



**OPERATING PROCEDURES OF THE  
NATIONAL OFFICIALS COMMITTEE OF  
USA TRACK & FIELD\***

Revision 10

\*Amended and Adopted on December 2, 2017 at the USATF Annual Meeting, Columbus, OH

# **OPERATING PROCEDURES OF THE NATIONAL OFFICIALS COMMITTEE OF USA TRACK & FIELD**

## **PREAMBLE**

This committee is a standing committee of USA TRACK & FIELD and as such, this committee and its Operating Procedures are subject and subservient to the Bylaws and Operating Regulations of USA Track & Field, the national governing body of the sport (herein after referred to as "USATF") and found in the current governance manual of the same organization.

These Operating Procedures have been previously amended:

Dec 1, 1994 USATF Meeting, St. Louis	Dec 2, 2005 USATF Meeting, Jacksonville
Dec 4, 1999 USATF Meeting, Los Angeles	Dec 5, 2008 USATF Meeting, Reno
Dec 1, 2000 USATF Meeting, Albuquerque	Dec 6, 2013 USATF Meeting, Indianapolis
Dec 4, 2002 USATF Meeting, Kansas City	Dec 2, 2016 USATF Meeting, Orlando
Dec 2, 2003 USATF Meeting, Greensboro	Dec 2, 2017 USATF Meeting, Columbus

## **SECTION 1 NAME**

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

## **SECTION 2 OBJECTIVES**

The objectives of this Committee shall be to certify only competition officials who are members of USATF, continuously monitor their quality and to promote, encourage, and improve the conditions of officiating in the sport of Track and Field (including Long Distance Running, Race Walking and Cross Country) throughout the U.S.A.

**SECTION 3  
DUTIES & RESPONSIBILITIES**

- A. **Duties:** The NOC shall be responsible for:
1. The certification, training and general supervision of competition officials in all the disciplines of USATF;
  2. The establishment and monitoring of the overall requirements for the training and certifying of officials;
  3. The delegation to Association Certification Chairs such duties as the NOC directs;
  4. Designating what constitutes the USATF officials' national uniform, and directing that it be worn at USATF national championship competitions, and other major national or international meets.
  5. Requesting, when appropriate, advice and reports from Associations' officials committees concerning the training, certification, and other activities that they are conducting; and
  6. Providing each Association, when appropriate or requested, with forms, examinations, clinic programs, and other material or know how to assist the Associations' officials committees in carrying out their duties;

**SECTION 4  
MEMBERSHIP**

All members of the committee shall be current members of USATF. The makeup of the Committee shall consist of:

- A. **Officers:** The Elected Officers as listed in Section 5 below
- B. **Association Certification Chairs:** The Certification Chair of each of the Association Officials' Committees, or the Chair's certified designee, or if neither is available at any session during any annual meeting, a certified official/dues paid member of USATF from the Association, appointed by the President of the Association or Head of the Association's Delegation;
- C. **Sports Committees:** One designee from each Standing Sports Committee;
- D. **Presidential Appointments:** Four at-large members appointed by the President of USATF;
- E. **Athletes:** Four athlete members appointed by the Athlete's Advisory Committee;
- F. **At-Large:** Three at-large members elected to a four year term by the members of the NOC;
- G. **Committee and Subcommittee Chairs:** All committee chairs and subcommittee chairs of the National Officials Committee, whether appointed or elected.
- H. **Additional Members:** One additional certified/USATF dues paid member from each association for each full one hundred certified official membership count up to a maximum of five. The official membership count for determining the number of additional members an association may name to the committee will be finalized by the NOC, Vice Chair-Certification by July 31st. The Certification Chairs will be mailed or electronically mailed the finalized count following this date. Certification chairs must make these appointments and send the names to the Committee's Secretary by October 15 each year. Positions not

filled by that date will not be filled until the next year. To have a vote at the Annual Meeting the additional representatives must be registered for the Annual Meeting. They become committee members when appointed and will continue to be members until the nominal appointment date of October 15<sup>th</sup> of the following year or until a replacement is appointed if that occurs before that date, i.e. membership must be renewed each year if eligible. To be eligible to be a possible representative to this committee, an individual must be a currently certified official.

I. **Other Committee Representatives:**

One representative named from the Para Athletics Committee.

One representative named from the Associations Committee.

J. **Alternates:** Substitutions for any of the members for the Meeting must be made in writing to the Secretary by the appropriate appointing authority or his or her substitute before the start of the first business meeting of the committee at the Meeting. Subsequent changes for the Annual Meeting will not be accepted. Following the Meeting, the original member appointed will be reinstated unless the appointer has indicated that the substitution is a replacement appointment.

K. **Terms:** The term of members in categories C through E is for the same term as the chair of the NOC. They can be reappointed without limitation.

L. **Multiple Memberships:** An official can have membership in multiple associations, but can only be certified by one association.

## SECTION 5 OFFICERS

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

1. Chair
2. Vice Chair-Awards
3. Vice Chair-Certification
4. Vice Chair-Rules
5. Vice Chair-Training
6. Secretary
7. Treasurer

B. **Elections:**

1. Schedule of Elections: The general election of Officers and At-large members shall take place every four years at the Annual Meeting during the year of the Summer Olympics except for the offices of Vice Chair - Certification, Treasurer, and Vice Chair-Awards which will be elected two years after the General Election. All elections shall take place at the Annual Meeting of USATF;
2. Eligibility: All individuals who are certified officials and are designated as official members of this committee as listed in Section 4 above shall be eligible to be nominated and elected to office;
3. Nomination Process: The Chair, in the year preceding the election year, shall appoint a Nominations Committee of not more than five members to administer the nomination process for the above officers;

4. Request for Nominations: At least ninety days prior to the Annual Meeting in the year which the election shall take place, the Nominating Committee shall request nominations from the membership;
  5. Summary: Nominations shall be returned to the Nominating Committee Chair at least forty-five 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 Committee shall be eligible for nomination as officers;
  6. Floor Nominations. Nominations may be accepted from the floor at the Annual Meeting;
  7. Voting Procedure: The voting shall be by written secret ballot and only by those NOC members in attendance who have been certified as official voters. (See Section 4. Proxy voting shall not be permitted;
  8. Voting Requirements: Voting for each office shall be conducted separately beginning with the office of Chair. In the event a majority is not attained in the first round, the nominee receiving the fewest votes shall be eliminated and a new ballot shall be taken. After the second round of voting the remaining positions will be filled by a run-off election in which there shall be one more candidate than the number of remaining positions to be filled. If there is a tie for the last qualifying position, then all such tied candidates will be included. Candidates in the run-off election shall be those candidates who received the highest number of votes in the previous round of balloting without being elected. After two rounds of voting, a plurality of the votes cast is sufficient to elect the candidates in the following round;
  9. Exclusivity: An officer can hold only one office;
  10. At-large Elections: Nominations for 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 Section 5. B.7&8 above.
- C. **Term of Office:** The term of office for officers and at large members shall be four years. An officer may not serve more than two consecutive terms in the same office. The term for At-large Members shall run concurrent with the office of the chair
- 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 with the concurrence of the majority of the Executive Committee. The appointee shall hold office until the next Annual Meeting, at which time an election for the interim 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.
- E. **Removal from Office:** Any elected officer of this Committee may be removed for good cause (i.e. officer is incapacitated, has failed to properly perform the duties of his/her office, has been decertified as an official, has had his/her USATF membership withdrawn, has brought discredit to his/her office, or has been found unfit to serve due to civil or criminal conviction) according to the following procedures. Upon the request of any elected officer of the committee or the request of at least four other members of the Committee, the Chair shall schedule a vote on a proposed recall at the next scheduled Annual Meeting. Requests must be provided to the Chair or Secretary; they must be in writing and must include rationale specifying the cause. The officer subject to the recall

shall be presented with the written request at least 30 days prior to any meeting considering the recall, and shall be provided the opportunity to refute the recall request in writing, or orally at the meeting, or both. Approval of the removal shall require a two thirds vote of those certified officials eligible to vote who are present and voting at an Annual Meeting.

Any officer removed from office through this procedure shall provide all physical assets, electronic records, passwords, etc. to the NOC Chair or Secretary within 28 days of removal; failure to do so may result in possible revocation of their officials' certification, and their USATF membership.

## **SECTION 6 DUTIES OF OFFICERS**

- A. **CHAIR:** It shall be the duty of the Chair:
1. To establish and maintain direct contact with the President of USATF, its Chief Executive Officer, Chief Operating Officer, and staff
  2. To maintain liaison with the NOC Executive Committee members and Sub-committee chairs;
  3. To develop goals for the NOC, and to oversee programs which will lead to achievement of those goals;
  4. To disseminate all information distributed by the National Office as it pertains to the membership;
  5. To solicit agenda items for the committee meetings at the USATF Annual Meeting at least ninety days in advance of the first General Assembly Meeting;
  6. To prepare an agenda and mail or electronically mail same to the membership of the NOC at least ten days prior to the opening of the Annual Meeting. This should include proposed amendments to this committee's operating procedures or resolutions that are proposed as agenda items;
  7. To preside at the NOC Executive Committee and NOC General Assembly meetings;
  8. To appoint Permanent or Special Sub-committees deemed necessary to facilitate the business of the NOC;
  9. To be an ex officio member of all Sub-Committees;
  10. To serve as or designate another to serve as chair of the Officials Selection Committee in Regulation 18J, and to appoint the second Officials Committee representative to that Committee;
  11. To appoint representatives to other committees as allowed by the USATF bylaws or Operating Regulations;
  12. Chair or the designee shall attend all three national championships, USA Indoor Track & Field Championships, USA Outdoor Track & Field Championships and USA Junior Outdoor Track and Field Championships and other major national meets as necessary, or as the NOC may direct;
  13. To attend the NOC Meeting at the USATF Annual Meeting and the NOC Mid-Year Executive Committee Meeting;
  14. To 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

Sub-Committee established by the Chair and to deal with the responsibilities of their office. The duties of the Vice Chairs shall be as follows:

1. **Vice Chair–Awards:** It shall be the duty of the Vice Chair-Awards:
  - a) To maintain liaison with the NOC Chair;
  - b) To develop and administer an awards program including the Hall of Fame that will honor officials who have made significant contributions to officiating in the sports of Track and Field, Long Distance Running, Race Walking or Cross Country;
  - c) To establish qualifications for each award presented within the NOC;
  - d) To solicit nominations for the annual committee award/s and with the aid of his/her sub-committee, identify the top ten nominees and forward those nominee's names to the Executive Committee for selection of the award winner.;
  - e) To be responsible for the planning and execution of (ceremonies) the Hall of Fame event associated with the presentation of awards;
  - f) To attend the NOC Meeting at the USATF Annual Meeting and the NOC Mid-Year Executive Committee Meeting;
  - g) To perform such other duties normally associated with the office of Vice Chair - Awards
2. **Vice Chair–Certification:** It shall be the duty of the Vice-Chair Certification:
  - a) To maintain liaison with the National Officials' Committee Chair and the Vice Chairs for Rules and Training 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 and update regulations describing the criteria, process, and procedures for certification, recertification, upgrade, and downgrade of USATF officials;
  - d) Develop and maintain a program for the certification of new and renewing officials in conjunction with the Certification Subcommittee;
  - e) Monitor USATF action to approve individual certifications, deliver officials' ID cards, and provide accounting for payment of certification fees; assisting association Certification Chairs where needed on these matters;
  - f) Maintain complete, accurate, and up-to-date records of all certified officials;
  - g) Ensure data displayed online is accurate and complete;
  - h) Respond to out of cycle or extraordinary certification requests, transfer requests, appeals of association certification decisions, and proposed emeritus designations;
  - i) Attend all National Officials' Committee meetings. Present data regarding numbers of new and currently certified officials for the year-to-date vs. past years;
  - j) Maintain financial records of income and expenditures in connection with certification activities
  - k) Advise associations and the NOC Chair of association accounts for which a balance is due for more than 120 days. Prepare and submit budgets to the NOC Treasurer;
  - l) Provide to association Certification Chairs upon request, national certification materials including pins, card holders, and clips;
  - m) Upon request, produce demographic data for certified officials for the NOC Chair and Vice Chairs;

- n) 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 officials;
  - o) To develop an appeal process for those officials whose upgrade has not been granted;
  - p) To attend the NOC Meeting at the USATF Annual Meeting and the NOC Mid-Year Executive Committee Meeting;
  - q) To serve as Chair in the event of a vacancy in the Chair position;
  - r) To perform such other duties normally associated with the office of Vice Chair-Certification.
3. **Vice Chair Rules:** It shall be the duty of the Vice-Chair Rules:
- a) To maintain liaison with the Chair on all matters pertaining to the Competition Rules from all pertinent governing bodies;
  - b) To establish and maintain contact with the Chair of the USATF Rules Committee and be the NOC representative on that committee;
  - c) To maintain liaison with the NOC Vice Chairs of Certification and Training;
  - d) To solicit from each Association Certification Chair proposals for amendments to the Competition Rules (USATF, IAAF, NCAA and NFSHSA [High School]);
  - e) To present proposals and solicit from the NOC recommendations for submission of Competition Rules;
  - f) To prepare and distribute to each Association Certification Chair the adopted rule changes, and information pertaining to the availability of all applicable rule books and other appropriate resource material;
  - g) To maintain and update as necessary, in consultation with the Vice Chairs of Training and Certification, certification Rules Reviews, with consideration for training objectives and tools;
  - h) To serve as the primary contact for members of the NOC regarding rules questions;
  - i) To attend the NOC Meeting at the USATF Annual Meeting and the NOC Mid-Year Executive Committee Meeting;
  - j) To perform such other duties normally associated with the office of Vice Chair-Rules.
4. **Vice-Chair Training:** It shall be the duty of the Vice-Chair Training:
- a) To maintain liaison with the NOC Chair, and the Vice Chairs for Rules and Certification on all matters pertaining to officials' training;
  - b) To maintain liaison with the association certification chairs on all matters pertaining to officials' training;
  - c) To establish a Training Subcommittee to assist in administering training programs;
  - d) To develop training programs and materials for the improvement and standardization of officiating techniques;
  - e) To make national training programs and program elements available to individual officials and association certification chairs;
  - f) To attend the USATF Annual Meeting and all NOC committee meetings and present plans for training programs;



- g) To identify topics and presenters, and organize the conduct of training clinics at the USATF Annual Meeting, and other appropriate events;
  - h) To attend the NOC Meeting at the USATF Annual Meeting and the NOC Mid-Year Executive Committee Meeting;
  - i) To perform such other duties normally associated with the office of Vice Chair-Training
5. **Secretary:** It shall be the duty of the Secretary:
- a) To serve as the recording officer of the NOC;
  - b) To serve as the custodian of all NOC records, except those specifically assigned to others by the Chair or by these Operating Procedures;
  - c) To keep the current membership roll of the NOC members and to certify the credentials of members at the USATF Annual Meeting;
  - d) To have available at the Annual Meeting a list of Permanent Sub-Committees and their current members;
  - e) To maintain a record of the NOC Operating Procedures, special rules of order, standing rules, and minutes and to have these available at the Annual Meeting;
  - f) To solicit proposed amendments to these Operating Procedures from members of the NOC in accordance to Section 15.
  - g) To assist the Chair in the preparation of an agenda for the Annual Meeting and the mid-year Executive Committee meeting;
  - h) To provide minutes of all meetings to the membership within thirty days following said meeting via posting on the USATF website;
  - i) To attend the NOC Meeting at the USATF Annual Meeting and the NOC Mid-Year Executive Committee Meeting;
  - j) To perform such other duties normally associated with the office of Secretary.
6. **Treasurer:** It shall be the duty of the Treasurer:
- a) At the direction of the Chair, submit approved funding requests to USATF within 20 days of receipt. Require and retain original receipts or invoices to support payment of all expenses;
  - b) To obtain and review the National Officials' Committee General Ledger regularly and ensure that only expenses related to NOC business are included. If other expenses are included ensure those expenses are removed. Make such information available to the Chair, Executive Committee, or any member upon request;
  - c) To attend all Committee meetings. Present financial statements for the year to date at the Annual and Mid-Year Meetings;
  - d) To assist the National Officials' Committee Chair and the USATF National Staff in preparing the annual budget;
  - e) To submit all proposed expenditures in excess of \$ 250.00 outside those in an approved budget, for review and subsequent action by the Executive Committee;
  - f) To ensure any payments to the Treasurer or Treasurer's family members are approved by the Chair;
  - g) To attend the NOC Meeting at the USATF Annual Meeting and the NOC Mid-Year Executive Committee Meeting;
  - h) To 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 plus a non-voting Parliamentarian, whose duties are described below.
- 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 NOC and reporting such action taken in the form of minutes sent, when practicable, to the membership of the NOC.
- 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 majority vote of the Executive Committee, the Executive Committee may meet in "closed" session for the consideration of publically 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(s) Meetings:** The Chairman may call special meeting(s) including telephone conferences. Written notice by mail, fax or electronic mail of said meetings and the agenda shall be transmitted to the members of the committee by the Secretary at least fifteen days for "in person" and three days for "teleconference" meetings.
  - 3. **Record:** Minutes of all meeting shall be furnished to the members of the Committee within thirty days following said meetings via electronic means which may include posting on the website.
- D. **Quorum:** A majority of the members of the Executive Committee shall constitute a Quorum for the legal transaction of NOC business.
- E. **Voting:** Each member is limited to one vote, with the exception of the Parliamentarian who does not have a vote. A simple majority is necessary to conduct business.
- F. **Assessments:** All dues and assessments shall be recommended by the Executive Committee to the NOC members for acceptance at the Annual Meeting.
- G. **Expenditures:** The NOC Executive Board must approve any expenditure of \$1,000 or more that exceeds the budget line item.
- H. **Parliamentarian:** The Parliamentarian is appointed by the Chair for a four year term, and an individual may be appointed to consecutive terms. The Parliamentarian assists in the conduct of meetings and provides the Chair with advice on procedural matters, following Roberts Rules of Order.

## SECTION 8 PERMANENT SUB-COMMITTEES

The chair of each Permanent Sub-committee will be a member of the NOC but not the other members by virtue of their appointment to a sub-committee. Each sub-committee will be limited to a chair and up to 5 members unless otherwise specified.

The duties and responsibilities of the Permanent Sub-committees shall be as follows:

- A. **Affirmative Development:** to provide input and overview that all groups are appropriately represented in the affairs and selections of the committee, including recruitment.

- B. **Appeals Selection:** To provide an independent avenue for officials not selected for major meets to appeal.
- C. **Communications:** to create and disseminate relevant content from the NOC and other approved sources to officials via email, social media and applicable websites.
- D. **Ethics and Goals:** to develop, communicate, and monitor progress toward goals, and maintain current ethics documents.
- E. **Equipment and Facilities Specifications:** to provide technical information and training expertise for officials and other personnel to assure that the rules of Track & Field are provided for in venues and measurements.
  - 1. Duties and responsibilities: The subcommittee shall:
    - a) Provide technical information and training expertise for training of officials and other personnel to assure that rules relating to track & field venues and measurements are realistically enforced;
    - b) Provide a training program for officials on the certification of implements;
    - c) Establish criteria for, inspect, evaluate, and maintain a register of USATF-standard track & field facilities;
    - d) Establish requirements for firms which certify track & field facilities and maintain a list of firms meeting those standards;
    - e) Provide guidance to USATF, and through USATF to the IAAF, on specifications for equipment and facilities;
    - f) Assist the Records Committee, when requested, in auditing the technical data involved with records, including specifications of the track or field facility;
    - g) Maintain a working relationship with the various manufacturers of athletic equipment to insure compliance with specifications and provide input for improvements; and
    - h) Assist any sport committee, when requested, in auditing the specifications of track & field facilities for national and regional championships.
  - 2. Makeup: The subcommittee shall consist of a chair, plus
    - a) Eight at-large technical members appointed by the chair of the National Officials Committee, at least two of whom should be master level certified officials who are inspectors of implements;
    - b) One representative each from Men's Track & Field, Women's Track & Field, Masters Track & Field, Youth Athletics, and Race Walking Committees;
    - c) Four athletes selected by the Athletes Advisory Committee; and
    - d) If there is a USATF representative on the IAAF Technical Committee, that person shall also be a member of the committee.
- F. **Evaluation:** To collect and maintain evaluation records of officials at major meets as defined by the Executive Committee.
- G. **Insurance:** To overview and recommend liability and personal injury insurance to meet the needs of officials both within and outside of USATF sanctioned meets.
- H. **Law and Legislation:** To formulate and sponsor law and legislation proposals requested by the National Official Committee or the Executive Committee and to communicate information concerning proposed legislation, which would impact the official committee and its members.
- I. **Nominations:** To provide, by means of the NOC website and electronic communications, information on available NOC elected positions and the Officials

Committee's Board of Directors seat; and to solicit candidate nominations for such positions via notification to the NOC membership and from the floor at the Annual Meeting..

- J. **Selection:** To make available applications to major meets that require the National Officials Committee, and to select officials as covered in USATF Regulation 18J.-
- K. **Uniform/Merchandise:** To find, select and communicate via the website information on uniform components as well as auxiliary officiating related merchandise.
- L. **Young Officials:** To develop and implement programs for the recruitment, training, mentoring, and retention of new and young officials throughout USATF.
- M. **Technology:**
  - 1. Manage the NOC's presence on the main USATF website in conjunction with the Communications Subcommittee;
  - 2. Manage the application process for all National Selection Committee meets including:
    - a) Develop the online application each year based on the applicable meet(s);
    - b) Produce electronic and/or paper copies of the applications, prior evaluations and other relevant records available to the NOC for the National Selection Committee prior to the selection meetings;
    - c) The Technology Subcommittee Chair or his/her designee will facilitate the recording of all selections into the online system during the National Selection Committee meeting(s) to ensure an accurate and efficient selection process;
    - d) Disseminate both pre and post-selection information to officials and the Communications Subcommittee;
    - e) Manage the online process for officials to accept/decline their selection and coordinate that information with the applicable National and LOC personnel for each meet;
  - 3. Assist with evaluation, guidance and/or operation of new electronic meet equipment;
  - 4. Provide technology support for all NOC meetings and subcommittees.

## **SECTION 9 BOARD OF DIRECTORS REPRESENTATIVE**

**Board of Directors Representative:** The NOC shall vote for the NOC Representative to the USATF Board of Directors in accordance with Regulation 9.

### **A. Elections:**

- 1. **Schedule of Elections:** The general election of the NOC Representative to the USATF Board of Directors shall take place at the Annual Meeting during the year of the Summer Olympic Games.
- 2. **Eligibility:** All members of the NOC who: (1) are in good standing with USATF, (2) are in good standing under the requirements of the NOC, (3) have experience and expertise in Officiating, and (4) do not serve on any other national, council, or any elected or appointed body of USATF at the time of such person's acceptance as a Board of Directors Representative;
- 3. **Core Qualifications:** Each Board member shall be required to clear an annual background screen and comply with the USATF SafeSport Program. Each individual

- elected, shall be required to have registered for and attended at least one prior annual meeting or have served as an Association officer for at least one year prior to being elected as a Board member.
4. **Nominations:** At least 120 days prior to the opening general session of an annual meeting of the NOC where the NOC Board Representative election is to be held, the Nominations Committee shall send out by mail, electronic mail, newsletter and/or by posting on the NOC website a request for nominations. The request shall include a list of the eligibility requirements and core qualifications. Eligible members may self-nominate or be nominated as a candidate for a Board position by submitting a nomination form signed by up to five nominators and seconded by no less than ten nor more than twenty seconders all of whom must be members of the NOC in good standing. The nomination form shall include the signature(s) of the nominator(s) and seconders, a biographical sketch of the candidate along with a signed statement by the candidate that the nominated candidate agrees to the nomination. Nomination forms shall be sent to the designated Nomination Committee representative no later than sixty days prior to the opening general session of the annual meeting. The Nominations Committee shall prepare a report of all eligible candidates in alphabetical order, without indicating preference, no fewer than thirty days prior to the opening general session of the meeting. This report shall be circulated to all nominees and shall be circulated by mail, electronic mail, posting on the NOC website and at the check in table at the annual meeting. It shall contain a biographical sketch on each candidate provided by the candidate or his/her nominee(s). At the annual meeting further nominations may be submitted at the registration desk prior to the scheduled start of the opening session and must be on the standard nomination form. This nomination form must conform to all of the requirements for nominators, seconders, information and acceptance.
  5. **Voting Procedure:** The voting shall be by written secret ballot and only those members in attendance that have been certified as official voters.(See Section 7, Part E (Voting); Proxy voting shall not be permitted;
  6. **Substitute Voters:** Substitute voting is possible See section 7 Part E (Voting);
  - B. **Term of Office:** The term of office for a NOC Board of Directors Representative shall be four years. A Board of Directors Representative may not serve more than two consecutive terms in the same office;
  - C. **Vacancy in Office:** Should a vacancy occur for the NOC Board of Directors Representative seat, the Chair with the concurrence of the majority of the Executive Board shall select a candidate to hold office until the next Annual Meeting; at which time an election shall be conducted to vote for a replacement to fill the unexpired term.

## **SECTION 10 SPECIAL SUBCOMMITTEES**

Each of the Vice Chairs shall appoint a Sub-committee to assist in his/her duties. These Special Sub-Committees shall consist of at least three and no more than fifteen members and will work under the direction of the appropriate Vice Chair. Sub-committee members are not members of the Officials Committee as a result of their membership on a sub-committee.

The duties and responsibilities of these Standing Sub-Committees 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 NOC, including selection for and induction of the Official Hall of Fame.
  - 1. **Officials Hall of Fame Selection:** To manage the nomination of, selection of and induction of senior and deceased officials for long time service as officials in USA Track and Field.
- B. **Certification** - To recommend to the NOC requirements and procedures for certification as a NOC official;
- C. **Rules** – To advise the Vice Chair regarding proposed rule changes within the NOC.
- D. **Training** - To work with the Vice Chair and provide encouragement by recommending training methods and guides for clinics.

## **SECTION 11**

### **COMPETITION OFFICIALS SELECTION COMMITTEE FOR CHAMPIONSHIPS**

The selection of officials for major national and international competitions is covered by USATF Regulation 18J. The intent is that this committee selects the competition officials for the Indoor, Open, and Junior National Championships, any US Team Trials, Olympics, World Championships, Pan American Games and World Cup, and any major international competitions conducted in the United States under IAAF Rule 12.1. (a)-(d). The Officials Committee has two voting representatives on that committee.

## **SECTION 12**

### **MEETINGS**

- A. **Annual Meetings:** The committee shall hold its annual meeting in conjunction with the USATF Annual Meeting. The committee may hold special meetings if called by the Chair, at his or her own initiative or by twenty percent of the committee's membership, upon thirty days written notice. There will be an amended (if necessary) published agenda available at least 24 hours prior to the committee's first scheduled session. Additional items added to the agenda shall not include any item where action of the committee is necessary, unless 75% of the members of the group then present agree. All meetings of the committee and its executive committee shall be open to all USATF individual members. No part of any meeting shall be closed unless seventy-five percent (75%) of the members of the committee or the executive board, at its sessions, present agree to close the session.
- B. **Authority:** Any business of the NOC may be transacted at regular meeting;
- C. **Special Meetings:** Special meetings of The NOC may be called by the Chair or by a majority of the Executive Committee. Notice of said meetings and the reason(s) for it shall be transmitted to the members of the NOC by the Secretary at least ten days (except at an Annual Meeting) prior to any such meeting. No business, except that for which the meeting was convened, may be transacted.

- D. **Quorum:** A quorum for any committee meeting shall consist of twenty-five percent of its members including three officers of the committee who shall be present.
- E. **Voting/Exclusivity:** In all voting a member is limited to only one vote although he/she may represent more than one area of membership as defined in Section 4. A simple majority is all that is necessary to conduct business.
- F. **Option of Secret Ballot:** A secret written ballot may be called for by a simple majority expressed by a voice vote or show of hands.
- G. **Order of Business:** The following order of business shall be regarded as the standard for all annual meetings of the NOC:
  - 1. Call to Order
  - 2. Roll Call of Members (by exception if called for)
  - 3. Motion for Change of Order of Business (when Required)
  - 4. Reading and Approval of Minutes
  - 5. Report of Officers
  - 6. Nomination of Candidates for Election and Introduction of Candidates (when required.)
  - 7. Report of Standing Sub-Committees
  - 8. Report of Permanent and Ad Hoc Sub-committees
  - 9. Report of Special Sub-Committees
  - 10. Unfinished Business
  - 11. Action on Proposed Amendments (when applicable)
  - 12. New Business
  - 13. Election and installation of new officers. Newly elected officers and committee members shall conduct business following the adjournment of the last Officials' meeting of that Annual Meeting. If a transition period is needed, it should be completed so that new officers are in charge within 30 days of when they take office.
  - 14. Other Business
  - 15. Saving Clause Resolution
  - 16. AdjournmentNote: Items 6-10 may be addressed in any order as set by the Executive Committee.
- H. **Parliamentary Authority:** The current edition of Roberts Rule of Order is the general rule of order, except where they are in conflict with the provisions of the NOC Operating Procedures, in which case these Operating Procedures shall prevail. It is this current written set of Operating Procedures, which govern, and supersedes any previous version published in the USATF Governance Handbook.

### **SECTION 13 GRIEVANCE**

Any certified official or member of the committee is entitled to due process. A grievance against a certified official shall be filed with the local association's officials' committee or with the chair of the National Officials Committee. The nature of a grievance is defined in Regulation 21 of the bylaws of USATF. The resolution of such grievances, if it can't be done informally to both sides satisfaction, will be done formally using USATF Regulation 21.

## **SECTION 14 REPRIMAND, SUSPENSION OR DECERTIFICATION**

Any certified official may be reprimanded, suspended or decertified if found guilty after due process of conduct detrimental to the best interests of the NOC, USATF or the sport of athletics as outlined in this section.

- 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. In order for the Committee to act on such a complaint, it must be in writing and signed by the complaining party with information on where the Committee may contact the complainant should there be a need to obtain additional information or request the complainant's participation in a telephone hearing.
- B. The Chair shall forward this written complaint to the Executive Committee. If the Executive Committee finds the complaint is credible and that, if the charge is true, harm as described in paragraph one has occurred or will occur if the behavior is not stopped, then notice shall be mailed or electronically mailed to the charged official at the address on file with the National Certification chair stating the official has ten days from the receipt of the notice to respond to the charges in writing to the Chairs at the Chair's address stated in the notice or the official will be reprimanded, suspended, or decertified depending on which sanction is appropriate in the opinion of the Executive Committee. If the official is decertified, the official will not be re-certified until the Executive Committee is presented with satisfactory evidence that the behavior is unlikely to re-occur.
- C. If the charged official does not respond as required by the preceding paragraph the official shall be reprimanded, suspended or decertified as the Executive Committee determines the charges warrant and the Vice Chair-Certification as well as the Association Certification Chair where the official is a member will be notified. If a timely response is received denying or explaining the charges that would exonerate the official, then the Executive Committee shall give reasonable notice to the complainant and the charged official of a conference call hearing at a reasonable time for the complainant and the charged officials. If the timely response would not exonerate the charged official, the Executive Committee may act without a hearing unless it determines a hearing should be held to clarify the response.

## **SECTION 15 AMENDMENTS**

These Operating Procedures may be amended only at the Annual Meeting of the NOC provided that the amendments had been submitted in writing to the Secretary sixty days prior to the date of the opening session of the Annual Meeting. The Secretary shall submit all proposed amendments to the NOC members for review at least thirty days prior to the opening session of the Annual Meeting. An affirmative vote of two thirds of the NOC members in attendance shall be required to amend these Operating Procedures. Any amendment(s) to these operating procedures shall become effective immediately upon approval.



**SECTION 16**  
**SAVING CLAUSE**

Failure of literal or complete compliance with the provisions of these Operating Procedures 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.