

SECTION XVIII

COMMITTEES

A. Athlete Committee

1. Definitions
 - a. An athlete is any swimmer registered as an athlete member of USA Swimming. Athlete members shall be eligible pursuant to USA Swimming and LSC Rules and Regulations.
 - b. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC. An Athlete Representative shall be a registered athlete at the time of election or appointment.
 - c. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as representatives for all athletes competing within the LSC.
 - d. Officers of the Athlete Committee include the Senior Athlete Representative, Junior Athlete Representative, and the five (5) Zone Representatives (also defined as the LSC Athletes' Executive Committee).
2. Athlete Committee Composition
 - a. The Athlete Committee will consist of the Senior Athlete Representative, the Junior Athlete Representative, Zone Athlete Representatives, and Club Athlete Representatives.
 - b. If a member of the Athlete Committee cannot fulfill the requirements of their position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athlete Committee.
 - c. The Athlete Committee may establish written criteria for the internal governance of the Committee.
3. Appointments
 - a. The Athlete Committee's Senior Athlete Representative and Junior Athlete Representative may, with the consent of the LSC General Chair, appoint at least three (3) at-large members to the Athlete Committee.
 - b. Five (5) Zone Representatives, one for each Zone of Pacific Swimming, shall be appointed by their respective Zone Chair or Zone Board of Directors.
4. LSC Committees
 - a. Athlete Representatives will be selected to each LSC working committee by application to the Athletes' Executive Committee, such that twenty percent (20%) of each working committee consists of Athlete Representatives.
 - (1) A sign-up form will be open in August and committee assignments will be finalized in September.
 - b. Athlete Representatives will serve on a committee for one year, and committee assignments will be reevaluated annually.
 - c. An Athlete Representative may serve on one (1) committee unless otherwise approved by the Program Development Vice Chair. This does not include Athlete Subcommittees.

5. Athlete Subcommittees
 - a. Athlete Subcommittees may be formed when the need arises as approved by the Senior Athlete Representative and Program Development Vice Chair.
 - b. Subcommittees shall be chaired by the project presenter(s) or their nominee(s) with consent of the Athlete Committee.
 - (1) New subcommittee chairs shall be voted on by subcommittee members and organized by the current subcommittee chair.
 - c. Subcommittees shall be filled by active members of the Athlete Committee.
 - (1) Should the subcommittee be in operation for over a year, that committee's membership will be assessed in August and committee assignments will be confirmed in September.
 - d. Subcommittees can conclude business at the end of a project or if their need has been met with consensus of the subcommittee members and Senior Athlete Representative.
 - (1) A subcommittee may reconvene as needed with the consensus of the Senior Athlete Representative and Program Development Vice Chair.
6. House of Delegates
 - a. Athlete Representatives will constitute a minimum of twenty percent (20%) and maximum of thirty-three percent (33%) of the voting delegates.
 - b. The Senior Athlete Representative, the Junior Athlete Representative, and the five (5) Zone Athlete Representatives will serve as voting members of the LSC House of Delegates.
 - c. Additional voting Athlete Representatives will be nominated by the Zone Athlete Representatives and approved by the Athletes' Executive Committee.
 - d. The number of nominees per Zone shall be based on the percentage of registered clubs in the LSC:
 - (1) Zone 1 North = 5
 - (2) Zone 1 South = 5
 - (3) Zone 2 = 6
 - (4) Zone 3 = 6
 - (5) Zone 4 = 1
 - e. Zone Athlete Representative shall provide a list of their voting delegates one (1) month prior to the House of Delegates meeting.
7. Officers
 - a. The Junior Athlete Representative will be elected by the designated voting Athletes Representatives and the results will be announced at the Spring House of Delegated meeting.
 - b. Term of Office of the Junior and Senior Athlete Representative
 - (1) Two Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. They shall be referred to as Junior Athlete Representative during the first year of their term and as Senior Athlete Representative during the second year.

- (2) At the time of election, the Athlete Representative must
 - i. be an athlete member in good standing
 - ii. be at least a sophomore in high school or at least 16 years of age
 - iii. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by USA Swimming
 - iv. have their place of permanent residence in Pacific Swimming and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
- (3) The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Athletes Committee, or failing that, at a time and in a manner designated by the Pacific Swimming Board of Directors.
- (4) At least twenty (20) days written notice of the election shall be given to all clubs. The election shall be conducted in accordance with Pacific Swimming Policy and Procedures.
- c. Senior Athlete Representative responsibilities include:
 - (1) Creation and sharing of the agenda prior to each meeting
 - (2) Attendance of Board of Directors, House of Delegates and Executive Committee Meetings and any other Board Chairman appointed committees
 - (3) Submission of committee minutes to the Board Secretary
 - (4) Giving reports from the Board and other committees to the Athlete Committee
- d. Junior Athlete Representative responsibilities include:
 - (1) Attendance of Board of Directors, House of Delegates and Executive Committee Meetings and any other Board Chairman appointed committees
 - (2) Performing the duties of the Senior Athlete Representative when the latter is not able to be present at a Board or Committee meeting.
 - (3) Other duties as assigned by the Senior Athlete Representative.
- 6. Appointed Members
 - a. Term of Office of the Zone Representatives
 - b. The five (5) Zone Representatives are appointed by their respective Zone Chair or Zone Board with no term limit.
 - (1) Responsibilities of the Zone Athlete Representative include, but are not limited to:
 - (2) Attending Zone meetings
 - (3) Providing a Zone report at Athlete Committee meetings
 - (4) Performing other duties as requested by the Zone Board
 - (5) Coordinating communications with Club Athlete Representative in their Zone
 - (6) Submitting a list of nominees to being voting members of the House of Delegates to the Athletes' Executive Committee

- c. A Club Representative is appointed by the club's Head Coach. Each club may have a minimum of one representative per practice site. Refer to the Athlete Representative Handbook at pacswwim.org for duties and responsibilities.
7. Ex-Officio Member
- a. Ex-officio members must be in compliance with LSC eligibility
 - b. Eligibility
 - (1) Ex-officio Athlete Committee members shall have been elected or appointed to the LSC Board of Directors as an Athlete Representative, and shall not be currently a serving Board member.
 - (2) Members of USA Swimming National Committees who represent or represented a LSC club team shall serve as ex-officio Athlete Committee members.
 - c. Appointment
 - (1) The immediate past Senior Athlete Representative shall be appointed to the Athlete Committee.
 - (2) The Senior Representative may appoint additional past Senior Athlete Representatives to serve on the Athlete Committee at their discretion.
 - d. Term of Office
 - (1) The immediate past Senior Athlete Representative may serve a year long term as ex-officio Athlete Committee members or as long as they serve as an Athlete Representative on a National Committee.
 - (2) The Senior Athlete Representative may appoint additional ex-officio members at their discretion.
 - e. Ex-officio members shall have voice but no vote on the Athlete Committee.
8. Frequency of Meetings
- a. The Athlete Committee will meet monthly unless the committee agrees otherwise.
 - b. Any officer may call a special meeting of the Athletes' Executive Committee at any time.
9. Notice of Meetings
- a. Seven (7) days notice is required for any meeting and must include the agenda. An email sent to all committee members constitutes notice.
 - b. Committee members are responsible for keeping their current email address on record.
10. Cancellation of Meetings
- a. At the discretion of the Senior Athlete Representative, meetings may be cancelled due to lack of agenda or lack of committee availability.
11. Quorum of AEC
- a. Five (5) of the seven (7) voting members constitute a quorum for the AEC.
12. Voting
- a. In all matters that require the action of the committee a simple majority of those voting members present shall determine the committee's course of action.

- b. All registered clubs of Pacific Swimming may have one (1) designated Athlete Representative participate in any vote, regardless of the club's number of sites or representatives.

(1) Members of the Athletes' Executive Committee and Board appointed At-Large Athlete Representatives carry a vote independent of the club they are registered with.

13. Attendance of Athlete Representatives

- a. Athlete Executive Committee members shall be present at all scheduled Athlete Committee meetings to maintain eligibility to serve.
- b. An absence shall be considered unexcused if an appointed member or elected member fails to notify the Senior or Junior Athlete Representative or Program Development Vice Chair of their absence prior to the time of meeting. An email sent to the Senior or Junior Athlete Representative or Vice Chair of Program Development constitutes notice.
- c. Barring uncontrollable and unforeseen circumstances, two (2) unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees.
- d. Barring uncontrollable and unforeseen circumstances, three (3) unexcused absences over the course of a term shall result in removal from the Athlete Committee, LSC committees, and Athlete Subcommittees.

14. Removal from Committees

- a. The Senior and Junior Athlete Representative may, with the advice and consent of the LSC General Chair, remove any member from the Athlete Committee who fails to meet the expectations outlined in the USA Swimming Code of Conduct, LSC Bylaws, Policies & Procedures, or the Athlete Committee Guidelines.

B. Personnel Committee

1. In compliance with the Pacific Swimming Bylaws passed at the October 2020 House of Delegates the Governance Committee has been working to identify the purpose and identity of the Personnel Committee. After significant deliberation the Governance Committee is recommending the following for the make up of the Personnel Committee.
2. The Personnel Committee should strive to include members with the following backgrounds and/or abilities:
 - a. Members ideally will have managerial experience.
 - b. Members ideally will have participated with Pacific Swimming on a regular basis for at least three (3) years
 - c. Experience in facilitating goal setting and performance assessments.
 - d. Members responsibilities will include the following:
 - (1) Yearly evaluations of staff.
 - (2) Resolution of staff issues to include potential issues of misconduct or other concerns that may reflect negatively on Pacific Swimming.
 - (3) When appropriate and fiscally responsible evaluate potential staff bonus opportunities.

- (4) Members will serve two (2) year terms with no term limits.
- e. The makeup of the committee will be as follows:
 - (1) One member from the coaching community.
 - (2) One member will be the Program Operations Vice Chair.
 - (3) One member should be one of the Zone chairs.
 - (4) Athlete member of the Committee shall be the immediate past Pacific Swimming Senior Athlete Representative (Ex-Officio), if this individual continues to be a member in good standing with United States Swimming and Pacific Swimming as the individual's home LSC. The individual may represent a secondary school, college or university, wherever located, during the school season, and return to Pacific Swimming at the termination of the swimming season.
 - (5) Should the designated Athlete Representative be unable or unwilling to participate, a replacement will be named by the General Chair with the advice and consent of, Administrative Vice Chair, Senior Athlete Representative and Junior Athlete Representative. Consent is the approval of two of the three named.
- f. In the event the Personnel committee has a tie on any vote the General Chair of Pacific Swimming (or designee) will break the tie.