

- **2013-07-06- Review of the RSC Speed Committee- Election Bylaws (Approved July 2012 in Montreal)-** suggested changes and modifications are highlighted in blue, after each numbered item. Upon approval, the highlighted section will replace the entire preceding numbered item.

## **2012 RSC Speed Committee- Election Bylaws (Approved July 2012 in Montreal)**

### **Section 1. The Speed Committee**

1. RSC's Speed Committee is an organized group composed of of RSC Speed Members from Canada. The Speed Committee works on behalf of RSC members of Speed, with the aims of success, excellence, and growth in roller/ inline speed speed skating. RSC's Speed Committee is an organized group composed of RSC Speed members from Canada. The Speed Committee works on behalf of RSC Speed members, with the aims of success, excellence, and growth in roller/ inline speed skating.
2. Speed Committee members are elected by RSC Speed members at the Speed Committee's Annual Meeting each year.

### **Section 2. The Election of the Speed Committee**

1. A vote will be held during the Speed Committee's Annual Meeting (the meeting).
2. This vote will serve to select those who will serve on Roller Sports Canada's Speed Committee (Speed Committee). This vote will serve to select those who will serve on RSC's Speed Committee (Speed Committee).
3. A quorum: half of RSC registered clubs in represented and half or RSC registered clubs represented. Definition for a Quorum at the Speed Committee's Annual Meeting: half of all clubs registered with RSC Speed, represented by at least one of their members in attendance at the meeting. Attendance includes being physically present or via conference call or other acceptable electronic communication methods.

### **Section 3. Notification to RSC members (Speed) of the Speed Committee's Annual Meeting**

1. RSC Members of Speed shall be notified of the upcoming Speed Committee's Annual Meeting ten days prior to the meeting date. RSC Speed members shall be notified of the upcoming Speed Committee's Annual Meeting ten days prior to the meeting date.
2. Notification of the Speed Committee's Annual Meeting can include use of one or more the following channels: e-mail, RSC website, social media, mail (Canada Post), telephone. Notification of the Speed Committee's Annual Meeting can include use of one or more of the following channels: e-mail, RSC website, social media, mail (Canada Post), telephone.
3. An agenda for the meeting will be drafted and included in the notification of meeting. The agenda will then be approved at the meeting. An agenda for the meeting will be drafted and included in the notification of the meeting. The agenda will then be approved at the meeting.
4. The option to vote via Proxy and the process of how to do so will be included in the notification.
5. The Notification to RSC members will include a call for candidates for the available committee positions. Candidates will submit their intention to run for a position on the Speed Committee by following the process that will be described in the Notification to RSC members. The Notification to RSC Speed members will include a call for candidates for the available committee positions. Candidates will submit their intention to run for a position on the Speed Committee by following the process that will be described in the Notification to RSC Speed members.

### **Section 4. Eligible Voters to Select Speed Committee**

1. All Speed RSC members of Speed, over the age of 16-years old at the time of the meeting and in good standing with RSC will have the right to vote. All Speed RSC Speed members, over the age of 16-years old at the time of the meeting and in good standing with RSC will have the right to vote.
2. Each RSC member will have one vote. Eligible voters will be able to cast one vote for each position/ item.
3. Eligible voters who are unable to participate in the Speed Committee meeting have the right to cast a ballot by proxy. Proxies must be received by the time the Speed Committee meeting is called to order.

Proxies will be accepted by mail, electronically delivery, and in-person prior to or at the Annual Meeting and will be accepted in paper as well as electronic format. Eligible voters who are unable to attend the Speed Committee meeting have the right to cast a ballot by proxy. Proxies must be received by the time the Speed Committee meeting is called to order. Proxies will be accepted by mail, electronic delivery, and in-person prior to or at the Meeting and will be accepted in paper as well as electronic format.

### **Section 5. Eligible Candidates for Speed Committee**

1. Candidates who wish to stand for election for the Speed Committee will have to be nominated.
2. A candidate can either be:
  - a) nominated by an RSC member in attendance at the meeting of the Speed Committee or
  - b) self-nominated.
3. Candidates who wish to serve on the Speed Committee must be RSC Members in good standing at the time of the meeting where the vote is taking place. Candidates who wish to serve on the Speed Committee must be RSC Speed members in good standing at the time of the meeting where the vote is taking place.
4. Candidates will submit their intention to run for a position on the Speed Committee by following the process that will be described in the Notification to RSC members outlined in Section. Candidates will submit their intention to run for a position on the Speed Committee by following the process that will be described in the Notification to RSC Speed members outlined in Section.
5. It is not mandatory nor a requirement for eligible candidates wishing to stand for election to be present at the meeting.

### **Section 6. The Vote at the Annual Meeting**

1. The list of Candidates for the executive positions will be presented at the meeting.
2. Votes will be cast by paper ballot.
3. Every RSC member, as described in Section 4, will have the opportunity to cast one (1) vote.
4. Votes will be tabulated by two volunteers who are in attendance at the meeting.
5. Candidates will be allowed to have a scrutineer of their choice to observe the process of tabulating the votes.
6. The vote count will be recorded.
7. A motion will be presented to destroy the ballots.
8. Proxy votes (electronic or paper) will be accepted. Those who vote by proxy will need to include their name on the ballot.

### **Section 7. Length of Term for the Speed Committee**

1. Each position on the Speed Committee shall consist of a term of two years.
2. In the first election of the Speed Committee, three positions will be two-year terms and two (or three if a third is required) shall be one-year terms. In the first election of the Speed Committee, three positions will be two-year terms and two (or three if a third is required) shall be one-year terms. All subsequent terms will be for two years
3. All subsequent terms will be for two years. This item is to be deleted.
4. Members of the Speed Committee and the length of term (plus year that position is up for election) will be listed on the RSC website. 3. Members of the Speed Committee and the length of term (plus year that position is up for election) will be listed on the RSC website.

### **Section 8. Number of Positions for the Speed Committee**

1. The Speed Committee has five elected positions.
2. The five elected positions will include one member from Alberta, one member from Ontario and one member from Quebec. Of the five elected positions, there must be one member from Alberta, one member from Ontario and one member from Quebec.
3. To ensure regional representation, elected positions will include an RSC member in good standing from each of the following Provinces: Quebec, Ontario, Alberta.
  - a) when one Province (Quebec, Ontario, Alberta) is not represented on the Speed Committee, a 6th

position will be opened up and reserved for a candidate from the unrepresented Province.

b) when two or more Provinces (Quebec, Ontario, Alberta) are not represented on the Speed Committee, the Speed Committee will feature six positions, with one position reserved for each of the Provinces that are unrepresented (Quebec, Ontario, Alberta).

4. The official title for those elected to the Speed Committee shall be 'RSC Speed Director'.

5. As well as the five (or six) elected position, an Athlete's Representative will be elected by Speed athletes or appointed by the Speed Committee. The Athlete's Representative will serve as the liaison between RSC Speed athletes and the Speed Committee and will have the opportunity to participate in Speed Committee meetings. As well as the five (or six) elected position, an Athlete's Representative will be elected by Speed athletes or appointed by the Speed Committee. The Athlete's Representative will serve as the liaison between RSC Speed athletes and the Speed Committee and will have the opportunity to participate in some of the Speed Committee meetings.

### **Section 9. Special Appointment**

1. In the event there is no opportunity to hold a vote for positions on the Speed Committee, or no candidates are willing to stand for election to the Speed Committee, the Speed Committee reserves the right to fill the vacated position by Special Appointment.

2. In the event of a Special Appointment, the Speed Committee will notify RSC Speed Members as well as the President of RSC of the Special Appointment. In the event of a Special Appointment, the Speed Committee will notify RSC Speed members as well as the President of RSC of the Special Appointment.

3. All Committee Members who have been specially appointed will have equal duties, rights and responsibilities as those who have been elected at a Speed Committee Annual Meeting.

4. The term for a Special Appointment position will be held for no more than one year.

5. The position held by Special Appointment will be up for election as a regular position at the next Speed Committee Annual Meeting that follows the Special Appointment.

### **Section 10. The Speed Committee's Annual Meeting**

1. The Speed Committee will hold an Annual Meeting.

2. Minutes for all Speed Committee meetings will be maintained for review and approval at following Speed Committee meetings and will be retained by the Speed Committee as a record of official business.

3. The Speed Committee will make every effort to seek the most opportune time and plan to hold the Annual Meeting for maximum attendance and participation by RSC Speed members, such as the RSC Speed National Championships when RSC Speed Members from across Canada gather. The Speed Committee will make every effort to seek the most opportune time and plan to hold the Annual Meeting for maximum attendance and participation by RSC Speed members, such as the RSC Speed National Championships when RSC Speed members from across Canada gather.

### **Section 11. Mandate for the Speed Committee**

1. The RSC Speed Committee is set-up to manage and conduct RSC Speed's affairs. Some of the tasks entrusted to the Speed Committee's responsibility, care and guidance include but are not limited to:

- a) When feasible, coordinate the organization, or directly organize Championships for i) Indoor, ii) outdoor, and iii) marathon.
- b) Update and maintain mass-communication methods for communications with RSC members, clubs, coaches, officials.
- c) Arrange partnerships and strategic alliances with other organizations, federations, governing bodies, clubs, companies, sponsors, coaches, officials, athletes, vendors, manufacturers, media as approved by the RSC Board of Directors.
- d) Develop and implement strategic plans for growth and improvement for skaters, coaches, officials, clubs. For coaches, this includes membership in the Coaches Association of Canada compulsory for all coaches. Establishing Codes of Conduct. Creating NCCP courses for coaches and make the taking of courses in the NCCP or equivalent compulsory for all coaches.
- e) Encourage affiliation with RSC via membership and racing licenses.
- f) Maintain and update Rulebook.

- g) Maintain minutes of i) Annual Meeting, ii) Internal Committee meetings.
- h) Develop immediate near-term strategy as well as medium and long term strategies.
- i) Set-up mandate, staff, and coordinate sub-committees.
- j) Develop and implement plans for coaching and officiating.
- k) Develop a guide for hosts/ organizers of the Canadian Championships
- l) Maintain and update record books with distances, categories, placements and times.
- m) Provide clear guidelines and process for membership/ affiliation to RSC for i) individuals, ii) clubs, iii) teams, iv) coaches, v) officials, vi) volunteers.
- n) Manage RSC's international teams (World, Pan American, World Games) including: i) selection process, ii) registration, iii) clothing, iv) sponsors, v) travel, vi) accommodations, vii) team manager selection, viii) coach selection, ix) funding x) accreditation, xi) additional supports for the athletes and teams, xii) athlete contracts, xiii) supervision of under-aged athletes, xiv) notification to membership of competitions and process for registration.
- o) Develop and implement a budget.
- p) Develop a code of ethics for the Speed Committee.
- q) Develop guiding principles for RSC Speed.
- r) Develop RSC Speed Equite, Human Rights and Governance Policy.
- s) Seek and hire outside help according to RSC Speed plans.
- t) Deliberate and make decisions on requests on an as-needed basis.
- u) Form, organize & re-organize, staff, guide and lead sub-committees and ad-hoc groups for short, medium and long term completion of projects, tasks and to support RSC Speed's mandate(s). These may be composed of paid as well as volunteer individuals, groups, associations, corporations, Non-RSC members and other entities.
- v) Maintain records of Speed Committee meetings.
- w) Communicate with RSC Speed members and RSC Executive.
- x) Publish policy documents (for example rules, coaching policies, officiating policies, competition systems, qualification process for events, competition system, goals and mandate, ethical standards, description of competition venue, developmental systems, finance and budget) to ensure transparency and effective development.

## **Section 12. Speed Committee Internal Meetings**

1. Quorum: A quorum for the Speed Committee's meetings is half of all Speed Committee members in attendance, which can be in person or via other methods of communication such as and not limited to teleconferences, instant messaging and telephone.
2. Minutes: Minutes for Speed Committee meeting shall be maintained and will include: a list of those who participated in the meeting, where/ how the meeting was conducted, what was discussed at the meeting, which decisions and action items were taken. The Speed Committee will maintain a historical record of these minutes.
3. Conflicts of Interest: When a Speed Committee member has a conflict of interest, it is expected the conflict is declared. When a conflict has been declared, the members in question will be excluded from further discussions or decisions on that topic.
4. Disqualification: When a Speed Committee members has missed three consecutive meetings, that member may be disqualified from the Speed Committee. When a member has been disqualified from the Speed Committee, the Speed Committee may appoint an RSC Member in Good Standing as a replacement for the disqualified member.
5. Roles: The Speed Committee will have an internal vote to determine the person that will act as President for RSC Speed. Each Speed Director will have one (1) vote. Speed Directors who wish to have the title of President for RSC Speed will make her or his intention known prior to the vote. Speed Directors will cast their vote. The vote will be witnessed by and tabulated by two RSC Members. **Roles:**  
The Speed Committee will have an internal vote to determine the person that will act as President for RSC Speed. Each Speed Director will have one (1) vote. Speed Directors who wish to have the title of President for RSC Speed will make her or his intention known prior to the vote. Speed Directors will cast

their vote. The vote will be witnessed by and tabulated by two RSC Speed members.

6. Invitees: The Speed Committee may invite interested parties, including RSC's President, to participate in Speed Committee meetings. Attendance by the RSC President or other invitees is not required for quorum or to hold a Speed Committee meeting.

7. Ethics: RSC Speed Committee members are entrusted to guide RSC Speed and its development in a healthy and ethical manner. Speed Committee's members' rapport with RSC Speed members and the skating community is vital to developing a trusting, working and effective system that is inclusive and works well. RSC Speed Committee members will be held to the highest ethical standards.

### **Section 13. Official Languages**

1. This document will be made available in Canada's official language(s)- English and French at the time of writing.

2. Updates to this documents will be made in Canada's official language(s) at the time of updating.

### **Section 14. Compensation, Contracts and Employees**

1. The Speed Committee may enter into contracts with marketing agents, coaches, officials, managers, employees, athlete support services, sponsors, consultants, agencies, vendors, manufacturers, office workers and other entities with the goal of supporting the Speed Committee's mandate(s).

2. Speed Committee members are eligible for reimbursement of expenses incurred in the participation in meetings and other Speed Committee approved activities.

### **Section 14. Review of this Document by the Speed Committee** **Section 15. Review of this Document by the Speed Committee**

1. For five years (2013, 2014, 2015, 2016 and 2017), this document will be reviewed on a yearly basis by the Speed Committee. The Speed Committee will suggest changes to be presented at the Speed Committee's Annual Meeting for approval by the RSC Speed Members in good standing. A vote of 50% + 1 of the members in attendance will be needed for the suggested changes to be approved and in effect.

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2. From the meeting in 2017 onward, the Speed Committee will review this document on an as-needed basis. A vote of 60% + 1 of the members in attendance will be needed for the suggested changes to be approved and in effect. From the meeting in 2017 onward, the Speed Committee will review this document on an as-needed basis. A vote of 60% + 1 of the RSC Speed members in attendance will be needed for the suggested changes to be approved and in effect.