

Iowa Swimming



Governance Committee Policies and Procedures

Adopted March 2024

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Governance Committee

I. Introduction

The Governance Committee is defined as a standing committee within Iowa Swimming's Bylaws.

II. Responsibilities

Required duties of the Governance Committee as defined by the Iowa Swimming Bylaws are:

1. To assist in periodic evaluation of the mission and vision statements and the Bylaws of IASI.
2. To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.
3. To aid in the development of personnel practices procedure including job descriptions and annual review of staff.
4. To ensure that the Board's focus remains on the strategic plan.
5. To aid in the development of expectations and processes for accountability of Board members.
6. To develop criteria for the qualities and required characteristics of Board officers.
7. To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members.
8. To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed.
9. To publish the slate of candidates to the IASI membership at least fourteen (14) days prior to the election.
10. To design and implement Board orientation and an ongoing program of Board education and development.
11. To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

III. Committee Structure and Operations

1. Committee Membership - The Governance Committee shall be elected by the House of Delegates and shall be comprised of at least 4 members, with a sufficient number of Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - a. Governance Committee Membership Limitation - In no case shall the General Chair serve on the Governance Committee. Additionally, no more than one half of the Committee shall be members of the IASI Board of Directors.
 - b. Governance Committee Vacancy - If any member of the Governance Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates.
 - c. Length of Terms - Members shall serve two-year terms, staggered so that approximately one-half of the members are elected each year.
 - d. Term Limitation - After completion of three consecutive terms, members are not eligible to be elected or appointed to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation.
 - e. Committee Chair – The chair shall be elected annually by the Governance Committee from among its own members.
 - f. Committee Vice Chair – The chair shall be elected annually by the Governance Committee from among its own members.
 - g. Secretary – The chair shall be elected annually by the Governance Committee from among its own members.
2. Quorum for Governance Committee Meetings - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.
3. The Governance Committee Chair shall:
 - a. Be the Committee Chairperson.
 - b. Be responsible for scheduling quarterly committee meetings.
 - c. Be the representative on the IASI Board of Directors meetings and IASI House of Delegates meetings.
 - d. Attend and appoint a delegate to attend other meetings.
 - e. Be responsible for proposing rule changes and amendments to IASI bylaws, Policies and Procedures on behalf of the Committee.
4. The Governance Committee Vice Chair shall:

- a. Conduct all meetings on the Committee in the absence of the Committee Chair and/or at the requests.
 - b. Attend the IASI Board meetings and IASI House of Delegates meetings in the absence of the Committee Chair.
- 5. The Governance Committee Secretary shall:
 - a. Work with the LSC office.
 - b. Publish meeting notices with an agenda.
 - c. Responsible for recording and developing minutes.
 - d. Responsible for publishing and posting each meeting's minutes on the IASI website.
- 6. Other Governance Committee Members shall:
 - a. Attend and participate in Committee meetings.
 - b. Perform other ad hoc as assigned by the Committee Chair.
- 7. The Governance Committee Athlete Representative shall:
 - a. Represent the views and needs of the athletes.
 - b. Attend and participate in Committee meetings.
 - c. Report other ad hoc as assigned by the Committee Chair.

IV. Reporting

Agendas for Committee meetings shall be distributed at least five days before each scheduled meeting. These agendas shall also be posted on the LSC Committee webpage.

Minutes for meetings shall be published within one week after the conclusion of each meeting. The minutes shall also be posted on the LSC Committee webpage and be available to all members of the IASI.

Additionally, the Committee shall provide reports to both the Spring and Fall the House Delegates meetings.