



Competition Council Operating Procedures

a/o 8.23.2017

TABLE of CONTENTS

Article I.	Name.....	2
Article II.	Mission.....	2
Article III.	Governance.....	2
Article IV.	CC Affiliation.....	4
Article V.	CC Board Officers.....	5
Article VI.	CC Board Committees.....	5
Article VII.	CC Board Meetings.....	10
Article VIII.	Complaint Procedures.....	11
Article IX.	Amendments to Operating Procedures.....	11
Article X.	CC Policies.....	12
Addenda:	Approved Changes to the CC Operating Procedures.....	12

ARTICLE I. NAME

This National Activity Council shall be known as the Competition Council(CC) of the American Canoe Association(ACA). In these operating procedures, whenever the acronym CC appears, it shall be taken to mean the ACA's Competition Council.

ARTICLE II. MISSION

The Competition Council(CC), is committed to developing and promoting athletic competition in paddle sports at the local, regional, national, and international levels. The CC shall enable United States athletes to achieve sustained competitive excellence in Olympic, Paralympic, Pan American, Parapan American Games and other international competition; and to promote and grow recreational paddlesports competition in the United States. The CC Board shall represent the interests of athletes, coaches and officials to the ACA National Board of Directors.

ARTICLE III. GOVERNANCE

A. The Competition Council is established by the ACA National Board of Directors as an integral part of the ACA to coordinate all programs and activities in the areas of paddlesports competition at the local, regional, national and international levels on behalf of the ACA.

The CC operates under the authority of the ACA National Bylaws and the ACA National Board of Directors, and the ACA National Office. All programs, plans and policies developed by the CC Board shall be subject to final authority of the ACA National Board of Directors.

The CC is composed of all ACA members in the Racing Athlete, Racing Family, Coaches, and Officials membership categories whose dues are also current.

The CC Board, has voting authority, and is composed of elected and appointed individuals and represents the CC.

The CC Executive Committee is composed of the Chair, Vice Chair, Secretary, Immediate Past Chair, and one(1) Elite Athlete.

B. The CC Board is composed of voting and non-voting members.

C. Voting members of the CC Board must be ACA members whose dues are current. To represent an International Canoe Federation(ICF) or International Va'a Federation(IVF) discipline on the CC Board, an individual must be an ACA member in the Racing Athlete, Racing Family, Coaches, or Officials membership category whose dues are also current.

D. Non-voting members of the CC Board are composed of liaison members from other appropriate organizations.

E. The voting members of the CC Board may consist of a:

- Chair
- Vice Chair

- Secretary
- Immediate Past Chair of the CC
- two(2) National Board of Directors appointed by the ACA National Board President
- two(2) appointments by the CC Board Chair
- two(2) At-Large members
- the Chair of each Competition Committee
- At least 20% Elite Athletes as defined in ACA Board Policy: ATH-001: Athlete Representative Classifications

F. Elections and Appointments for the CC Board

1. Officers

- a. The Officers of the CC Board shall be a Chair, Vice-Chair, and Secretary
- b. Officers of the CC Board shall be selected from among current CC Board members in good standing in even numbered years by ballot of the CC Board distributed and tabulated at the CC Board Meeting either prior to or at the ACA Annual Membership Meeting.
- c. The CC Chair must be in the Racing Athlete, Racing Family, Coaches, or Officials membership category in good standing.
- d. The CC Chair must be elected by the CC Board prior to the ACA Annual Membership Meeting so that he/she may be placed on the ACA Board of Directors Ballot for member election as directed by the timeframe listed in the ACA National Bylaws and ACA Board Policy Gov-011: Electronic Voting Process.
- e. CC Board members unable to attend the meeting may vote for officers by phone, email, or other electronic means, with such votes tabulated by the CC Secretary and ACA National Office Staff.
- f. Vacancies in CC Board Officer positions that may occur between scheduled elections shall be filled by ballot of the CC Board. Ballots may be distributed in person, by mail, by email, or by other electronic means.
- g. Upon election to CC Board office, the officer's prior position on the CC Board shall be vacant and open for re-election. If a re-election is not practical, the CC Board Chair may appoint a replacement to finish out the remainder of the current term.

2. Appointments by the ACA National Board President

- a. See ACA National Bylaws
- b. a minimum of two National Board of Directors appointed by the President
- c. occur at the discretion of the current ACA Board President
- d. appointments last for 1 year, ending on December 31
- e. individuals may be re-appointed for consecutive years
- f. upon a change in the ACA Board President, the current appointees will finish out their term

3. Appointments by the CC Board Chair

- a. appointments may begin on January 1st
- b. appointments last for 1 year, ending on December 31
- c. individuals may be re-appointed for consecutive years
- d. upon a change in the CC Board Chair, the current appointees will finish out their term

4. Competition Committee Chairs

- a. See Article VI.C.2 and 3

5. At-Large Members

- a. A call for nominations will occur in the fall of odd numbered years, facilitated by the CC Board Chair and the ACA National Office
 - i. Nominees must be CC members in good standing
 - ii. Nominees will be required to provide: name, phone, email and a biography
- b. By electronic ballot of current CC members, facilitated by the ACA National Office, the election will take place in the fall of odd numbered years

- c. In the event the At-Large positions are unable to be filled, the CC Board Chair may appoint them
6. Elite Athletes
- a. Elite Athletes shall either be directly elected by Elite Athletes eligible to run; or the ACA Board may appoint the Elite Athletes but only upon the approval of a representative group of Elite Athletes.
 - b. Term of service begins on January 1st and shall last for 1 year, ending on December 31st
 - c. Individuals may be re-appointed for consecutive years without limit
7. Non-voting Liaison Members
- a. A non-voting liaison member from another organization can be brought onto the CC Board by a majority vote of the CC Board

All elected CC Board terms of membership or office shall be for two years, beginning 1 January after election.

G. If a Competition Committee Chair is unable to attend a CC Board meeting, the Competition Committee may send a substitute representative member. The Competition Committee Chair must notify the CC Board Chair or Secretary prior to the meeting, in writing, to declare the approved substitute representative.

H. The status of an entity without representation at two consecutive meetings will change from Active to Advisory status and not be considered part of the quorum count. Advisory members attending a meeting automatically convert to Active status.

I. In the case of a vacancy or in the event of resignation or removal of a member per ACA National Bylaws from the CC Board, the CC Board Chair will request the affected Competition Committee to select a replacement before appointing one. For other voting members, the CC Board Chair will appoint one.

J. By a 2/3 vote of the CC Board, a voting member may be removed for cause. In such event, written notice for the intended action shall be included in the meeting agenda and the CC board member in question shall be given the opportunity for rebuttal.

K. In the event of a tie in any CC Board or CC Board Committee election, the CC Board Chair will cast the deciding vote. If the CC Board Chair has already voted on the matter, or is unable to cast the deciding vote, the President of the ACA Board of Directors will cast the deciding vote. If the CC Board Chair is also the President of the ACA Board of Directors, then the Vice-chair of the ACA Board of Directors will cast the deciding vote, followed by the Secretary then Treasurer.

L. Any potential or existing conflict of interest between an ACA or CC interest and an individual CC Board member must be disclosed at the first CC Board meeting of each year, or when such conflict arises. Where duality exists, the individual may state opinion but may not vote.

ARTICLE IV. COMPETITION COUNCIL AFFILIATION

All ACA members in the Racing Athlete, Racing Family, Coaches, and Officials membership categories whose dues are also current are members of the Competition Council. Any ACA member in good standing may affiliate with the CC by registering with the same and paying any additional annual dues.

ARTICLE V. CC BOARD OFFICERS

A. CHAIR. The chair, or his/her designee, will be the CC nominee for ACA member election as the CC representative to the ACA National Board of Directors as directed by the timeframe listed in the ACA National Bylaws and ACA Board Policy Gov-011: Electronic Voting Process. The Chair's duties shall be to prepare agendas for, call and preside over meetings of the CC Board, to appoint special committees and workgroups, and to represent and act on behalf of the CC between CC Executive Committee and full CC Board meetings. The Chair is responsible to achieve the CC goals. Resignation of the CC Chair requires resignation as the CC representative to the ACA National Board of Directors.

B. VICE CHAIR. The Vice Chair shall perform the duties of the Chair when absent, and in the event of death, resignation or removal of the Chair, the Vice-Chair shall assume the unexpired term of the Chair.

C. SECRETARY. The duties of the Secretary shall temporarily assume the be to provide notice and a written agenda to CC Board members thirty days prior to meetings, keep and distribute minutes of meetings, and keep all appropriate CC Board records.

If the Secretary is not present at a CC Board meeting, a "Secretary *pro tem*" shall be appointed by the Chair to keep minutes and deliver them to the secretary in a timely manner.

ARTICLE VI. CC BOARD COMMITTEES

The CC Board shall use committees to provide smaller work groups for areas of special interest. Committee membership may vary, with additional appointments by the CC Board Chair or the committee itself. All committee work will be brought before the CC Board or the CC Executive Committee for authorizing action. There shall be the following standing committees, but the CC Board may create others on permanent or temporary basis, by CC Board action. The CC Executive Committee shall include at least 20% Elite Athlete representation, and all other committees shall include at least 20% Actively Engaged Athletes, as defined in ACA Board Policy ATH-001: Athlete Representative Classifications.

A. CC EXECUTIVE COMMITTEE shall be comprised of the Chair, Vice Chair, Secretary, Immediate Past Chair and one(1) Elite Athlete. It shall act for the CC Board when immediate issues arise and an CC Board meeting is not imminent or practical.

B. The NOMINATIONS COMMITTEE shall be comprised of one member from each of the Competition Committees, at least 20% Actively Engaged Athlete representatives and chaired by the Immediate Past Chair. It shall be responsible for preparing nominations for CC Board Officers.

C. The COMPETITION COMMITTEES shall develop, enhance and promote athletic competition in paddlesports at the local, regional, national, and, where appropriate, international levels. The CC shall enable United States athletes to achieve sustained competitive excellence in Olympic, Paralympic, Pan American, Parapan American Games and other international competition as applicable for their committee; and to promote and grow recreational paddlesports competition in the United States. The Competition Committees shall represent the interests of athletes, coaches and officials to the CC Board.

1. Governance

- a. Each Competition Committee will have a minimum of 5 voting members and a maximum of 15 voting members

- i. All voting members must be a current ACA member in good standing in the Racing Athlete, Racing Family, Coaches, or Officials membership categories whose dues are current
 - ii. Each Competition Committee will choose the number of voting members, between a minimum of 5 voting members and a maximum of 15 voting members, that will constitute its committee
 - iii. At least 20% of each Competition Committee shall include Actively Engaged Athlete representatives
 - iv. The ACA National Office will keep the official roster
 - v. The term for voting members will be two years, beginning on January 1 of even numbered years
 - b. Each Competition Committee can have up to 10 non-voting Affiliate members
 - i. Affiliate members do not have to be an ACA Racing Athlete, Racing Family, Coaches, or Officials member, but do need to be a current ACA member
 - ii. Each Competition Committee will choose the number of non-voting Affiliate members, between a minimum of 0 Affiliate members and a maximum of 10 Affiliate members
 - iii. The ACA National Office will keep the official roster
 - iv. The term for Affiliates will be two years, beginning on January 1 of even numbered years
 - c. The Executive Committee consists of the Chair, Vice Chair, Secretary, Immediate Past Chair and one(1) Elite Athlete
 - d. Resignations: any member may resign at any time by giving written notification to the Chair or Secretary. If the Chair resigns, they must give written notice to the CC Board Chair and they will no longer be the Competition Committee representative to the CC Board.
 - e. How to Remove Members
 - i. By a 2/3 vote of a quorum of the voting members of the Competition Committee, a voting member or affiliate member may be removed for cause. In such event, written notice for the intended action shall be included in the meeting agenda and the committee member in question shall be given the opportunity for rebuttal.
 - ii. If the Chair is removed for cause, they are no longer on the Executive Committee as the Immediate Past Chair and no longer the Competition Committee representative to the CC Board.
 - f. How to Fill Vacancies
 - i. The Chair of the Competition Committee may temporarily appoint an individual to fill the remaining term of any vacancy for an officer, a voting member, or an Affiliate member
 - ii. If the Chair is vacant, a new Chair may be elected, facilitated by the ACA National Office, by current voting and affiliate members to fill the remaining term.
 - 1. If the above method is not successful, the CC Board Chair will appoint a Chair to fill the remaining term.
2. Officers
- a. Descriptions
 - i. Chair: The Chairperson shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
 - 1. The duties of the Chair shall be to prepare agendas for, to call and preside over meetings of the Competition Committee and Executive Committee; to appoint subcommittees or workgroups and represent and act on behalf of the Competition Committee between meetings.

2. The Chair, along with the National Office staff, bear the overall responsibility to achieve the committees' goals, as approved by the CC Board and ACA National Board of Directors
 3. Represent the Competition Committee on the CC Board
 4. An individual can only hold the position of Competition Committee Chair for one Competition Committee at a time
 - ii. Vice Chair: The Vice Chair shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
 1. The duties of the Vice Chair shall be to assist the Chair with meetings and work projects of the committee. If the Secretary is not present, the Vice Chair will record the meeting minutes
 2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair and when so acting shall exercise all powers of the Chair
 - iii. Secretary: The Secretary shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
 1. The duties of the Secretary shall be to:
 - a. Distribute the meeting notice and agenda at least 15 days before each meeting
 - b. Keep and distribute meeting minutes
 - c. Coordinate all ballots and elections with the ACA National Office
 - d. If the Secretary is not present at a meeting, the Vice Chair will become the "secretary pro tem". If the Vice Chair is not able, then a "secretary pro tem" will be appointed by the Chair. The "secretary pro tem" will record the minutes and forward them to the Secretary and ACA National Office in a timely manner
 - iv. Immediate Past Chair: The Past Chair will serve as a voting member of the Competition Committee and on the Executive Committee
- b. Term Limits
- i. Officer term limits are 2 years, starting January 1 of even numbered years.
 - ii. An officer of a Competition Committee may only be reelected once to the same position in successive elections
 - iii. An individual can only hold 1 officer position within a Competition Committee at any point in time.
 - iv. There is no overall limit to the number of officer positions an individual can hold in different Competition Committees, except in cases of an apparent conflict of interest which may be determined by the CC Board or ACA National Office.
 1. An individual can only hold the position of Competition Committee Chair for one Competition Committee at a time
 - v. A waiver to Officer Term Limits may be requested of the CC Board.
 1. A waiver of Officer Term Limits can only be requested once for a Competition Committee Chair per successive election.
3. Election Procedures
- a. Voting Members
- i. Each Competition Committee will choose its number of voting members between a minimum of 5 voting members and a maximum of 15 voting members
 1. The ACA National Office will keep the official roster
 - ii. A call for nominations will occur in the fall of odd numbered years, facilitated by the Competition Committee Chair and the ACA National Office
 1. Nominees will be required to provide: name, phone, email and a biography
 - iii. By electronic ballot of current CC members in that discipline, facilitated by the ACA National Office, the election will take place in the fall of odd numbered years

- iv. The individuals with the greatest number of votes that coincide with the Competition Committee's pre-set number of voting members, will be elected to the Competition Committee and will begin their term on January 1.
 - v. Actively Engaged Athletes shall either be directly elected by Actively Engaged Athletes eligible to run; or may be appointed but only upon the approval of a representative group of Actively Engaged Athletes
- b. Officers
- i. Elections for the Chair, Vice Chair and Secretary will take place by electronic vote in January of even numbered years
 - ii. An electronic ballot of the voting members will be facilitated by the ACA National Office
 - iii. In the event a Competition Committee is unable to elect a Vice Chair or Secretary, the Competition Committee Chair shall appoint one
- c. Affiliate Members
- i. Each Competition Committee will choose its number of non-voting Affiliate members between a minimum of 0 Affiliate members and a maximum of 10 Affiliate members
 - 1. The ACA National Office will keep the official roster
 - ii. Following the Officer elections, the voting members of the Competition Committee will elect, by electronic ballot facilitated by the ACA National Office, the Affiliate members
 - iii. If the pre-set number of Affiliate members are not elected by the voting members, the Competition Committee Chair may appoint the remainder of the open positions
4. Meetings
- a. Each Competition Committee will meet in person at least one(1) time per year
 - b. In addition, each Competition Committee will also meet two(2) additional times per year, either in person, via conference call or via an electronic meeting
 - i. Additional conference calls or electronic meetings are encouraged
 - c. The Chair will provide notice and a written agenda to committee members 15 days prior to the meeting, with a copy sent to the Competition Department. Business not on the agenda will be added to New Business and will be acted upon if time permits.
 - d. If the Chair is unable to attend a meeting, the Vice Chair or an appropriate designee, may be appointed by the Competition Committee Chair to chair the meeting
 - e. Committee meetings will operate by Roberts Rules of Order, tempered by common sense and good manners
 - f. A Quorum shall be one more than half of the voting members of the committee
 - i. with 6 voting members, the quorum would be 4
 - ii. with 5 voting members, the quorum would be 3
 - iii. the Quorum number is based off of the entire number of voting members of the committee, not just the committee members present on a call or at a meeting
 - g. Executive Committee meetings of the Competition Committee may be held as needed between Competition Committee meetings. The agenda for these meetings will be developed and sent out prior to the meeting by the Chair. A report of all actions taken by the Executive Committee between Competition Committee meetings shall be included in the written meeting minutes and presented at the next Competition Committee meeting
 - i. A Quorum of the Executive Committee meeting shall be one more than half of the voting members of the Executive Committee
 - ii. the Quorum number is based off of the entire number of voting members of the Executive Committee, not just the Executive Committee members present on a call or at a meeting
 - h. Proxy voting is prohibited

- i. Permanent Agenda Items for Competition Committee meetings include:
 - i. Call to Order
 - 1. Establish Quorum
 - ii. Secretary's Report
 - 1. Review and Approval of prior Meeting Minutes
 - iii. Committee Chair Report
 - iv. Competition Department Report / Update (*if appropriate*)
 - v. Sub-committee / Workgroup reports
 - vi. Election matters as required
 - vii. Old Business
 - viii. New Business
 - ix. Upcoming Meeting(s)
- 5. Sub-Committees or Workgroups
 - a. May be formed by majority vote of the Competition Committee
 - b. Must have a defined purpose or task
 - c. May be permanent or temporary
 - d. The work product created or policy recommendations will be presented to the Competition Committee for disposition
 - e. Outside members, not affiliated with the ACA, may be brought in with approval of the Competition Committee Chair
 - f. Sub-committees and workgroups have no voting privileges on the Competition Committee
 - g. The ACA National Office will keep the official roster
- 6. Current Competition Committees
 - a. Slalom (Olympic)
 - i. High Performance
 - ii. Officials
 - iii. Coaches
 - iv. Events
 - b. Sprint (Olympic)
 - i. High Performance
 - ii. Officials
 - iii. Coaches
 - iv. Events
 - v. Club Presidents
 - vi. Olympians
 - c. Paracanoe (Paralympic)
 - d. Canoe Polo (ICF)
 - e. Marathon (ICF)
 - f. Surfski / Ocean Racing (ICF)
 - g. Dragon Boat (ICF)
 - h. Wildwater (ICF)
 - i. Freestyle (ICF)
 - j. Outrigger (IVF)
 - k. National Collegiate Paddling Competition Committee
 - l. Whitewater Open Canoe Downriver
 - m. Open Canoe Slalom
 - n. Canoe Poling
 - o. Canoe Sailing
 - p. FreeStyle (flatwater)
- 7. New or Provisional Competition Committees
 - a. Provisional Competition Committees

- i. In order for a Provisional Competition Committee to be formed, a motion must be brought forth by a member of the CC and it must be approved by the CC Board
- ii. Minimum documentation required:
 - 1. CC Motion Recommendation Form
 - 2. A list of volunteers willing to serve on the Provisional Competition Committee
 - 3. First Draft of an Implementation Plan, including, but not limited to:
 - a. Potential number of individuals affected
 - 4. Timeline for moving towards presenting a motion to become an official Competition Committee
- iii. The Chair of the Provisional Competition Committee will serve as a non-voting liaison member to the CC Board
- b. New Competition Committee
 - i. In order for a new Competition Committee to be formed, a motion must be brought forth by a member of the CC and it must be approved by the CC Board and then by the ACA National Board of Directors.
 - ii. Minimum documentation required:
 - 1. CC Motion Recommendation Form
 - 2. The Committee's Statement of Purpose
 - 3. A statement describing how the committee will enhance paddlesports competition in the U.S. at the local, regional, national, and, where appropriate, international levels
 - 4. A list of volunteers willing to serve as voting members of the Competition Committee
 - 5. Implementation Plan, including, but not limited to:
 - a. Potential number of individuals affected
 - b. Initial work projects the committee plans to initiate
 - c. Address whether or not there is a need for a Pilot Program
 - d. Timeline for implementation

ARTICLE VII. COMPETITION COUNCIL BOARD MEETINGS

The Competition Council Board shall meet in-person either before or at the ACA Annual Membership Meeting and in-person at least one other time during each year. Additional communication, including face to face meetings and electronic discussions are encouraged. The business of the Competition Council Board may be conducted through telephone, email or other electronic methods between meetings.

A. The Chair must provide notice and a written agenda to the Secretary for distribution to the Competition Council Board members 30 days prior to Competition Council Board meetings. Any member should submit agenda items and reports to the Competition Council Chair and Secretary at least 45 days prior to scheduled meetings. Business not on the agenda, may not be acted on until the successive meeting unless agreed to by a 2/3 vote of a quorum.

B. If the Chair is unable to attend, the Vice Chair, or other designee, may be appointed to chair the meeting.

C. Competition Council meetings will operate by Roberts Rules of Order, tempered by common sense and good manners.

D. A Quorum shall be 40% of the voting members of the Competition Council Board.

E. The permanent Competition Council Board Meeting Agenda will include:

- a. Call to Order
 Establish Quorum
- b. Secretary's Report
 Review and approval of minutes
- c. Competition Department Report (staff)
- d. Liaison Reports
- e. High Performance Reports (Slalom, Sprint, Paracanoe)
- f. Competition Committee Reports
- g. Nominations Committee Report
- h. Discussion & Vote on Motions
- i. Old Business
- j. New Business
- k. Upcoming Competition Council Meeting(s)

F. Proxy voting is prohibited. Each Discipline Committee represented on the CC Board will have one vote cast by that committee's attendant representative. No individual, including those representing dual entities, may cast more than one vote.

ARTICLE VIII. COMPLAINT PROCEDURES

Any complaints or grievances shall be heard through the procedures set forth in ACA Board Policy Gov-13: Grievance

ARTICLE IX. AMENDMENTS TO OPERATING PROCEDURES

A. Amendment to these Operating Procedures shall be by a 2/3 majority vote of the voting members of the Competition Council Board. The vote may be conducted during meetings or by other means as determined by the Competition Council Board. Competition Council Operating Procedure amendments will be submitted to the ACA National Board of Directors for approval.

B. Proposed Amendments must be presented to the CC Board Chair and Secretary in precise written form, including rationale.

C. Written notice of proposed amendments shall be provided to all voting CC Board members by the CC Board Chair or Secretary. The notice shall state the exact wording of the proposed amendment and the rationale for the change.

ARTICLE X. COMPETITION COUNCIL POLICIES

The Competition Council Board may adopt and print operational policies, such as the Competition Council Policy Manual, that may be approved and altered by majority vote of a quorum of the Competition Council Board.

Any item not covered by these operating procedures shall revert to the ACA National Bylaws for guidelines.

ADDENDA: Approved Changes to the Competition Council Operating Procedures

Approved and adopted by the National Activity Council for Competition and endorsed by the American Canoe Association (ACA) Board of Directors.

<u>Date of Change</u>	<u>Operating Procedures Change</u>	<u>Approved By</u>
January 5, 2009	Original	ACA Board of Directors
xyz, 2017	Updated for NGB Status	ACA Board of Directors