

Pacific Northwest Swimming Rules and Procedures	Operating Committees
Index AD-06-05	Effective Date: 1/22/2007
1/22/2007: Original, Created to establish and officially document PNS policy with respect to duties and committees not mandated by the PNS By-Laws	

1. Operating Committees

- a. The PNS By-Laws establish the responsibilities and membership of various Standing Committees. In general, the Standing Committees are the minimum necessary to operate the LSC business and execute a competition program. However, effective operation of the LSC usually requires the establishment of additional 'Operating' Committees to support and augment the Standing Committees and efficiently and flexibly perform LSC programs and business.
 - i. From time-to-time, by approval of a motion the Board of Directors or House of Delegates may establish one or more 'Operating' committees to address issues or needs that may arise in the operation of the LSC.
- b. Temporary Operating Committees
 - i. Operating Committees with a temporary purpose may be documented solely through the minutes of the Board of Directors or House of Delegates meeting that approved the establishment of that committee.
 - (1) Complete documentation of a temporary Operating Committee will include a clear Purpose, Chair, Membership and Expiration Date or Condition for Dissolution.
 - (2) The Expiration date or Condition for Dissolution for a Temporary Committee may be modified by approved motion of the Board of Directors or House of Delegates.
 - ii. Temporary Operating Committees are dissolved upon reaching the expiration date of the committee, achievement of the identified Condition for Dissolution, or upon approved motion of the Board of Directors or House of Delegates.
- c. Ongoing Operating Committees
 - i. Operating committees that have an ongoing role are to be documented in this policy.
 - ii. PNS establishes the following ongoing Operating Committees as described in their corresponding Sections below:
 - (1) Hall of Fame Committee
 - (2) Awards Banquet Committee
 - (3) Age Group Committee
 - (4) Senior Committee
 - (5) Disability Swimming Committee
 - (6) Open Water Committee
 - (7) Meet Sanctioning Committee
 - (8) Electronic Publications Committee
 - iii. The Board of Directors or House of Delegates may dissolve any ongoing Operating Committee by approving a motion to remove the affected committee description from this policy.

2. Hall of Fame Committee

- a. Purpose: Development and maintenance of the PNS Hall of Fame recognizing distinguished performance or service of athletes, coaches and other PNS members. This responsibility includes the selection of honoree candidates and induction of honorees in accordance with PNS policy AD 06-01.
- b. Organization: The Hall of Fame committee is under the general oversight of the current General Chair

- c. Budget: This committee establishes annual budget needs and coordinates this request through the General Chair during the normal PNS budgeting process.
- d. Chair Selection: The Chair of this committee is selected by majority vote of the members of the committee.
- e. Membership: Current General Chair, all Past General Chairs and additional committee members appointed by the current General Chair. Hall of Fame Committee members, who are not current PNS members, have voice and vote on this committee.

3. Awards Banquet Committee

- a. Purpose: Plan and organize an annual PNS Awards Banquet. The responsibilities of this Committee include, but are not limited to, scheduling and procuring a location for the banquet, obtaining catering for the banquet, identifying appropriate guest speakers or presenters, developing an agenda for the banquet, and identifying and procuring a set of recognition awards each year in addition to those resulting from the PNS Championships meets or other sources of PNS-level awards.
- b. Organization: The Awards Banquet committee is considered to be a part of the Program Development Division.
- c. Budget: This committee establishes annual budget needs and coordinates this request through the Program Development Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed Committee Chair, additional members identified by the Board of Directors or the Appointed Committee Chair. Committee members serve at the pleasure of the Committee Chair. Additional committee members need not be PNS Individual members, but may not have a financial interest in hosting, catering, or otherwise servicing the event.

4. Age Group Committee

- a. Purpose: Coordinate and develop age group program policies, programs and positions. Support the Age Group Vice Chair in planning, organizing and overseeing PNS sponsored Age Group meet delegations (e.g. All-Star, Western Zone Championships). Identify PNS team head and assistant coach, trainer, manager, chaperone or the official team functionary candidates for presentation and acceptance by the Board of Directors.
- b. Organization: The Age Group Committee is considered to be a part of the Age Group Division.
- c. Budget: This committee supports the Age Group Vice Chair in establishing PNS sponsored Age Group meet delegation annual budget needs that are requested through the Age Group Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: Age Group Vice Chair
- e. Membership: Age Group Vice Chair, who shall serve as committee chair, and additional members appointed by the Age Group Vice Chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC. Committee members may not have a financial interest in any of the activities undertaken by this committee, such as in making travel accommodations, equipping or otherwise supporting the Age Group program.

5. Disability Swimming Committee

- a. Purpose: Coordinate and develop Disability Swimming policies and positions in support of the Age Group Vice Chair.
- b. Organization: The Disability Swimming Committee is considered to be a part of the Age Group Division.
- c. Budget: This committee establishes Disability Swimming annual budget needs that are requested through the Age Group Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed committee chair, Age Group Vice Chair, and additional members appointed by the Committee Chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

6. Senior Committee

- a. Purpose: Coordinate and develop Senior program policies, programs and positions. Support the Senior Vice Chair in identifying a schedule of Senior meets for which travel funds may be reimbursed per PNS Policy AD-9705.
- b. Organization: The Senior Committee is considered to be a part of the Senior Division.
- c. Budget: This committee supports the Senior Vice Chair in establishing Senior Division annual budget needs that are requested during the normal PNS budgeting process.
- d. Chair Selection: Senior Vice Chair
- e. Membership: Senior Vice Chair, who shall serve as committee chair, and, with the advice and consent of the Board of Directors, at least one Athlete, Coach and Official member and additional members appointed by the Senior Vice Chair. Senior Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

7. Open Water Swimming Committee

- a. Purpose: Coordinate and develop Open Water program policies and positions in support of the Senior Vice Chair.
- b. Organization: The Open Water Swimming Committee is considered to be a part of the Senior Division.
- c. Budget: This committee establishes Open Water Swimming annual budget needs that are requested through the Senior Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed committee chair, Senior Vice Chair, and additional members appointed by the committee chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

8. Meet Sanctioning Committee

- a. Purpose: Develop procedures and policies with respect to the meet sanctioning and approval in support of the Program Operations Vice Chair. Perform meet sanctioning process in accordance with committee procedures.
- b. Organization: The Meet Sanctioning Committee is considered to be a part of the Program Operations Division.
- c. Budget: This committee establishes Meet Sanctioning annual budget needs that are requested through the Program Operations Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed Committee Chair, Program Operations Vice Chair, and additional members appointed by the committee chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

9. Electronic Publications Committee

- a. Purpose: Develop and maintain electronic publication policies and procedures including domain ownership, website hosting, LSC email address assignment, website structure and 'look and feel', and website contributor responsibilities and access control.
- b. Organization: The Electronic Publications Committee is considered to be a part of the Administrative Division.
- c. Budget: This committee establishes electronic publications annual budget needs that are requested through the Administrative Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed Committee Chair, Administrative Vice Chair, and additional members appointed by the committee chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC. Committee members may not have a financial interest in any of the activities undertaken by this committee, such as in website hosting, email processing or otherwise supporting PNS electronic publications.