

# ADMINISTRATION DIVISION

## SECTION I

### GOVERNANCE

#### A. House of Delegates

1. Any motion made before the House of Delegates shall be considered at the next House of Delegates meeting unless:
  - a. 30-day notice in writing has been given to all members of the House of Delegates, or
  - b. The House of Delegates, by a 2/3 majority, determines the matter to be an emergency.

#### B. Board of Director and Executive Committee Meetings

1. Board of Director and Executive Committee Meetings
  - a. The Board of Directors and Executive Committee Meeting Schedule shall be set annually at the final House of Delegates meeting of the year. If a change in the schedule occurs, a notification shall be announced and posted at least 72 hours in advance.
  - b. Meetings shall start at 7:30 PM.
  - c. Meeting agenda format shall be as provided in the Pacific Swimming Bylaws, Article 5.19.
  - d. Board of Directors meetings shall normally be held at the Courtyard Marriott, San Ramon, located at 18090 San Ramon Valley Blvd., San Ramon, California.
  - e. Actions recommended by the Executive Committee shall be submitted to the Board of Directors for acceptance or rejection.
2. Meeting Motions
  - a. Motions made changing the Bylaws shall require a 60 day wait and shall be approved by the House of Delegates.
  - b. Motions made at a Board of Directors or Executive Committee meetings requiring a 30 day wait shall be:
    - (1) Motions changing the Rules and Regulations
    - (2) Motions affecting the operation and/or rights of the Zones.
  - c. Motions introduced on the floor of the meeting that were not posted on the Pacific Swimming website at least 72 hours prior to the meeting shall not be considered, unless approved by 2/3 of the body.
  - d. Motions start their 30 day or 60 day clock when presented.
3. All members of the Pacific Swimming Board of Directors, Zones and committees shall complete a "Statement of Principles on Ethical Behavior and Conflict of Interest" prior to beginning of their term of service and annually thereafter. Forms shall be kept on file by the Secretary or Chair of the respective organizations.

## C. Elections

1. Candidates for the offices of General Chair, Vice Chair-Program Operations, and Vice Chair-Program Development shall meet the qualifications as stated in the eligibility section of the By-Laws (6.3.1, and 6.3.2). (Pending approval of By-laws Section 6.3.1, and 6.3.2)
2. The Nomination Committee is responsible for insuring that the candidates they present to the Board of Directors for the offices of General Chair, Vice Chair-Program Operations, and Vice Chair- Program Development have met the By-Laws criteria (6.3.1, and 6.3.2). (Pending approval of By-laws Section 6.3.1, and 6.3.2)
3. Candidates for the offices of General Chair, Vice Chair-Program Operations, and Vice Chair-Program Development may be nominated from the floor of the House of Delegates. These nominees or their nominators shall present documentation at that time, to the satisfaction of the House of Delegates, that the candidate meets the By-Laws criteria (6.3.1, and 6.3.2). (Pending approval of By-laws Section 6.3.1, and 6.3.2)

## D. Governing Documents

1. Changes in Pacific Swimming's governing documents (Pacific Swimming Bylaws, Policies and Procedures, Rules and Regulations), shall be tracked.
  - a. Procedure for Tracking Changes in Governing Documents See Appendix A.1
  - b. Document Change Control form. See Appendix A.2
2. Changes to Pacific Swimming Bylaws shall be approved by USA Swimming (USA Swimming Rules and Regulations Article 602.7).
  - a. Office Staff shall submit proposed Bylaw changes to the Chair of USA Swimming Rules and Regulations Committee.
  - b. Approval from USA Swimming shall be made within 45 days. The proposed changes shall be deemed as approved by USA Swimming if Pacific Swimming has not received notification or response within 45 days.
3. Changes shall have the change date noted for 1 year at the end of the inserted changes for the document.
4. A summary table of changes shall be appended at the end of each governing document listing changes, location, effective date, and document change number.
5. Notice of governing document changes shall be posted on the Pacific Swimming website.
6. USA Swimming's legal counsel may inform the General Chair when document destruction (planned or otherwise) should be halted. The General Chair shall, in turn, notify the staff and board members.