

## CIF LOS ANGELES CITY SECTION

### Process of Submitting a Proposal to the Board of Managers

**Note: All proposals must be presented to the Executive Committee for approval to be presented to the Board of Managers. All approved proposals must be presented to the Board of Managers no later than the third meeting of the school year. If passed, implementation will be for the following school year. In the case of an emergency item or request for immediate action, a motion to suspend this policy may be made, and must be accepted by a two-thirds majority of those present. If accepted, the proposal must then be passed by a simple majority of the members present.**

1. Procedure for making proposals
  - A. Anyone wishing to present a proposal to the Board of Managers must contact the Section Office no later than two weeks prior to the next Executive Committee meeting to be placed on the agenda for the next meeting.
  - B. Proposals must be submitted in writing to the Section Office no later than two weeks prior to the next Executive Committee meeting for consideration to be moved to the Board of Managers as an agenda item for first reading.
  - C. Proposals that address a change in procedure affecting a sport must be made by a representative of the sport Advisory Committee, unless presented through a separate existing sub-committee. Proposals must include coach's survey with 51% or more of the coaches responding and supportive results, if applicable.
2. Voting process and procedures
  - A. When a pertinent issue is raised or a proposal made, the Chairperson will determine the validity of the item, and allow appropriate discussion to take place, including questions posed to the initiator. This is considered a "First Reading."
  - B. Once the Chairperson brings the discussion to a close, one of the following options may be invoked:
    - (1) Defer to a sub-committee for review and recommendation at a later date;
    - (2) Defer to Section Office staff if additional information or research is required;
    - (3) Take a preliminary vote as to whether the issue is to be moved forward as a "First Reading;"
    - (4) Under certain circumstances, if the initiator requests consideration for immediate action, a call for a vote may be taken. (See "Note" at the top of this page.)
  - C. If the decision of the Committee is to move the proposal forward as a "First Reading," after any further clarifying questions or comments, it is to be put in writing in its final form.
  - D. The proposal will be stated in the meeting minutes. It is the responsibility of each voting member to obtain input from the group it is representing, in order to cast a vote at the next meeting, or at the meeting specified.
  - E. The proposal will be placed on the specified meeting agenda as an "Action Item" for a vote. Any voting member may ask a clarifying question, and the Chairperson may only address questions of clarification.
  - F. The decision on an Action Item will be made based on a simple majority of the voting members present at the time the vote is taken.