

	<h1>Procedure</h1>	
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Table of Contents

1. PROCEDURE OVERVIEW	2
2. PURPOSE OF PROCEDURE	2
3. DEFINITIONS	2
4. HOUSE OF DELEGATES MEETING	3
4.1. Governance	3
4.4. Personnel Who Prepare the HOD Meeting	3
4.5. Make a Coordinated Game Plan	3
5. DELEGATES	3
5.3. Call for Delegates	3
5.4. Good Preparation Can Aid Good Decision-Making	3
5.6.1. RECOMMENDATIONS:	3
6. ELECTION CANDIDATES	4
7. LEGISLATION	4
7.1. Bylaws	4
7.2. Resolutions	4
7.3. Ratification	4
8. RELATED DOCUMENTS AND FORMS	4
9. NOTIFICATION	5
10. DISTRIBUTION OF PROCEDURE AND UPDATING	5
CHANGE LOG	5
APPENDIX	5
HOD Prep Game Plan (Sample)	6
Feedback and Delegate Information from 2020 HOD Meeting	8
Feedback	8
Delegate Information	8

1. PROCEDURE OVERVIEW

- 1.1. Sections two (2) and three (3) give general information applicable to this procedure.
- 1.2. Section four (4) through seven (7) contain gathered notes and ideas to help those who plan future HOD meetings.
- 1.3. Section eight (8) lists documents and forms applicable to this procedure.
- 1.4. Sections nine (9) and ten (10) outline administrative procedures and responsibility for ongoing implementation, updating, and dissemination.
- 1.5. The APPENDIX contains examples of things successfully used in the past.

2. PURPOSE OF PROCEDURE

- 2.1. The House of Delegates is governed by Article 4 of the UTSI bylaws. This document is intended to help those who need to prepare the House of Delegates meetings. It is NOT required procedure. Rather, it is preservation of institutional knowledge and ideas to help people prepare the HOD meeting according to bylaws stipulations.

3. DEFINITIONS

- 3.1. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.
- 3.2. **Board of Directors:** The Board of Directors of UTSI.
- 3.3. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
- 3.4. **Delegate:** Member of the UTSI House of Delegates. Membership requirements and limitations are stipulated in the bylaws.
- 3.5. **House of Delegates (HOD):** The House of Delegates of UTSI as established by the Bylaws.
- 3.6. **LSC:** UTSI as defined by the USA Swimming Corporate Bylaws.
- 3.7. **Notice Deadline:** The date by which notice must be given.
 - 3.7.1. In the case of HOD, it is the bylaw stipulated deadline by which notice of the HOD meeting shall be made public. It is also a good deadline to give notice of the proposed meeting agenda, legislation, and candidates upon which the delegates will vote.
- 3.8. **Procedure:** Unlike a “Policy and Procedure” document which requires board approval, a “Procedure” document does not contain any policy. As a result, it is not binding and does not require board approval to create or update. A procedure document is used to preserve institutional knowledge, ideas, forms, and other things which might be helpful to the future UTSI workforce. Procedures are found in the Policies and Procedures section of the Utah Swimming website.
- 3.9. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

4. HOUSE OF DELEGATES MEETING

4.1. Governance

- 4.2. The House of Delegates is governed by Article 4 of the UTSI bylaws. The current bylaws take precedence over the procedures listed here and govern all aspects of the meeting, including some required preparations.
- 4.3. The HOD meeting is held under the direction of the General Chair or Board of Directors.

4.4. Personnel Who Prepare the HOD Meeting

- 4.4.1. The General Chair is generally the one who orders the meeting and oversees preparations.
- 4.4.2. The Administrative Assistant to the Board is generally the one who prepares much of the meeting.
- 4.4.3. The Governance Committee members prepare the slate of candidates for election and may assist in other ways if asked.
- 4.4.4. Other people may also help, as asked.

4.5. Make a Coordinated Game Plan

- 4.5.1. Because there are several people involved with preparing HOD, it's wise to make a coordinated "Game Plan" early on. The best "Game Plans" help to clarify roles, responsibilities, and deadlines. (See example in APPENDIX.)

5. DELEGATES

- 5.1. Members of the UTSI House of Delegates are appointed as outlined in the bylaws.
- 5.2. Delegates may be named and/or changed up to the HOD Meeting. However, it is in the best interest of the LSC and the group member to name delegates early. This is so they can receive advance information and have time to ask questions and get answers.

5.3. Call for Delegates

- 5.3.1. Since the current deadline to publish materials for HOD is 20 days out (as of 2020) and because it often takes time for organizations to act, it is recommended to begin calling for delegate names and email address about 6 weeks out from HOD and repeatedly, as needed.
 - 5.3.1.1. If clubs do not submit delegate names, information for delegates may be sent to club contact at the *Notice Deadline*. Ask the clubs to forward it to their delegates.

5.4. Good Preparation Can Aid Good Decision-Making

- 5.5. It is in the best interest of the LSC to communicate effectively with the delegates ahead of the HOD meeting. During the HOD meeting, the delegates will be voting. LSC leaders can help facilitate better decision-making if they provide the delegates good information and time to review it in well in advance.
- 5.6. Some items they will be voting on may also require time for question asking and discussion ahead of the meeting.

5.6.1. RECOMMENDATIONS:

- 5.6.1.1. CANDIDATES SPEAK AT HOD: Have candidates for positions with more than one person running take time during the HOD meeting to say a few words. They can

share their bio, their reasons for running, qualities that make them suitable and needed in the position, etc.

5.6.1.2. BY NOTIFICATION DEADLINE, MAKE COMPLETE BIO INFORMATION ON EACH CANDIDATE WIDELY AVAILABLE:

5.6.1.2.1. May be helpful to give each a form or survey so the bios contain information in similar areas.

5.6.1.2.2. Post bios on website and email to all delegates and club contacts. May be helpful to email information more than once.

5.6.1.2.2.1. Consider including the bios in the body of the email at least once.

6. ELECTION CANDIDATES

6.1. The Governance Committee is also the nominating committee that prepares the slate of candidates for election. There is another policy which addresses this function.

7. LEGISLATION

7.1. Bylaws

7.1.1. As any HOD approved bylaws will ultimately need to be approved by USA Swimming, it is wise when preparing a draft for HOD approval, to first send it to USA Swimming for review.

7.1.1.1. The USA Swimming *Rules and Regulations Committee* has designees selected to assist LSC's in the review and development of their bylaws.

7.1.1.2. USA Swimming also has a bylaws template which must be adhered to.

7.1.1.3. If you don't know where to send them for review, try checking with the USA Swimming staff member over LSC Development or the chair of the *Rules and Regulations Committee*.

7.2. Resolutions

7.2.1. The need for a resolution is very rare. The following is an example of when a temporary (1 year) resolution was needed. When the Administrative Review Board was added to the UTSI bylaws in 2020, members were given 2-year terms in the bylaws. It was also designated that approximately half the board would be elected each year. As a result, half of the membership needed either a 1- or 3-year term. The temporary resolution *2020 R1_Transition Plan for ARB terms* passed at HOD made this possible. It allowed for 3 year terms and expires in 2021, when all the members will have two-year terms remaining and staggered election years.

7.3. Ratification

The House of Delegates needs to vote to ratify (i.e., accept) the previous year actions of the board. Previous year actions are listed in meeting minutes.

8. RELATED DOCUMENTS AND FORMS

8.1. UTSI Bylaws, House of Delegates section

8.2. Policy #110: Nominations

8.3. Bio form or survey to collect biographical information from candidates up for election.

8.3.1. *Utah Swimming Candidate Questionnaire* Google Form available in secretary@utahswimming.org and governance@utahswimming.org Google Drives.

9. NOTIFICATION

9.1. The member of the Governance Committee over documents will inform the UTSI General Chair and Administrative Assistant to the Board of their HOD prep obligations in July or August each year along with the need to review the HOD section of the bylaws and this procedure.

10. DISTRIBUTION OF PROCEDURE AND UPDATING

10.1. Posted on UTSI website on the Policies and Procedures page.

10.2. The UTSI General Chair, Administrative Assistant to the Board, and a member of the Governance Committee will review the procedure two+ months prior to the HOD meeting each year. This will typically be at the beginning of August each year. They will also need to review the House of Delegates section of the bylaws. The three will discuss any needed changes and recommend updates to the Governance Committee. A member of the Governance Committee will update the procedure document as needed.

10.3. After HOD, likely in October, a member of the Governance Committee will ask the Board of Directors, Governance Committee Members and others for feedback and update this document with it as needed.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	10/13/2020	Newly Documented Procedure	Cathy Vaughan	Governance Committee Designee
2	5/11/2021	Inserted the need of the HOD to ratify the board's previous year actions.	Cathy Vaughan	BOD
3	8/10/2021	Changed policy number from #81 to #131	Cathy Vaughan	BOD
4	10/18/2021	Updated wording	Serena Werner	BOD
5	11/8/2022	Inserted information in "Related Documents and Forms" section about bio form/survey	Cathy Vaughan	Delegated BOD (Procedures do not need board approval to update)

APPENDIX

HOD Prep Game Plan (Sample)

Feedback from 2020 HOD Meeting

HOD Prep Game Plan (Sample)

Used to help prepare for the 2020 HOD

DATES

HOD Date: _____ Time: _____ Location: _____ Posted?

Notice Deadline: (at least 20 days before): _____ Actual Date Time & Date Posted: _____

Location: _____

(If virtual, how and when people get link? This includes both delegates and “public” (i.e. Non-delegates.) Recommend event registration and emailing link rather than posting online. Want to keep meeting available to all who want to be there but also secure.)

DELEGATES

Initial Deadline for appointing delegates: _____

(Preferably about 30 days before HOD. Delegate names may be changed up until HOD. However, it is in the favor of the appointing organization to have names in by the initial deadline because they will receive timely information. They will also have time to review and ask questions before voting.)

Who Does What By When?

Who	Does What	Deadline
Administrative Assistant to the Board	Prepare delegate form (online recommended) What information will you need? (Name, Group Member Name (i.e. team, where applicable), Status (Coach, athlete, other?) email address (for sending information), other?	
Administrative Assistant to the Board	Post Group Member Delegate info and deadline on website (See bylaws 4.1) How can Group Members submit delegate info? What info do they need to provide? How many and what types of delegates can they send to HOD? What is the initial deadline? Why is it in their best interests to comply with the deadline? What happens if they miss the deadline?	
Administrative Assistant to the Board	Contact Group Members via email—initial contact	
Administrative Assistant to the Board	Contact Group Members—Mid-way reminder via email	
Administrative Assistant to the Board	24 hours left reminder—Group Member Contact	
General Chair	Notify Board Members of their role as delegates	
General Chair	Appoint At-Large House Members	

Administrative Assistant to the Board	Collect Delegate Information. Ensure compliance with bylaws. Compile email list.	(No later than “Notice Deadline”)
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INFORMATION

See “Notice Deadline” above. This is the deadline for distributing information too. Rule of Thumb: Send out anything the delegates will be asked to vote on. If needed, create a “Who Does What, by When” plan for this section. Recommend 1 point of contact for delegates: UTSI Administrative Assistant to the Board.

Items to send out in advance. Note who prepares. Ensure each knows of deadline(s).

- Purpose of meeting (Bylaws require this. May be “General.” Must be posted by this deadline.) (General Chair)
- Any Bylaw amendment (Bylaws specify these “shall be included in the notice.”) (Governance Committee)
- Any other proposed legislation (Governance Committee)
- Ballot and bios of vetted candidates (Governance Committee)
- Proposed budget (Finance Chair/Treasurer)
- Other?

AGENDA DEVELOPMENT

General Chair conducts HOD unless otherwise noted. **(Bold denotes Bylaw required.)**

- Roll Call (or other means of **verifiable check-in**)
- **Call for nominations from the floor (and close** as appropriate)
- **Budget review and vote**
- **Bylaw amendments and any other legislative issues**
- **Election** of Board Members and Administrative Review Board Members
- Other Business?

Feedback and Delegate Information from 2020 HOD Meeting

NOTE: The 2020 HOD meeting was held virtually. Voting was done using *Election Runner*. Delegates were emailed ballots. Athlete board members ran the election.

Feedback

- I actually think it went pretty well.
 - Virtual attendance was ok. Not all teams sent in delegate information. And we had some who sent info but didn't join the meeting.
 - I think we probably needed to include officer reports. Even if they were submitted beforehand and sent out. We could attach them to the minutes after.
 - I'd like to see any candidates have to speak. Just a quick hello who they are why they are running type of thing.
 - Other than the emails needing to be tracked down I think the voting went alright. Great job to the athletes for working this out.
- I thought it went well. The athletes did a fabulous job navigating the voting issues. I do agree with Serena that officer reports would be nice to keep all informed who do not regularly come to board meetings.
- I second the shout out to the athlete reps. They took everything in stride and did a great job. Yes, officer reports would be good to start again. Written works well, then if people are interested, they can read, but don't have to listen if they aren't interested.
- From minutes of a follow-up Governance Committee meeting:
 - It was noted that a great job was done by the athletes in handling the tech of voting.
 - It was felt that the voting process was much more diverse and transparent than in past years, due to early recruitment of candidates for election.
 - It was noted that, after all was said and done, new ARB members were familiar faces in the Utah Swimming Community, and lesser known, 'new' people were largely not elected. Everyone was pleased with the members of the new ARB, and it was felt that it was reasonable diverse as far as the areas of the state were concerned. Ideas were generated to help with this in future elections:
 - Gather more complete bio material and send it out more often and sooner.
 - ii. Have the nominees speak to their qualifications and desires as the HOD.

Delegate Information

The following Clubs did not send in delegates. So, did not vote at HOD. <ol style="list-style-type: none"> 1. BBS 2. BYU 3. HAT 4. MAC 5. PS 6. UTAH 	The following sent info but were not recorded as attending HOD. <ol style="list-style-type: none"> 1. CCAT 2. EAT 3. LIFE
The rest of the clubs sent and attended HOD	