other definitions.

## SECTION 3 PURPOSE

The purpose of the MTF is to act as the masters arm of USATF for the sports of track & field and race walking as approved by USATF and described in the USATF Bylaws. In connection with such purpose, MTF shall:

- A Promote and develop** activities related to its sport.
- B Provide** a full schedule of national championships for the masters athlete.
- C Provide** a forum for discussion of USATF and WMA rules as they relate to masters Athletics and submit recommendations for changes.



- E Provide** representation on appropriate USATF national committees.
- F Communicate** with other organizations that conduct masters Athletics events, including those conducting events for disabled masters athletes, to facilitate scheduling and adherence to USATF Rules of Competition.

## SECTION 4 AUTHORITY

MTF shall act only pursuant to and in accordance with the authority granted by USATF. MTF shall exercise the following powers insofar as they relate to masters Athletics:

- A Serve** as the coordinating body for masters athletics in the United States.
- B Establish** national goals for masters Athletics and facilitate the attainment of these goals.
- C Supervise** development and competition in masters Athletics, award regional and national championships in the United States, and establish procedures for the determination of eligibility for participation in such competitions.

## SECTION 5

In addition to those duties set forth elsewhere in these rules, MTF shall:

- A** In addition to those duties set forth elsewhere in these rules, MTF shall:
  - 1** Have jurisdiction over the national and regional championships for masters athletics, and shall locate, conduct and manage all such championships.
  - 2** Award championship events for masters athletics.
  - 3** Have the right to appoint subcommittees, whose members need not be members of MTF, to manage, but not conduct the various championships.
  - 4** Select delegates to represent MTF at WMA General Assembly and NCCWMA meetings.
  - 5** Administer all matters involving foreign countries in relation to masters athletics by working in close cooperation with the USATF Board.
  - 6** Except upon majority vote of those present, allow the attendance at its meetings of athletic coaches, officials, or representative of any group engaged in the sport; allowing such invitees voice, but no vote.
  - 7** Recommend officials, when empowered to do so, for international competition.
  - 8** With the appropriate approval, authorize additional members of MTF to insure proper representation of national sport organizations involved in masters athletics. Any organization that considers its representation inadequate may appeal to the USATF Board.
  - 9** In conjunction with the MLDR nominate a candidate for the IAAF Veteran's committee and each elected position in WMA.
  - 10** Oversee the operation and development of Masters Athletics in the United States.

## SECTION 6 COMPOSITION OF THE COMMITTEE

MTF shall be composed as follows:

- A Association members:** One (1) member to be named by each USATF Association.
- B Sport organization members:** One (1) member to be named by each sports organization referred to in Exhibit B (USATF Bylaws), and an additional two (2) members to be named by any sports organization listed in Exhibit B that conduct substantial programs or competitions in masters Athletics.
- C Other organization members:** One (1) member to be named by any sports organization listed in Exhibit B or C (USATF Bylaws), that conduct, officiate, or has coaching involvement in masters Athletics.
- D Athletics for the Disabled members:** One (1) member to represent the collective members of NGB that are referred to in

- F At-large members:** Five (5) at-large members to be selected by the MTF as the first item of business at the annual meeting held in conjunction with the USATF annual meeting.
- G Elected officers and other positions:** Any person elected by MTF to serve in an officer position, such number not to exceed ten (10) additional members.
- H Active athlete members:** The number of active athlete members, which shall be at least twenty percent (20%) of the total authorized membership of MTF, such active athletes to be selected by those registered attendees at the meetings of this NGB who are active athletes engaged in masters Athletics. A member of the USATF Athletes Advisory Committee shall oversee the meeting where the selection takes place.
- Note:** Challenges of committee representation are controlled by the USATF Bylaws, Article 7-I-3??

## SECTION 7 MEETINGS

Regulations governing meetings of MTF shall be as follows:

- A** The annual meeting of MTF shall be held in conjunction with and at the time and place fixed for the annual meeting of USATF as provided in Article 7 of its Bylaws.
- B** Other general meetings of MTF may be held in conjunction with the Masters Indoor and Outdoor National Track & Field Championships.
- C** Special meetings of MTF may be called when deemed necessary by the Masters Executive Committee.
- D** Notice of meetings:
- 1 Notice of the annual meeting of USATF shall constitute notice of the meeting of MTF; and
  - 2 Notice of other meetings shall be in writing, shall set forth the date, time, place, and purpose of the meeting, and shall be mailed a minimum of thirty (30) days prior to the date of the meeting, to the last known address of each MTF member.
- E Quorum:** Twenty-five percent (25%) of the members of MTF shall constitute a quorum. Roll call shall be taken at the beginning of each session.
- F** All reports from the officers, regional coordinators, subcommittee chairs, prior championships, and special committees shall be in writing and submitted to the secretary at least thirty days prior to the Annual Meeting. Said reports are to be distributed to all members of MTF at the first meeting.
- G Order of business:** Business shall be conducted in the following order:
- 1 Appointment of at-large members, starting with the Regional Coordinators, by the MTF chair
  - 2 Election of active athletes.
  - 3 Reading and/or acceptance of minutes of preceding meeting
  - 4 Voting on proposed amendments to Bylaws, regulations, or rules
  - 5 Reports of officers
  - 6 Reports of the regional coordinators
  - 7 Reports of the standing subcommittees
  - 8 Reports of appointed positions as appropriate
  - 9 Reports of prior national championships
  - 10 Reports of future national championships
  - 11 Site selection
  - 12 Old business
  - 13 New business (Note: to include election of officers at annual meetings during even-numbered years)
  - 14 Date, place, and time of special meetings and the next annual meeting
  - 15 Adjournment
- Note:** The order of business may be altered by motion of any member with approval of a majority vote of MTF.
- H Rules of order:** Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (newly revised). The chair shall designate a parliamentarian for all meetings of MTF.

## OFFICERS AND THEIR DUTIES

- A Officers of MTF shall be: Chair, Vice Chair, Secretary, and Treasurer. The term of office for elected officials shall be four years and shall commence at the conclusion of the annual meeting in even numbered years following the Summer Olympics.
- B The officers shall be elected at the annual meeting of MTF following the Summer Olympics. Procedures for the election are found in Section 10 of these Bylaws and are also to follow the general rules for committee election in USATF Bylaws Article 5(F).
- C All officers, unless excused prior to any meeting, should be in attendance at all meetings of MTF and its executive committee.
- D The officers shall perform the following duties and all other duties prescribed elsewhere in these Operating Procedures, or by action taken by MTF.
- 1 **Chair:** The duties of the Chair of MTF shall be as follows:
    - a **Preside** at all meetings of MTF and its Executive Committee;
    - b **Ensure** that all duties and responsibilities of MTF are properly and promptly carried out;
    - c **Appoint** subcommittees and other representatives, with the authorization of MTF as may be necessary to fulfill the duties and responsibilities of MTF;
    - d **Communicate** with MTF members to keep them fully informed of events concerning MTF and decisions made to carry out MTF's responsibilities;
    - e **Keep** the USATF President and CEO informed on all MTF actions and recommendations;
    - f **Submit** appropriate documentation with the proposed committee budget to the USATF Budget Committee;
    - g **Cause** to be kept and promptly forwarded to all MTF members and the USATF CEO copies of the minutes of all meetings of MTF;
    - h **Submit** reports to masters athletes via appropriate publications;
    - i **Respond** to inquiries concerning masters Athletics;
    - j **Serve** on the USATF Board of Directors;
    - k The term of office for the chair shall be limited to no more than two (2) four- (4) year terms;
    - l **Serve** as one of the delegates to represent MTF at WMA General Assembly and NCCWMA meetings;
  - 2 **Vice-Chair:** The duties of the vice-chair of MTF shall be as follows:
    - a Preside over meetings of the committee in the absence of the chair;
    - b Assist the chair in monitoring the activities of the subcommittees;
    - c Perform other duties as requested;
    - d Supervise the keeping of the meet results of all National Championship events (a subcommittee may be formed for this purpose); and
    - e Take over the duties of the chair in the event the chair is absent or incapacitated.
  - 3 **Secretary:** The duties of the secretary of MTF shall be as follows:
    - a Record the minutes of all meetings of MTF and submit to the chair for review;
    - b Submit copies of the reviewed minutes of MTF to USATF President & CEO within the requested deadline;
    - c Advise members as to forthcoming meetings;
    - d Assist with the preparation of reports to masters athletes;
    - e Maintain an active mailing list of all members of MTF general committees;
    - f Assist the chair in responding to inquiries; and
    - g In general, perform all duties normally pertaining to the office of secretary.
  - 4 **Treasurer:** The duties of the treasurer of MTF shall be as follows:
    - a Serve as chair of the Budget & Finance Subcommittee;
    - b Submit the proposed MTF budget to the USATF Budget Committee after review by the chair;
    - c Submit a proposed budget for the following year to MTF at the annual meeting for approval;
    - d MTF to the USATF Budget Committee; and
    - e Prepare quarterly financial statements and distribute to appropriate individuals.

## SECTION 9 EXECUTIVE COMMITTEE

- A **The Executive Committee** shall be composed of the officers, the regional coordinators, the chair of the Championships Site Selection subcommittee, the chair of the Championships Games subcommittee, one active athlete from MTF, and one additional member to be appointed by the chair.
- 1 The active masters athlete shall be selected by and from the active member athletes of MTF.

- 1 Be empowered to conduct the business of MTF between meetings of MTF;
- 2 Be responsible for the selection of the team manager(s); and
- 3 Shall perform other duties as determined by MTF.

**C** There shall be an Executive Committee meeting at the annual meeting of the USATF and prior to the annual meeting of MTF.

**D Special meetings:** Special meetings of the Executive Committee may be called by the presiding officer or at the written request of one fourth of the Executive Committee, forwarded to the secretary. The chair shall then call the special meeting within fourteen (14) days of receipt of the request.

**E Voting:** Majority vote shall prevail, with the chair voting only in case of a tie. Voting may be done by FAX, phone or mail, as determined by the chair.

## **SECTION 10 NOMINATIONS, VOTING, ELECTIONS, AND VACANCIES**

The nominations, voting, and elections should generally follow the procedures that appear in the USATF Bylaws.

**A** The following shall govern the procedures for nomination:

- 1 At least one hundred and twenty (120) days prior to the annual meeting of MTF, the Executive Committee shall appoint a nominating subcommittee of three (3) persons, at least one of whom shall be an active athlete, to make nominations for the various elected positions of MTF;
- 2 No member of the nominating subcommittee, unless nominated from the floor, shall be eligible for election to a position on MTF in the years for which he/she is nominating;
- 3 The report of the nominating subcommittee shall be made available at the annual meeting of MTF at least forty-eight (48) hours prior to the election; and
- 4 Nominations may be made from the floor at the annual meeting. No nomination may be made for an absent person unless that person has notified the nominating subcommittee in writing of his or her willingness to accept that specific nomination.

**B The following regulations shall govern voting procedures:**

- 1 Each MTF member shall have one (1) vote and must be present to vote. There shall be no voting by proxy. No individual may vote in more than one capacity; and
- 2 Only committee members may vote for election of officers and committee positions, on amendments to the bylaws, and on motions, resolutions, and championship site selections.

**C The following shall govern the procedures for elections:**

- 1 The election of officers is generally governed by USATF Bylaws, Article 9-E;
- 2 The USATF Member Services Committee shall appoint a three-person election panel to supervise the election;
- 3 The elections of officers and other elected positions will take place at the annual meeting of MTF following the Summer Olympic Games;
- 4 Written ballots shall be used for all contested elections and tabulated by at least two (2) non-voting observers;
- 5 All elections shall take place at a predetermined time that shall be posted for at least twenty-four (24) hours prior to the election;
- 6 Regardless of internal MTF rules, only those members of MTF set forth by the USATF Bylaws as bona fide members or their properly registered alternates shall be eligible to vote; and
- 7 Elections shall be conducted in accordance with USATF Bylaws Article 9-E(5).

**D The following shall govern procedures for filling vacancies.**

- 1 There shall be no order of succession to any office;
- 2 In the event of a vacancy, MTF members may elect a replacement at the next general meeting to complete the vacant term; if necessary, the chair shall make an interim appointment, with the approval of the Masters Executive Committee, until the election takes place;
- 3 In the event of a vacancy for an office, MTF shall elect a replacement at the next general meeting to complete the vacant term. Names of nominees, in writing, with a second shall be submitted to the Secretary. The formation of a nominating subcommittee, shall not be necessary under these circumstances. The Secretary shall prepare a resume to be submitted to MTF prior to the voting. Nominations may be made from the floor.

## SUBCOMMITTEES

Subcommittees shall be designated as standing subcommittees or special subcommittees.

**A Standing subcommittees of MTF shall be of two types, sport and administrative, as detailed below:**

**1 Sport subcommittees:**

Race Walking  
Combined Events  
Weight Events

**2 Administrative subcommittees:**

Awards	Budget & Finance	Championships Site Selection
Championships Games		Hall of Fame
Communications		Marketing
Law & Legislation		Rankings
Nominating		Rules
Records		
Substance Abuse		

**B Special subcommittees** shall be appointed by the chair as needed. The establishment of these subcommittees is subject to the approval of MTF. They shall cease to function when they have completed the specified task.

**C Subcommittee chairs** shall be appointed by the chair of MTF to serve a term concurrent with the term of the chair of MTF. Subcommittee chairs may be removed for good cause by the chair of MTF or by a vote of two-thirds of the members of MTF.

**D** Unless otherwise stated in these bylaws or USATF Bylaws, the chair of MTF with the recommendation of the subcommittee chair shall appoint the subcommittee members.

**E The following serves as a brief description of the task of each standing subcommittee:**

- 1 Awards subcommittee shall select award winners following the direction of MTF;
- 2 Budget & Finance subcommittee shall prepare the proposed budget to submit to the USATF Budget Committee and present the proposed budget to the Committee at the annual meeting;
- 3 Championships Games Subcommittee shall approve the schedule of events for each USATF Masters National Track and Field Championships, oversee the conduct of the Championships, and work with the local Organizing Committee to ensure the success of the Championships.
- 4 Championships Site Selection Subcommittee shall review "Criteria for Hosting Championships" and the "Procedures for Site Selection", secure bids for championship sites, conduct the selection process, and coordinate with the Championships Games Subcommittee.
- 5 The Combined Events Subcommittee shall solicit bids for combined events championships, oversee the conduct of these events, and serve as a resource to the Championships Subcommittee;
- 6 The Communications Subcommittee shall review all print and broadcast exposure and make recommendations for improvement and develop a communications guide for local championships organizing committees. The chair of this subcommittee shall serve on the USATF Communications Committee and as a resource to local championship organizing committees;
- 7 The Hall of Fame Subcommittee shall oversee the selection of masters athletes to the Masters Hall of Fame. This subcommittee shall comprise the Chairs, or their representatives, of the Records and Rankings Subcommittees, and up to three additional members. This subcommittee shall function in conjunction with a committee or representatives, from MLDR, prepare selection procedures, to be approved by MTF & MLDR, administer the selection process, determine the recognition to be given Hall of Fame recipients, with the approval of MTF and MLDR. If a permanent repository is established to honor those receiving Hall of Fame election then oversee the operation.
- 8 The Law & Legislation Subcommittee shall work in conjunction with the USATF Law & Legislation Committee, and shall propose amendments to the Committee's Bylaws during odd-numbered years' annual meetings;
- 9 The Marketing Subcommittee shall develop proposals for various levels of sponsorship, assist with negotiation of contracts, and prepare grants;
- 10 The Nominating Subcommittee shall follow the procedures in Procedure 10 of these Bylaws;
- 11 The Records Subcommittee shall maintain and update age-group American records for masters athletics. The chair of this subcommittee shall serve on the USATF Records Committee;
- 12 The Rankings Subcommittee shall compile annual rankings of age-group athletes for the masters Athletics;
- 13 The Rules Subcommittee shall provide a forum for discussion of USATF and WMA rules and submit recommendations for changes to the appropriate body. The chair of this subcommittee shall serve on the USATF Rules Committee;
- 14 The Substance Abuse Subcommittee shall serve as a resource for substance abuse issues and respond to the directives of MTF; and

championships, ensure that race walking records are maintained, coordinate selections of annual race walking awards, and serve as a resource to championships organizing committees. The chair of this subcommittee shall be a representative to the USATF Race Walk Committee. Note: Regional race walking championships may be administered by race walk coordinators delegated by Masters Track & Field regional coordinators;

**16 Weight Events:** This subcommittee shall solicit bids for weight championships, oversee the conduct of these events, and serve as a resource to the Championships Subcommittee.

**F General provisions governing subcommittee operation:**

- 1 There shall be a chair and a secretary of each subcommittee as deemed necessary;
- 2 Unless provided for otherwise, the term of office for all subcommittees shall be concurrent with the term of the chair.
- 3 Meetings of each subcommittee shall be called by the subcommittee chair.
- 4 **The general duties of all chairs of standing and special subcommittee shall be as follows:**
  - a Preside at all meetings of that subcommittee;
  - b Ensure that all responsibilities of that subcommittee are properly carried out;
  - c Communicate with the subcommittee members to keep them fully informed of happenings and decisions necessary to carry out the committee's responsibilities;
  - d Provide subcommittee reports at the annual and general meetings of the committee and at other times as requested; and
  - e Serve on the corresponding USATF committees as requested by the chair of MTF.

## SECTION 12 REGIONS AND REGIONAL MANAGEMENT

**A Designations of Masters Regions:** There shall be seven (7) Regions which shall embrace the following Associations (see also the USATF Bylaws Exhibit A-4, Masters Regions Descriptions):

- 1 **East:** Maine, New England, Adirondack, Connecticut, Metropolitan, Mid-Atlantic, Three Rivers, New Jersey, Niagara, Potomac Valley, Long Island;
- 2 **Southeast:** North Carolina, South Carolina, Georgia, Florida, Alabama, Virginia, Tennessee;
- 3 **Midwest:** Michigan, Lake Erie, Ohio, Kentucky, West Virginia, Illinois, Indiana, Wisconsin;
- 4 **Mid-America:** Ozark, Missouri Valley, Nebraska, Minnesota, Iowa, Dakotas, New Mexico, Colorado;
- 5 **Southwest:** Southern, Border, Gulf, Southwestern, South Texas, Arkansas, Oklahoma, West Texas;
- 6 **West:** Arizona, Pacific, Central California, Southern California, San Diego-Imperial, Nevada, Hawaii;
- 7 **Northwest:** Montana, Wyoming, Snake River, Inland Northwest, Oregon, Utah, Pacific Northwest, Alaska.

**B Regional Coordinators:**

- 1 **Regional Coordinators:** Determination, Term and Vacancies
  - a Each Masters Region shall have a Regional Coordinator;
  - b Each Region shall determine if the Regional Coordinator shall be elected by the Region or appointed by the MTF chair;
  - c If the Region chooses to elect its Regional Coordinator, the Region's procedure for election must be approved in advance by the MTF Executive Committee;
  - d The term of office shall coincide with the term of the MTF chair;
  - e If the Regional Coordinator position becomes vacant, the Region (if responsible for electing) or the MTF chair (if responsible for appointing) shall fill the vacancy within three (3) months.
- 2 **The duties** of the Regional Coordinators shall be as follows:
  - a Develop plans to strengthen the region;
  - b Be responsible for the selection of regional championship sites;
  - c Assist the directors of regional championship events and ensure that USATF rules of competition are followed;
  - d Ensure that regional records are maintained and kept up-to-date;
  - e Disperse funds allocated to the region;
  - f Submit a written and verbal report at the annual meeting of the Committee;
  - g Annually submit a written financial report to the Region;
  - h Disseminate information to masters athletes in the region;
  - i Represent the Region at the annual meeting of the MTF Committee
  - j Serve as a member of the Executive Committee of MTF
  - k Work with the Associations' Masters Chairs in the Region to strengthen the masters program in each association.

**C Regional Governance and Authority**

- 1 It is recommended that each Region have a regional advisory council/group to assist and advise the Regional Coordinator. Each Region shall determine the method of selection of this body. This group may be composed of association's masters chairs and/or individuals with expertise in some area. The Executive Committee of MTF shall review the composition of this group.
- 2 Each Region shall have the authority to develop an operating code and/or standards, guidelines, and policies, which govern the management of Regional activities.

## AMENDMENTS

These Bylaws may be amended at the annual meeting of MTF during odd-numbered years. The following procedures govern the submission of proposed amendments, and passage of amendments. Article 26 of the USATF Bylaws provides additional information and those sections that pertain to the committee should be followed.

- A Proposed amendments** must be submitted, in writing, to the chair of the Law & Legislation subcommittee at least ninety (90) days prior to the annual meeting at which they are to be considered.
- B Notice:** Written notification of proposed amendments must be sent to members of MTF at least thirty (30) days prior to the annual meeting during odd-numbered years.
- C Voting:** Amendments to the Operating Procedures shall require for passage a two-thirds vote of the MTF members present and voting.
- D Effective date:** Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective immediately.

# Revised Operating Procedures Approved, November 27, 2001

## SECTION 1 NAME

The name of this committee shall be the Masters Long Distance Running Committee of USA Track & Field. It shall be abbreviated as "Masters LDR," "MLDR," or "the Committee" for purposes of brevity.

## SECTION 2 DEFINITIONS

- A American Ultrarunning Association:** the organization that oversees events longer than a marathon (hereinafter referred to as "AUA").
- B Athletics:** Refers to the sports of track & field, race walking, and long distance running.
- C Executive committee:** Means the executive committee of MLDR
- D International Association of Athletics Federations:** The international governing body for Athletics (hereinafter referred to as "IAAF").
- E Masters athlete:** shall be at least 40 years old on the first day of competition.
- F Masters Athletics:** within the context of these procedures, refers to long distance running.
- G Masters Hall of Fame Committee:** A joint subcommittee of MTF and MLDR that oversees the process of nominating and electing Masters athletes who have excelled in Athletics after the age of 40 (hereinafter referred to as "MHOF").
- H Masters Track & Field Committee:** The sports committee in USATF administering the sport of track & field and race walking for men and women over the age of forty (hereinafter referred to as "MTF").
- I National Governing Body:** The governing body for the sport of athletics in a given country, affiliated with the IAAF (hereinafter referred to as "NGB").
- J National Senior Games Association:** A sports organization offering multi-sport events for persons 50 or older (hereinafter referred to as "NSGA").
- K North and Central America, and Caribbean Region of WMA/IAAF:** One of six international regions administering Athletics in North & Central America and the Caribbean, affiliated with both WMA and IAAF (hereinafter referred to as "NCCWMA").
- L Road Runners Club of America:** The national organization supporting grass roots running clubs (hereinafter referred to as "RRCA").
- M Road Running Information Center:** The center authorized by USATF to gather national long distance running and race walking data (hereinafter referred to as "RRIC").
- N Running USA:** A long distance running organization that represents road race organizations and directors (hereinafter referred to as "RUSA").
- O USA Track & Field:** The national governing body in the United States of America for Athletics, affiliated with the IAAF (hereinafter referred to as "USATF").
- P Veterans:** Male athletes at least forty (40) years old and female athletes at least thirty-five (35) years old engaged in international competition in Athletics.
- Q World Masters Athletics:** The international administrative body for Masters Athletics having a stadia and non-stadia program (hereinafter referred to as "WMA").



## DUTIES

MLDR shall:

- A Jurisdiction:** Have jurisdiction over national and regional championships for Masters LDR and shall institute, locate, conduct, and manage all such championships, or shall assign responsibilities in a written contract or agreement.
- B Championships:** Award championship events for Masters LDR.
- C Management:** Have the right to appoint subcommittees, whose members need not be members of MLDR, to manage, but not conduct the various championships.
- D Representation:** Elect 2 delegates to represent MLDR at WMA General Assembly and NCCWMA meetings.
- E Open Meetings:** Except upon seventy-five (75%) percent vote of those present, allow the attendance at its meetings of athletic coaches, officials, or representatives of any group engaged in Masters LDR, allowing such invitees voice, but no vote.
- F Nominations:** In conjunction with MTF, nominate a candidate for the IAAF Veteran's Committee and each elected position in WMA.
- G International Competition:** Elect a Masters LDR team manager for WMA world and non-stadia championships and NCCWMA biennial championships.
- H General:** Promote and develop activities related to Masters Long Distance Running.

## SECTION 4 COMPOSITION OF THE COMMITTEE

MLDR shall be composed as follows:

- A Associations:** Each Association is entitled to name 1 member to the committee.
- B Sport organizations:** RRCA and RUSA are each entitled to name 1 member to the committee.
- C Other organizations:** AUA and NSGA are each entitled to name 1 member to the committee.
- D Coaches:** Coaches Advisory Committee is entitled to name 1 "at-large" member to the committee.
- E Officials:** Officials Committee is entitled to name 1 member to the committee.
- F At-large:** The committee shall name 5 at-large members, revising its selection at the start of each annual meeting as needed to replace absentees.
- G Officers:** Officers of the committee, not otherwise a member, shall be members, up to a total of 10.
- H Active athletes:** At least 20% of the committee must be comprised of Active Master LDR Athletes. At first session of the committee, any Active Master LDR Athlete present who is not otherwise a member of the committee may request membership in keeping with Article 9-F-7 and Article 13-B-2-h. If more than 20% of the authorized committee membership requests such membership, the matter shall be resolved by consensus or, lacking same, Member Services Committee supervised election.

Term: Committee members serve 4-year terms, unless otherwise provided for, effective December 2000.

## SECTION 5 MEETINGS

Regulations governing meetings of MLDR shall be as follows:

- A Annual Meeting:** The annual meeting of MLDR shall be held in conjunction with and at the time and place fixed for the annual meeting of USATF as provided in Article 8 of its Bylaws.
- B Special meetings:** Special meetings of MLDR may be called when deemed necessary by the MLDR Executive Committee

notice of other meetings shall be in writing, shall set forth the date, time, place, and purpose of the meeting, and shall be mailed a minimum of thirty (30) days prior to the date of the meeting to the last known address of each MLDR member.

- D Quorum:** Twenty-five percent (25%) of the members of MLDR shall constitute a quorum. Roll call shall be taken at the beginning of each session.
- E Order of business:** The Executive Committee shall present a proposed agenda setting forth the order of business at the start of each annual meeting. Upon adoption by the Committee, the secretary shall be responsible for posting copies of the agenda in USATF approved locations as public notice. The Committee may amend its agenda by consensus or majority vote.
- F Rules of order:** The chair shall decide questions of order in accordance with Roberts Rules of Order (newly revised) using counsel of a designated parliamentarian.

## SECTION 6 OFFICERS AND THEIR DUTIES

Officers of MLDR shall be: chair, vice-chair, and secretary. Each shall serve 2-year terms effective December 2000. The chair of Masters LDR may serve concurrently as chair of the LDR Division.

Duties: The officers shall perform the following duties and such other duties as directed by the committee.

- A Chair:** The chair of Masters LDR shall fulfill the duties of Bylaw 13-C-1 and shall:
  - B Vice Chair:**
    - 1 Chair:** The chair of Masters LDR shall fulfill the duties of Bylaw 13-C-1 and shall:
      - a Appoint** Committee members to the leadership positions enumerated in Section 8;
      - b Appoint** 3 members to serve on MHOF for the active athlete process, plus two (2) additional members to serve on the expanded MHOF for old-timers selection; and
      - c Develop and monitor** the Committee's budget.
    - 2 Vice-Chair:** The vice-chair shall perform duties assigned by the chair.
    - 3 Secretary:** The secretary shall:
      - a Keep** minutes of all Committee and Executive Committee meetings;
      - b Distribute** such minutes, after approval by the chair, to Executive Committee members within one (1) month of each meeting;
      - c Transmit** such minutes to the national office within two (2) weeks and to National Masters News by December 10;
      - d Publish** the annual Committee meeting agenda at such time and in such place as to fulfill USATF Bylaw requirements of notice to delegates; and
      - e Perform** such other duties as assigned by the chair.

## SECTION 7 EXECUTIVE COMMITTEE

**Executive committee:** The officers shall name up to 6 individuals from those who hold leadership positions as listed in Section 8, in addition to the three (3) officers to serve as an Executive Committee, subject to MLDR approval in keeping with Bylaws Article 13-D-1. Members of the Executive Committee may hold multiple positions but only one office.

**Duties:** The Executive Committee shall: 1) be empowered to conduct the business of MLDR between meetings of MLDR; 2) be responsible for selecting a Masters LDR team manager for WMA and NCCWMA championships, and 3) perform other duties as determined by MLDR.

## SECTION 8 LEADERSHIP POSITIONS

The following leaders, unless otherwise indicated in these procedures, shall serve at the pleasure of the chair to ensure that accountabilitys of MLDR are accomplished:

**Championships Coordinator** shall be responsible for:

- a** Soliciting bids to host national Masters LDR championships at any off-track distance of 1 mile or more or any track distance greater than 10 000 meters in keeping with the current edition of IISATF Competition Rules.

- Guidelines for Masters LDR National Championships and USATF Competition Rules;
- c Supplying successful bidders with appropriate quantities of “back numbers” for age-group identification of masters athletes; and
- d Providing the committee secretary with necessary information about championships awarded so that the secretary can maintain an accurate schedule of future events.

**An Athlete Information Center Coordinator** shall be responsible for:

- a Collecting and storing athlete biographies for those who place in MLDR national championships;
- b Providing such biographies to race directors for athletes registered in each championship;
- c Maintaining communication with RRIC and RUSA concerning master athletes who are particularly newsworthy; and
- d Managing the Masters LDR contributions to the annual “[year] USATF LDR National Championships” publication.

**A Championships Statistician** shall be responsible for:

- a Collecting and storing top-3 age-group finishers in all national championships;
- b Preparing a report for distribution at each annual meeting, displaying Masters champions data by name & date, by race & age category, by age-graded performance percentage, and Masters medallists (1st through 3rd) by age group;
- c Maintaining the historical database of champions since 1979 (first year of TAC); and
- d Providing data as needed for Masters Hall of Fame nominees.

**A Representative to the Rules Committee** shall be responsible for:

- a Proposing current rules that need modification and/or new rules needed to meet Committee expectations;
- b Managing the processing of MLDR proposed rules in the USATF Rules Committee; and
- c Keeping the Committee informed of any proposed USATF rules that will impact MLDR.

**A Representative to the Law & Legislation Committee** shall be responsible for:

- a Reviewing USATF Bylaws and Operating Regulations concerning any modifications needed to meet Committee expectations;
- b Managing the processing of MLDR proposed Bylaws and/or Operating Regulations in the USATF Law & Legislation Committee; and
- c Keeping the Committee informed of any proposed USATF Bylaws or Operating Regulations that will impact MLDR.

**WMA delegates from MLDR** shall be responsible for:

- a Serving at the WMA General Assembly during each WMA World Championship to represent the interests and concerns of Masters Athletics;
- b Communicating with the Committee the dates and locations for future championship events sanctioned by WMA or NCCWMA; and
- c Coordinating with MTF delegates a “United States position” on WMA matters as needed to enhance Masters Athletics domestically and internationally.

**Masters Circuit (if any) Coordinator** shall be responsible for:

- a Collaborating with the Championships Coordinator in selecting events for inclusion in a USATF Masters LDR Circuit;
- b Supervising circuit events to maintain a high standard of racing opportunities for masters athletes;
- c Proposing for Committee approval rules of circuit scoring and eligibility;
- d Maintaining a positive relationship with circuit sponsor(s); and
- e Providing event results to the Championship Statistician, RRIC, National Masters News, and Athlete Information Center Coordinator.

**Outstanding Athlete Awards Coordinator** (*Note: This position may be divided between a Female and a Male coordinator*) shall be responsible for:

- a Collecting data concerning outstanding athletes in each Masters age group (male and female) on an annual basis;
- b Presenting such data in an understandable format to the Committee;
- c Soliciting from the Committee additional nominees and/or additional data;
- d Managing the Committee process of selecting Outstanding Athletes in each age group, including Outstanding Ultra Male and Female.
- e Send a congratulatory letter within two (2) weeks to each Athlete of the Year selected, asking for a confirmation of address, enclosing a self-addressed stamped postcard for reply;
- f Procure and distribute Athlete of the Year awards within two (2) months of such selections;

**I Masters Hall of Fame Manager** shall be responsible for:

- a Collecting and maintaining record and championship data concerning Masters athletes;
- b Monitoring which athletes meet the 10-year eligibility requirement;

5 years) categories;

- d** Providing each nominee an opportunity to review her/his biography for accuracy;
- e** Securing MHOF approval of the biography data pages and annual process;
- f** Tabulating returned ballots and keeping MHOF informed of results;
- g** Announcing results of active and old-timer balloting at the joint committee of MTF and MLDR at the USATF annual meeting;
- h** Informing those selected of their election to the hall of fame; and
- i** Preparing an article about those elected to the hall of fame for National Masters News and contact information for the Awards Chair of MTF.

**Cross Country Liaison** shall be responsible for:

- 1** Representing MLDR in the Cross Country Running Council; and
- 2** Keeping MLDR informed concerning cross country concerns.

**Mountain, Ultra, and Trail Running Liaison** shall be responsible for:

- 1** Representing MLDR in the Mountain/Ultra/Trail Running (MUT) subcommittee; and
- 2** Keeping MLDR informed concerning MUT concerns.

## **SECTION 9**

### **Nominations, Voting, Elections, and Vacancies**

The nominations, voting, and elections should generally follow the procedures that appear in the USATF bylaws.

- A Nominations** may be made by the Executive Committee or, at its discretion, an appointed nominating committee of 3 persons and shall be announced to MLDR at least 48-hours before the election. Nominations may be made from the floor at the annual meeting. No nomination may be made for an absent person unless that individual has notified the nominating committee in writing of his or her willingness to accept that specific nomination.
- B Voting:** Each MLDR member shall have one (1) vote and must be present to vote. Only committee members may vote for election of officers or amendments to these Operating Procedures.
- C Elections** of officers shall generally be governed by USATF Bylaws, Article 8-F and shall be supervised by a member of the USATF Member Services Committee. Written ballots shall be used for all contested elections and tabulated by at least two (2) non-voting observers. Elections shall take place at a predetermined time, having been posted for at least 24-hours prior to the election.
- D Vacancies:** There shall be no order of succession to any office. In the event of a vacancy, MLDR members may elect a replacement at the next general meeting to complete the vacant term, if necessary, the chair shall make an interim appointment, with the approval of the Executive Committee, until the election takes place.

## **SECTION 10**

### **AMENDMENTS**

These Operating Procedures may be amended at the annual meeting of MLDR upon 72-hour notice. Proposed amendments must be submitted in writing to the secretary and the Representative to the Law & Legislation Committee. Amendments shall require affirmation by two-thirds of MLDR members present and voting and shall be effective immediately, unless otherwise specified at the time of adoption.

**OF USA TRACK & FIELD**  
**Approved December 1995 • Latest Revision December 2002**

**SECTION 1**  
**THE ASSOCIATIONS COMMITTEE**

The Associations Committee is an Administrative Committee of USA Track & Field established by Article 15 of the Bylaws of USA Track & Field. The Committee shall act pursuant to the authority granted by the Bylaws and Operating Regulations of USATF. Any conflict between the Association Committee Operating procedures and USATF Bylaws will be resolved in favor of the latter.

**SECTION 2**  
**COMMITTEE DUTIES**

The duties and responsibilities of the Committee shall be as set forth in the current USATF Bylaws. (Article 16(D)(1)) In addition, the duties and responsibilities are:

- A. To improve and develop the Organization and administration of the programs and activities of the Associations of USATF.
- B. Publicize and promote the programs, activities, and operation of USATF at the Association level;
- C. Collect and provide samples of model Association Bylaws, policies, and operating manuals;
- D. Develop sanction guidelines with the Sport Committees and Counsel (General and Corporate) which Associations shall follow to sanction events held within their jurisdictions;
- E. Assemble and disseminate information to Association officers on membership, events, schedules, services to athletes, and Association statistics; and
- F. Stage voter information debates, candidate forums, and candidate question-and-answer sessions prior to contested elections for national officers and members of the Board of Directors.

**SECTION 3**  
**COMMITTEE MAKEUP**

The makeup of the Committee shall be as set forth in the current USATF Bylaws. (Article 16(D)(2)) The Committee shall consist of the Association presidents or their respective designees, one (1) member named by each of the Sport Committees, four (4) at-large members appointed by the President of USATF, any person elected by the committee to serve in an officer position (not to exceed ten additional members) and the number of active athlete members equal to at least twenty percent (20%) of the total authorized membership, such athletes to be selected by the active athlete delegates to the USATF Annual Meeting.

**SECTION 4**  
**VOTING**

- A. All Associations must comply with Article 6 of the USATF Bylaws in order to be eligible to vote at any meeting of the Associations Committee.
- B. Each Association entitled to select a voting delegate at Associations Committee meetings must follow the requirements established by the Committee and by USATF, consistent with Article 16 of the USATF Bylaws. Alternates selected consistent with Article 7(F) shall also follow the Committee and USATF requirements.

**SECTION 5**  
**MEETINGS**

The annual meeting of the Committee shall be held at the time and place of the annual meeting of USATF. Meetings of the Executive Committee shall be held at the annual meeting of USATF and such times as called by the chair.

## **OFFICERS**

- A. The elected officers of the Committee shall be: Chair, two Vice-Chairs, Secretary, and Treasurer. The Vice-Chairs shall be elected without regard to specific duties and the President shall assign the elected Vice-Chairs to particular duties.
- B. The term of office for each elected officer shall be two years. The election of officers shall coincide with the election of the President of USATF.
- C. Any elected officer of the Committee may be removed as provided in Article XIII(C)(2) of the Bylaws of USATF.

## **SECTION 7 ELECTIONS**

The officers of the Committee shall be elected in conformity with Article 9(G) of the USATF Bylaws.

## **SECTION 8 SUBCOMMITTEES**

The subcommittees of the Associations Committee shall include:

- 1 Accreditation
- 2 Association Championship Events.
- 3 Association Programs
- 4 Association Services
- 5 Awards
- 6 Communications
- 7 Development
- 8 Grievance
- 9 Law and Legislation
- 10 Membership
- 11 Sanctions/Insurance
- 12 Workshops
- 13 Any other subcommittees that the Executive Committee deems necessary to fulfill the duties and responsibilities of the Committee.

## **SECTION 9 EXECUTIVE COMMITTEE**

- A. The Executive Committee of the Associations Committee shall consist of the current officers, one member from each geographic region described in Exhibit A-3 of the USATF Bylaws, the immediate past chair, the subcommittee chairs, and the requisite number of active athletes, to be chosen by the Athlete's Advisory Committee. All Executive Committee members shall have a right to vote in all Committee sessions whether or not they are the direct representative from their Association.
- B. Between meetings of the Committee the duties of the Committee shall be discharged by the Executive Committee.
- C. The Executive Committee shall:
  - 1 Discharge the duties of the Committee between the annual meetings.
  - 2 Be responsible for developing the Strategic Plan for the Associations and reporting the plan to the Committee on an annual basis.
  - 3 Be responsible for developing and submitting an annual budget for the Committee.
  - 4 Perform such other functions as may be authorized by the Committee.
- D. Regional representatives and athlete members of the Executive Committee may designate substitutes to attend and vote at meetings of the Executive Committee if the regional representatives and athlete members are unable to attend Executive Committee

## **OFFICER'S DUTIES**

- A. The duties of the Chair of the Committee shall be as follows:
- 1 Preside at all meetings of the Committee;
  - 2 Ensure that all duties and responsibilities of the Committee are properly and promptly carried out;
  - 3 Appoint subcommittees, with the approval of the members of Committee, as may be necessary to fulfill the duties and responsibilities of the Committee. Sub-committees shall be appointed only from the membership of the Committee;
  - 4 Communicate with Committee members to keep them fully informed of events concerning the Committee and decisions made to carry out the Committee's responsibilities;
  - 5 Inform the President and Executive Director of USATF of all Committee actions and recommendations;
  - 6 Cause minutes of all meetings of the Committee to be kept and copies promptly forwarded to all Committee members and the Executive Director of USATF.
  - 7 Prepare and deliver a report to the Committee on the State of the Associations at the annual meeting.
- B. The Duties of the Vice-Chairs shall be as follows:
- 1 Oversee the activity of the various Sub-committees as assigned by the Chair.
  - 2 Perform other such duties as are assigned to the by the chair.
  - 3 Perform the duties of the Chair in the absence of the Chair and at the direction of the Chair.
- C. The Secretary shall keep records of the Committee and all minutes of meetings of the Committee and Executive Committee, and the Treasurer shall keep a record of account showing the financial condition of the Committee.
- D. In the event of the resignation or other disability of the chair, one of the Vice Chairs shall be elected by the Executive Committee to perform the duties of the chair. In the event that the Executive Committee elects a chair pursuant to this procedure, the Executive Committee's elected chair shall serve as the chair until the next annual meeting, at which time the full committee shall elect a chair to serve until the next regularly scheduled election for the chair.

## **SECTION 11**

### **AMENDMENTS TO OPERATING PROCEDURES**

1. These Operating Procedures may be amended by a majority vote of Association delegates attending any meeting of the Associations Committee at the annual meeting of USATF.

## SECTION 1 NAME

The name of this committee shall be the Athletes Advisory Committee of USA Track & Field.

## SECTION 2 DEFINITIONS

As used in these Operating Rules:

- A **“AAC”** means the Athletes Advisory Committee of USA Track & Field.
- B **“Active athlete”** means any individual who is actively engaged in the sport of Athletics or who has represented the United States in international athletic competition under IAAF jurisdiction in the sport of Athletics within the preceding ten (10) years.
- C **“Athletics”** means, inclusively, track and field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.
- D **“International Athletic competition”** means any Athletic competition involving athletes from two (2) or more countries.
- E **“IAAF”** means the International Association of Athletics Federations.
- F **“IOC”** means the International Olympic Committee
- G **“USATF”** means USA Track & Field, Inc.
- H **“USOC”** means the United States Olympic Committee.

## SECTION 3 PURPOSES

The purposes of the AAC shall be:

- A **Resource:** To serve as a source of reference, opinion, and advice to the President, Chief Executive Officer, and the Board of Directors of USATF with regard to current or contemplated policies of USATF and in all matters relating to athletes and athletes' rights;
- B **Representation:** To appoint, elect, or oversee the appointment or election of athletes' representatives to USATF committees or subcommittees when empowered to do so by USATF Bylaws or Operating Regulations;
- C **Participation:** To encourage and foster the representation and active participation of athletes at USATF annual meetings, Board of Directors meetings, Committee meetings, and all other levels of decision making within USATF and in Athletics.
- D **Meetings:** To conduct meetings of the active athlete delegates and other active athletes who attend the USATF annual meeting and to administer the elections and appointments which such groups of active athletes are authorized to hold and make;
- E **Performance:** To assist athletes in achieving maximum performance in Athletics competition;
- F **Rights and responsibilities:** To educate athletes about their rights and responsibilities in Athletics and to assist athletes in preserving and protecting their rights;
- G **Advice:** To advise athletes on all matters pertaining to the general structure and operation of Athletics;
- H **DPL:** Advise on all matters pertaining to the general operation of the Direct Payment License Program (DPL);



**J Procedures:** Adopt operating procedures to assist the committee in carrying out its duties and responsibilities.

## SECTION 4 COMPOSITION AND SELECTION

**A Members:** The AAC shall consist of one male and one female active athlete in each of the following categories:

- 1 Sprints
- 2 Hurdles
- 3 Multi-event (heptathlon for women, decathlon for men)
- 4 Distances of 800 meters through 1500 meters
- 5 Distances of over 1500 meters to 10,000 meters
- 6 Road racing and cross country
- 7 Throws
- 8 Horizontal jumps
- 9 Vertical jumps
- 10 Race walking
- 11 At-large (active or inactive) athletes

**B Election:** The AAC, except for the at-large members, shall be elected at the annual meeting of USATF in even-numbered years by the Athlete Representatives at the USATF annual meeting who have been named to compete in international competition under IAAF jurisdiction during the preceding ten (10) years as representatives of the United States. The at-large members shall be elected by the other members of the AAC.

**C Additional members:** The AAC shall have the authority to appoint additional ex officio members it deems necessary to carry out its representative functions.

## SECTION 5 MEETINGS OF THE AAC

**A Annual meeting:** The AAC shall hold its annual meeting during the annual meeting of USATF, and shall hold a special meeting during each year on call by the chair, in conjunction with any special meeting of the Board of Directors of USATF.

**B Special meetings:** Additional special meetings may be called by the chair or upon the written request of any eight (8) members of the AAC.

**C Notice:** Written notice of all AAC meetings shall be given by the Secretary at least thirty (30) days in advance, and shall specify the date, time, and place of the meeting, mailed to the last known address of each AAC member.

**D Voting:** A quorum for meetings of the AAC shall consist of forty percent (40%) of the voting members of the AAC. Except as otherwise provided, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy. Upon majority vote at a duly convened meeting, the AAC may authorize the conduct of a vote through the distribution and/or collection of ballots using the U.S. postal service, with the procedure and subject matter for such vote to be set forth in the authorizing resolution.

**E Procedure:** Questions of order shall be decided by the chair in accordance with Robert's Rules of Order (Newly Revised), unless otherwise provided in these Operating Procedures. Decisions of the chair may be appealed to the membership of the AAC.

**F Agenda:** At meetings of the AAC, business shall be conducted in the following order:

- 1 Roll call
- 2 Reading or acceptance of minutes of previous meeting
- 3 Treasurer's report
- 4 Unfinished business
- 5 New business
- 6 Elections of athletes' representatives to IAAF, USOC, and USATF positions
- 7 Confirmation of chair's appointments of athletes' representatives to USATF committees
- 8 Election of AAC
- 9 Election of AAC officers
- 10 Adjournment

## SECTION 6 OFFICERS

- A Positions:** The officers of the AAC shall be:
- 1 Chair;
  - 2 Vice-chair;
  - 3 Secretary; and
  - 4 Financial officer.
- B Election:** The officers of the AAC shall be elected by the members of the AAC for two-year terms at the annual meeting of USATF in even-numbered years immediately following the election of the AAC. The officers need not be voting members of the AAC. Non-AAC members elected as officers shall become ex-officio members of the AAC, with voice and vote.
- C Removal:** Any officer of the AAC may be removed for good cause by a two-thirds vote of those AAC members present and voting at an annual or special meeting called for that purpose, and provided the requisite notice for such meeting shall properly set forth on its agenda the removal vote.
- D Succession:** The order of succession to the position of chair, in the event the chair is unable to serve his or her full term for any reason, shall be: (1) vice-chair; (2) secretary; and (3) financial officer. This order of succession shall also be used to designate a temporary chair during the chair's absence from any AAC meeting. In the event any other officer is unable to serve his or her full term for any reason (including succession to the position of chair), the chair shall appoint a replacement for the remaining portion for the term as soon as is practicable.
- E Multiple roles:** No person may hold more than one office at the same time.

## SECTION 7 DUTIES OF THE OFFICERS

The officers shall perform the following duties and any other duties prescribed by these Operating Procedures, the Bylaws of USATF, and by the membership of the AAC:

- A Chair:** The chair shall:
- 1 **preside** at all meetings of the AAC and of the meetings of active athletes at the USATF annual meeting;
  - 2 **be a nonvoting ex-officio member** of all AAC committees;
  - 3 **manage and supervise** the affairs of the AAC, subject to the direction of the AAC membership; and
  - 4 **select** subcommittee chairs and members as well as other athletes' representative appointments authorized by these Operating Procedures and the Bylaws of USATF after consultation with the vice-chair, with the chair reserving the right to terminate such appointments for good cause upon written notice to such appointees.
- B Vice-chair:** The vice-chair shall be a nonvoting ex-officio member of all AAC committees, and, in case the chair is unable for any reason to serve his or her full term in office, shall assume the position of chair for the remainder of such term.
- C Secretary:** The secretary shall:
- 1 keep or cause to be kept all records of the AAC, and all minutes of meetings of the AAC;
  - 2 send notices of the annual and special meetings of the AAC;
  - 3 post notice of the time and place of all elections conducted by the AAC; and
  - 4 in general perform all duties normally pertaining to the office of secretary.
- D Financial officer:** The financial officer shall:
- 1 keep or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of the AAC;
  - 2 furnish at meetings of the AAC, or whenever requested, a statement of the financial condition of the AAC;
  - 3 prepare and present, in conjunction with the chair, budget and grant requests to the Budget and Finance Committee of USATF and other appropriate bodies; and
  - 4 in general perform all duties pertaining to the office of a treasurer.

## EXECUTIVE COMMITTEE

- A Makeup:** The executive committee shall consist of the officers of the AAC.
- B Authority:** Between meetings of the AAC, the duties of the AAC shall be discharged (subject to any limitations imposed by the AAC) by the executive committee.

## SECTION 9 ELECTION PROCEDURES

- A Subcommittee:** The chair shall appoint an Elections Subcommittee to oversee all nominations and elections by the AAC and by active athletes at the USATF annual meeting.
- B Ballots:** Voting in contested elections shall be by written secret ballot. When only one (1) candidate is nominated, a voice or hand vote shall be permitted. No proxy votes shall be permitted.
- C Posting:** The time and place of all elections shall be posted by the secretary at least 24 hours prior to such elections.
- D Nominations:** The Elections Subcommittee shall nominate candidates for the various elected positions. Additional nominations shall be taken from the floor immediately prior to the election for each elected position.
- E Parameters:** Each voter shall be permitted to vote for as many candidates as there are positions to be filled. Positions shall be filled when a candidate has received votes from a majority of the votes cast. Remaining positions shall be filled by a second vote in which there shall be a choice of candidates numbering one (1) more than the number of remaining positions. The candidates in the second vote shall be those candidates who received the highest numbers of votes in the first vote without being elected.
- F Alternates:** Those candidates not elected shall be designated as alternates for the positions for which they ran, ranked according to number of votes received.
- G USOC AAC members:** The AAC shall elect one representative and one alternate (of opposite gender from the representative) to the USOC Athletes' Advisory Council at each annual meeting following the summer Olympic Games. The representative and alternate shall have represented the U.S. in international competition under IAAF or IOC jurisdiction within the preceding ten (10) years and shall serve not more than two (2) full quadrennial periods.
- H Other elections:** The AAC shall conduct and supervise the following elections:
  - 1 USATF Board of Directors:** That number of active athletes numbering twenty percent (20%) of total authorized number of members of Board shall be elected by athletes who have represented the United States in international competition within the preceding ten (10) years or who are currently competing at a level of proficiency appropriate for selection to a national team, with such elections held in even-numbered years; and
  - 2 International Competition Committee:** Four (4) active athletes elected by active athletes who have represented the U.S. in international competition under IAAF jurisdiction within the preceding ten (10) years shall be elected for four year terms at the annual meeting in year of each Olympic Games).

## SECTION 10 APPOINTMENT PROCEDURES

- A Subcommittee:** The chair shall establish a Subcommittee for Appointments of athletes' representatives, consisting of at least three (3) active athlete members. The Subcommittee for Appointments shall recommend prospective appointees to the chair for appointed athletes' representative positions authorized by the Bylaws of USATF, the USOC, or any other body on which USATF is authorized to appoint athletes' representatives.
- B Factors:** The Subcommittee for Appointments shall weigh the following factors (all to be considered equally) in recommending prospective appointees to the chair:
  - 1** Prior service and attendance record in fulfilling duties of position;
  - 2** Special expertise suited to position;
  - 3** Participation at all levels of USATF;
  - 4** National and international competitive experience; and
  - 5** Other factors to be determined by the Committee.
- C Committees:** The chair of the AAC shall appoint for two-year terms at the annual meeting in even-numbered years active ath-

USATF present and voting at a duly convened meeting:

Administrative committees:

- 1 Associations (20% of total authorized membership)
- 2 Law & Legislation (4)
- 3 Member Services (6)
- 4 Officials (20% of total authorized membership)
- 5 Records (4)
- 6 Rules (4)
- 7 Substance Abuse Education & Testing (Doping Control) (4 male and 4 female)
- 8 Developmental committees:
  - a Coaching Education (4)
  - b Men's Development and Women's Development (5 for each committee, with at least one athlete on each committee representing T&F, RW, and LDR; selected for four year terms at annual meeting following Summer Olympic Games)
  - c Sports Medicine & Science:
    - i Medical Services Subcommittee (6)
    - ii Scientific Services Subcommittee (6)
    - iii Psychological Services Subcommittee (6)

**D Groups:** The chair of the AAC shall, after consulting with the vice-chair, make recommendations to the President of USATF for all athletes' representatives and alternates to Temporary Groups.

**E Other:** The chair of the AAC shall, after consulting with the vice-chair, appoint all active athletes' representatives to positions not otherwise covered by these Operating Procedures.

**F Sport committees:** Except for Masters Track and Field, Masters Long Distance Running, and Youth Athletics, the selection of active athlete representatives and alternates to the sport committees of USATF shall be conducted as follows:

- 1 **Constituency:** Representatives and alternates shall be selected for two-year terms at the annual meeting in even-numbered years at a duly convened meeting of the active athletes who have registered themselves in attendance at the annual meeting of USATF.
- 2 **Selection:** The active athletes who participate in each sports discipline shall select, by an elective or appointive procedure they adopt by majority vote, that number of active athlete representatives to their sports committee which comprises twenty percent (20%) of the total authorized membership of the committee.

## SECTION 11 SUBSIDIES FOR ATTENDANCE AT MEETINGS

**A Meetings:** When funding is available from USATF, the AAC shall pay for the transportation and lodging of the Committee members for annual meetings of USATF and of the active athlete representatives to meetings of the USATF Board of Directors and BOD.

**B Additional funding:** If funds are available, additional active athlete representatives to be funded to the annual meetings of USATF shall be selected by the Executive Council. The Executive Council shall attempt to balance representation by events. In selecting additional active athlete representatives to be funded, the Executive Council shall consider the following factors, listed in order of importance:

- 1 Membership on sports committees and other committees (in that order);
- 2 Prior attendance at annual meetings and participation on committees;
- 3 Ability to attend the full annual meeting, including the general assembly on the last day;
- 4 Delegate status with local Association;
- 5 National and international competitive experience;
- 6 Personal and professional expertise; and
- 7 Other factors to be determined by the Committee.

**C Notification:** The secretary shall notify athletes who are eligible for funding to annual meetings, as well as additional athletes who may apply for such funding, at least three (3) months prior to the first day of the annual meeting. In order to receive funding, all athletes shall be required to submit written requests, in which they shall commit themselves to attending the annual meeting. Such written requests shall be submitted before the deadline set by the Executive Council, which deadline shall be no later than two (2) months prior to the first day of the annual meeting.

**D Selection:** The secretary shall notify all athletes selected to receive funding no later than forty-five (45) days prior to the first day of the applicable meeting.

## SECTION 12 ATHLETES' LIAISONS

- A Selection:** The chair shall designate individuals to serve as athletes' liaisons at all Open National Championships, international team selection competitions, and at other major competitions designated by the AAC.
- B Duties:** Athletes' liaisons shall have the following duties and responsibilities:
- 1 To facilitate the competitive efforts of the participating athletes;
  - 2 To answer the questions of competitors and obtain information when necessary;
  - 3 To act as a liaison between athletes and USATF officers and staff;
  - 4 To ensure that the concerns of athletes are handled properly;
  - 5 To assist athletes during protests or appeals arising from competition;
  - 6 To accompany athletes during sample collection if so requested, and to answer questions regarding drug testing procedures;
  - 7 To inform athletes of the work of the AAC and to solicit their participation; and
  - 8 To assist USATF and meet personnel.
- C Factors:** Athletes' Liaisons shall be selected on the basis of the following criteria:
- 1 Experience at the international level of competition or repeated exposure to the caliber of competition being conducted;
  - 2 Expertise in and familiarity with the procedures and personnel involved in a particular competition; and
  - 3 Ability and willingness to sacrifice personal considerations in order to fulfill the duties of athletes' liaison.
- D Funding:** The travel and lodging of athletes' liaisons shall be funded by the AAC if funds are available.

## SECTION 13 SAVING CLAUSE

Failure of literal or complete compliance with 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 at meetings held, do not cause substantial injury to the rights of any athlete, shall not invalidate the actions or proceedings of the AAC at any meeting.

## SECTION 14 PREEMPTION BY USATF BYLAWS

If any provision of these Operating Procedures conflicts with any Bylaw or Operating Regulation of USATF, the USATF Bylaw or Operating Regulation shall prevail.

## SECTION 15 AMENDMENTS

- A Consideration:** These Operating Procedures may be amended by a two-thirds vote at any duly convened AAC meeting.
- B Submissions:** Proposed amendments shall be submitted in writing by a member of the AAC to the secretary at least thirty (30) days in advance of the meeting at which they are to be considered.
- C Waiver of time frame:** The time and notice requirements above may be waived under the following circumstances:
- 1 To act on a tabled amendment proposal;
  - 2 To make these Operating Procedures conform with the USATF Bylaws and Operating Regulations; or
  - 3 In emergency circumstances, upon eighty percent (80%) vote at any meeting of the AAC.
- D Effective date:** Unless otherwise specified at the time of adoption, amendments to these Operating Procedures shall take effect immediately.

## PREAMBLE

This committee is a standing committee of USA Track & Field and, as such, this committee and its Operating Procedures are subject to and subservient to the Bylaws and Operating Regulations of USA Track & Field, the national governing body of the sport (hereinafter referred to as "USATF").

## SECTION 1 NAME

This committee shall operate under the Bylaws of USA Track & Field and shall be known as the National Track & Field Officials Committee of USA Track & Field, and hereafter shall be referred to as the National Track & Field Officials Committee or NTFOC.

## SECTION 2 OBJECTIVES

The objectives of this Committee shall be to certify competition officials, to continuously monitor their quality, and to promote, encourage, and improve the conditions of officiating in the sport of track & field (including long distance running, race walking, and cross country running) throughout the USA.

## SECTION 3 DUTIES & RESPONSIBILITIES

**A Duties:** The NTFOC shall:

- 1 Certify, train, and generally supervise of competition officials in track & field;
- 2 Establish and monitor the overall requirements for the training and certifying of officials;
- 3 Delegate to Association certification chairs such duties as the NTFOC directs; and
- 4 Encourage the wearing of the national uniform during officiating as directed by the NTFOC.

**B Responsibilities:** In carrying out its overall supervisory responsibility, the NTFOC:

- 1 Communications: May request from each Association Officials Committee advice and reports as to the training, certification, and other activities being conducted by the Officials Committee in that Association; and
- 2 Materials: Shall provide each Association certification chair with forms, examinations, clinic programs, and other material or knowhow to assist the Association Officials Committee in furtherance of its duties.

## SECTION 4 MEMBERSHIP

The makeup of the Committee shall consist of:

**A Association chair:** The certification chair of each of the Association Officials' Committee, or the chair's certified designee, or if neither is available at any session during any annual meeting, a certified official/USATF member from the Association, appointed by the President of the Association or head of the Association's delegation.

**B Sport committees:** One (1) designee from each sport committee.

**C Appointed at-large:** Four (4) at-large members appointed by the President of USATF.

**D Athletes:** Four (4) athlete members appointed by the USATF Athlete's Advisory Committee.

**E Elected at-large:** Three (3) at-large members elected to a four- (4-) year term by the members of the NTFOC.

**F Subcommittee chairs:** Chairs of all the permanent subcommittees appointed by the chair and approved by the NTFOC:

- 1 Equipment and Facilities Specifications;
- 2 Affirmative Development;
- 3 Computer; and
- 4 NTFOC

- G Additional members:** One (1) additional certified/USATF member from each Association for each full one hundred (100) membership count up to a maximum of five (5). The official membership count for determining the number of additional members an Association may name to the committee will be finalized by the NTFOC Vice Chair/Certification by July 31 of each year. The Association certification chairs will be mailed the finalized count following this date.

## SECTION 5 OFFICERS

- A Officers:** The elected officers of this Committee shall be:

Chair	Secretary
Vice Chair/Awards	Treasurer
Vice Chair/Certification	
Vice Chair/Rules	
Vice Chair/Training	

- B Elections:**

- 1 Schedule of elections:** The general election of officers and at-large members shall take place every four years at the USATF Annual Meeting during the year of the Summer Olympics (first year of the Olympiad) except for the offices of Vice Chair/Certification and Treasurer, who shall be elected two years after the general Election (third year of the Olympiad) at the Annual Convention of USATF;  
**NOTE:** The present term for the office of Vice Chair/Certification will be extended to the year 2002 and thereafter will be elected as stated above.
- 2 Eligibility:** All officers and certified/USATF member officials who are designated as official members of this committee as listed in Procedure 4 above shall be eligible to be nominated and elected to office;
- 3 Nomination process:** The chair at the opening session of the Annual Meeting, in the year preceding the election year, shall appoint a nominations subcommittee of not more than five (5) members to administer the nomination process for the above officers:
  - a Request:** At least ninety (90) days prior to the Annual Meeting in the year which the election shall take place, the Nominating Committee shall request nominations from the membership; and
  - b Summary:** Nominations shall be returned to the Nominating Subcommittee chair at least forty-five (45) days in advance of the Annual Meeting for the preparation of a written ballot, with a brief summary describing the qualifications of the nominees. Members of the Nominating Subcommittee shall be eligible for nomination as officers;
- 4 Floor nominations:** Nominations may be accepted from the floor at the Annual Meeting;
- 5 Voting procedure:** The voting shall be by written secret ballot and only by those members in attendance who have been certified as official voters (See Procedure 9-E, Voting). Proxy voting shall not be permitted;
- 6 Substitute voters:** Substitute voting is permitted (See Procedure 9-E, Voting);
- 7 Voting requirements:** Nominating and voting for each office shall be conducted separately beginning with the office of chair. In the event a majority is not attained, the nominee receiving the lowest vote shall be eliminated and a new ballot shall be taken until a nominee receives a majority;
- 8 Exclusivity:** An officer can hold only one office; and
- 9 At-large elections:** Nominations for elected at-large members will be accepted from the floor. All certified, USATF dues paid members in attendance are eligible to be nominated for an at-large position. The election of at-large members will follow the same provisions as outlined in Procedure 5-B-5 to 8.

- C Term of office/position:** The term of office for officers shall be four years. An officer may not serve more than two (2) consecutive terms in the same office. The term for elected at-large members shall run concurrent with the officers, but they are not affected by the two consecutive term limitation.

- D Vacancy in office:** A vacancy in any office, except for the office of the chair, shall be temporarily filled by appointment by the chair. The appointee shall hold office until the next Annual Meeting, at which time an election for the remainder of the term shall be held. A vacancy in the office of the chair shall be filled temporarily by the vice chair/certification with the approval of the President of USATF. An election to fill the remainder of the unexpired term shall be held at the next Annual Meeting.

## DUTIES OF OFFICERS

**A Chair:** It shall be the duty of the chair to:

- 1 Establish and maintain** direct contact with the President of USATF and its Chief Executive Officer;
- 2 Maintain** liaison with the officers, executive council members, Association Officials Committee chairs, and at-large members;
- 3 Disseminate** all information distributed by the USATF National Office as it pertains to the membership;
- 4 Solicit** agenda items for the committee meetings at the Annual Meeting at least ninety (90) days in advance of the first general session of the Annual Meeting;
- 5 Prepare** an agenda and mail same to the membership of the NTFOC at least thirty (30) days prior to the opening of the Annual Meeting. This should include proposed amendments to this committee's procedures or resolutions that are proposed as agenda items;
- 6 Appoint** permanent or special subcommittees deemed necessary to facilitate the business of the NTFOC;
- 7 Be an ex-officio member** of all subcommittees; and
- 8 Perform** such other duties normally associated with the office of chair.

**B Vice chairs:** It shall be the duty of the vice chairs to assist the chair in such capacities as designated by the chair, to establish and serve as the chair of any special subcommittee established by the chair, and to deal with the responsibilities of his/her office. The duties of the vice chairs shall be as follows:

**1 Vice Chair/Awards:**

- a** To develop and administer an awards program that will honor officials who have made significant contributions to officiating in the sports of track & field, long distance running, race walking, and/or cross country running;
- b** To establish qualifications for each award presented within the NTFOC;
- c** To solicit nominations for the annual committee award(s) and with the aid of his/her subcommittee, select the recipient(s);
- d** To plan ceremonies associated with the presentation of awards; and
- e** To perform such other duties normally associated with this office.

**2 Vice Chair/Certification:**

- a** To maintain liaison with the chair on all matters pertaining to officials' certification;
- b** To maintain liaison with the certification chair in each Association on all matters pertaining to officials' certification;
- c** To maintain liaison with the NTFOC vice chairs for rules and training and, in conjunction with his/her responsibilities, develop and maintain a program for the certification of officials (new and renewal);
- d** To disseminate to the certification chair of every Association all information related to certification developed by the NTFOC;
- e** To prepare and distribute certification packets to the certification chair of each Association;
- f** To maintain, in conjunction with the Coordinator of Officials, records of all certified officials in the NTFOC;
- g** Upon request, furnish updated lists of National and Masters Officials to the certification chair of each Association;
- h** To furnish to any NTFOC Officials Selection Committee an updated eligibility list of certified officials and their level of certification;
- i** To develop and make available to each Association Officials committee a recruitment program for the purpose of encouraging lay people interested in the sport to become track & field officials;
- j** To develop an appeal process for those officials whose National or Masters level of certification had not been accepted; and
- k** To perform such other duties normally associated with this office.

**3 Vice Chair/Rules:**

- a** To maintain liaison with the chair on all matters pertaining to Competition Rules, the Operating Procedures of this committee, and the Bylaws and Operating Regulations of USATF;
- b** To establish and maintain contact with the chair of the USATF Rules Committee and be the NTFOC representative on that committee;
- c** To maintain liaison with the NTFOC vice chairs of certification and of training;
- d** To solicit from each Association certification chair proposals for amendments to the Competition Rules (USATF, IAAF, NCAA, and NFSHSA [high school]), and to the Bylaws and Operating Regulations of USATF;
- e** To present proposals and solicit from the NTFOC recommendations for submission of Competition Rules, Bylaws, and Operating Regulations to the appropriate committee(s);
- f** To prepare and distribute to each Association certification chair the adopted rule changes, bylaws, and operating regulations and information pertaining to the availability of all applicable rule books and other appropriate resource material; and
- g** To perform such other duties normally associated with this office.

**4 Vice Chair/Training:**

- a** To maintain liaison with the chair on all matters pertaining to training;



available to all Association Certification Chairs;

- d To prepare training materials and develop material for training clinics and make them available to each Association Certification chair;
- e To solicit from each Association Certification chair ideas for inclusion in a standardized training manual, a training program or clinics;
- f To develop instructional videos, slides and films for use in training programs or clinics; and
- g To perform such other duties normally associated with this office.

**C Secretary:** The secretary shall:

- 1 Serve as the recording officer of the NTFOC;
- 2 Serve as the custodian of all NTFOC records, except those specifically assigned to others by the chair or by these Operating Procedures;
- 3 Keep the current membership roll of the NTFOC and to certify the credentials of members at the Annual Meeting;
- 4 Have available at the Annual Meeting a list of permanent subcommittees and their current members;
- 5 Maintain a record of the Operating Procedures, special rules of order, standing rules, and minutes (with amendments properly recorded), and to have these available at the Annual Meeting;
- 6 Assist the chair in the preparation of an agenda for the Annual Meeting. The agenda shall contain all matters due for consideration or discussion;
- 7 In the absence of the chair or any of the vice chairs at the Annual Meeting, if a quorum is present, preside at the meeting until the election of a chair Pro Tempore. Such election shall be the first item of business;
- 8 Provide minutes of all meetings to the membership within thirty (30) days following said meeting; and
- 9 Perform such other duties normally associated with the office of Secretary.

**D Treasurer:** The treasurer shall:

- 1 Receive and pay out, upon the order of the chair, the funds of the NTFOC;
- 2 Maintain records of all financial transactions and to report same to the NTFOC when requested;
- 3 Make available all financial records to the chair, executive council, or any member upon request; and
- 4 Perform such other duties normally associated with the office of treasurer.

## SECTION 7 EXECUTIVE COMMITTEE

**A Makeup:** The executive committee shall consist of the elected officers.

**B Authority:** The executive committee shall be fully empowered to expedite such administrative matters as may, in its discretion, require attention between annual meetings of the NTFOC and reporting such action taken in the form of minutes sent, when practicable, to the membership of the NTFOC.

**C Meetings:**

- 1 **Regular meetings:** The executive committee shall meet in "open" session at the Annual Meeting. These meeting(s) shall be called by the chair. By a 75% vote of the executive committee, the committee may meet in "closed" session for consideration of publicly-announced agenda items that are considered extraordinary in nature and potentially damaging to the reputation of an individual and/or the executive committee;
- 2 **Special meetings:** The chair may call special meeting(s) including telephone conferences. Written notice of said meetings and the agenda shall be transmitted to the members of the committee by the Secretary at least fifteen (15) days for "in person" and three (3) days for telephone conference meetings prior to such meeting; and
- 3 **Record:** Minutes of all meetings shall be furnished to the members of the committee within thirty (30) days following said meetings.

**D Quorum:** A majority of the members of the executive committee shall constitute a quorum for the legal transaction of NTFOC business.

**E Voting:** Each member is limited to one (1) vote. A simple majority is necessary to act upon business.

**F Assessments:** All dues and assessments shall be recommended by the executive committee to the NTFOC members for action at the annual meeting.

## SPECIAL SUBCOMMITTEES

Each of the vice chairs may appoint a subcommittee to assist in their duties. These special subcommittees shall consist of no more than five (5) members and will work under the direction of the appropriate vice chair. The duties and responsibilities of these standing subcommittees shall be as follows:

- A Awards:** To establish the criteria for any and all awards presented to certified officials by or through USATF on behalf of the NTFOC.
- B Certification:** To recommend to the NTFOC requirements and procedures for certification as a NTFOC official.
- C Rules:** To advise the vice chair regarding proposed rule changes within the NTFOC.
- D Training:** To work with the vice chair and provide encouragement by recommending training methods and guides for clinics.

## SECTION 9 MEETINGS

- A Annual meetings:** Regular meetings of the NTFOC shall be held at the annual meeting of USATF.
- B Authority:** Any business of the NTFOC may be transacted at regular meetings.
- C Special meetings:** Special meetings of the NTFOC may be called by the chair or by a majority of the executive council. Notice of said meetings and the reason(s) therefore shall be transmitted to the members of the NTFOC by the Secretary at least fifteen (15) days (except at an annual meeting) prior to any such meeting. No business, except for that for which the meeting was convened, may be transacted.
- D Quorum:** For the official transaction of any NTFOC business at any regular meeting of the NTFOC, fifteen (15) members, including three (3) officers, must be present to constitute a quorum.
- E Voting:** In all voting, a member is limited to only one (1) vote although s/he may represent more than one (1) area of membership, i. e., an officer, certification chair or designee of an Association Officials Committee, a sport committee, an athlete member, an at-large member (USATF Presidential appointee or elected by the members of the NTFOC), or an additional Association member as per Procedure 4-G.
  - 1 Substitutes:** Substitutes for voting members shall be permitted when an Association president or the head of the Association's delegation (in the absence of the Association's certification chair), a sport committee chair, the Athletes Advisory Committee chair, or the President of USATF (in the case of an at-large appointee) shall decide to make a substitute appointment. Such appointment must be in writing and delivered to the Secretary of the NTFOC prior to any vote being cast by the substitute. Such substitutes may be required to provide reasonable identification, if requested by any voting member;
  - 2 Voting:** A simple majority is all that is necessary to transact business; and
  - 3 Balloting:** A secret written ballot may be called for by a simple majority expressed by a voice vote or show of hands (except as set forth in Procedure 5-B-5).
- F Order of business:** The following order of business shall be regarded as the standard for all meetings of the NTFOC:
  - 1 Call to order;
  - 2 Roll call of members;
  - 3 Reading and approval of minutes;
  - 4 Report of officers;
  - 5 Report of standing subcommittees;
  - 6 Report of special subcommittees;
  - 7 Report of permanent and ad hoc subcommittees;
  - 8 Unfinished business;
  - 9 Action on proposed amendments;
  - 10 New business;
  - 11 Nomination, election and installation of new officers. Newly elected officers may conduct business for the balance of the Annual Meeting;
  - 12 Other business; and
  - 13 Adjournment

conflict with the provisions of these Operating Procedures, in which case these Procedures shall prevail.

## **SECTION 10 SAVING CLAUSE**

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

## **SECTION 11 AMENDMENTS**

These Bylaws may be amended only at the Annual Meeting of the NTFOC provided that the amendment(s) have been submitted in writing to the Secretary sixty (60) days prior to the date of the Annual Meeting. The Secretary shall submit all proposed amendments to the NTFOC members for review at least thirty (30) days prior to the opening general session of the Annual Meeting. An affirmative vote of two thirds (2/3) of the NTFOC members in attendance shall be required to amend these Operating Procedures.

## **SECTION XIII DECERTIFICATION**

- A.** Any certified official may be suspended after due process outlined in this article if they are found to be guilty of conduct detrimental to the best interests of the NOC, USATF or the sport of athletics. A. Any complaint that alleges that, by action or inaction, a Certified Official has caused harm to this Committee, USATF, and/or the sport of Athletics, or could cause such harm if such action or inaction were permitted to continue or recur, shall be forwarded to the Chair of this Committee. If the complaint is oral, it shall be reduced to writing by the complaining party.
- B.** The Chair shall forward this written complaint to the Executive Committee. If the Executive Committee concludes that the allegation is credible and that, if the allegation is true, there is a reasonable concern that harm has resulted or will result, a Notice shall be send to the charged Official, requesting that a written response to the complaint be provided to the Chair within ten (10) days of the receipt of the Notice.
- C.** If the Official does not respond or does not contest the charges alleged in the complaint, the Executive Committee shall suspend the certification of the Officials. If the Official does contest the charges, the Executive Committee shall review the complaint and the response, and shall by telephone conference call or e-mail, determine whether or not to suspend the certification of the Official.
- D.** If the Executive Committee wishes to hear oral statements or evidence before making this decision, it may, in its discretion, request a telephone conference call on which the complaining party and the Official may present such oral statements or evidence.