

WOMEN'S LONG DISTANCE RUNNING COMMITTEE OPERATING PROCEDURES

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SECTION 1 COMMITTEE DEFINITIONS

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 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 PURPOSES, OBJECTIVES AND 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 committee 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 in accordance with Regulation 18 J.2,3,4.

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.

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 and shall be approved by the committee.

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 committee 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: Per Regulation 11B, The chair of this Committee shall be elected for a one,two,three or four-year term as

shall be determined by the Committee prior to voting.

2 Duties of the chair: Per 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, in accordance with Regulation 9E, nominations shall be conducted during a committee meeting on the day after the opening session of the USATF annual meeting. Uncontested elections may be voted on by acclamation at that time.

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.