



Minor Advisory Council Terms of Reference

Purpose and goals

The Minor Advisory Council (MAC) shall provide the Board of Directors with written recommendations as they relate to minor situations, including but not necessarily limited to:

- Review existing special operating rules as they relate to youth, or minor play and provide recommendations on change, addition, or deletion of same.
- Provide guidance and direction on existing and new rules of play for minor Fastpitch.
- Provide guidance and direction on format of Provincial Championships for minor categories and classifications.

Membership

The MAC will be comprised of:

1. Chair – Elected Minor Director
2. Softball BC staff support
3. Elected Minor Coordinators or representative of the district appointed by the Minor Director to act as the representative if the coordinator position is vacant. There will be 15 members representing the 15 districts whenever possible.

A vice-chair will be elected from among the members at the first meeting of the MAC following the Softball BC Annual General Meeting. The vice-chair will assume the duties of the chair if the chair is unable to carry out their responsibilities.

In the event that a Minor Coordinator is unable to attend a meeting, the coordinators may appoint an alternate District Representative. The Chair of the MAC must be notified by email of the appointment of an alternate not less than 72 hours prior to a meeting.

Jurisdiction

This is an advisory committee reporting only to the Board of Directors. This council is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the board for their consideration. This council is not authorized to consider policies or by-laws for the society, or make recommendations for changes to those documents.

Resources and Budget

Softball BC will make available, where time and space permit, meeting areas for the committee. The committee may agree to conduct their meetings via conference call, in person, or by an electronic meeting format, such as Zoom. Softball BC will provide staff advisory resources, if needed, as well as photocopying and printing as required.



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Meetings may be called at the pleasure of the chair, or in their absence, the vice-chair. Members will confirm their attendance with chairperson (or the Softball BC staff member appointed as liaison to ensure a quorum).

There will be no fewer than two (2) meetings annually, but not more than 8. One in-person meeting will be held during the Softball BC AGM and one in-person in the month of February. An annual budget for meeting expenses shall be approved by the board for each fiscal year. Any additional financial resources requested will be approved by the finance committee prior to those funds being used.

Governance

Decisions will be made by a simple majority with the chair not having a vote unless the vote is tied. Members may communicate their vote in person at a meeting or by email or phone if an electronic vote is requested by the chair. Proxys are not permitted. The Softball BC staff support representative does not have a vote.

A quorum requires no less than 60% of total votes represented.

Each District Rep will have one vote plus one additional vote for every 20 teams registered in their respective district at the time of the Softball BC Annual General Meeting held immediately prior to their appointment. For example:

- A Coordinator from a district with nine teams will have one vote.
- A Coordinator from a district with 18 teams will have one vote.
- A Coordinator from a district with 21 teams will have two votes.
- A Coordinator from a district with 59 teams will have three votes.

Whenever possible and reasonable, the MAC shall include the current rule, the rationale for the change, the desired outcome as well as consequences for the non-compliance and financial liability. The MAC shall forward the draft motions to the Senior MAC and the Umpire Advisory Council, if it impacts those groups.

The process for recommended motions is as follows:

- Minor motions will be considered by the MAC five times per year. The intake of motions will be August 1, September 1, October 1, November 1. December 1.
- Any motions received by the chair would be voted on by the MAC at the next meeting after the intake date. The first vote will determine if the motion should move on to the next stage or it is rejected.
- If approved at the first vote, the next step will be for the motion to be posted on the website, sent electronically to all association presidents and Minor Coordinators will canvas their associations. Members would be given a minimum of 15 days for feedback.



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- After all feedback is considered and any possible amendments discussed, a second vote will be called on the motion. If defeated, it will stop there. If approved, it will then be submitted to the board for their consideration at the next board meeting.

If a final recommended motion is rejected by either the MAC or the Board of Directors, the same or similar recommendation may not be considered again by the MAC until the passage of one full AGM period.

General

All members of the council shall be members in good standing of the Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Communication

The chair, or in their absence, the vice-chair shall report all recommendations from this committee at each scheduled Softball BC Board of Director's meeting. As well, the chair shall provide a written report to the membership as part of their director's report for the AGM.

The minutes of each MAC meeting, all MAC recommendations, and the Softball BC Board of Directors responses to all MAC recommendations will be published on the Softball BC website.

Privacy

All documents and minutes from meetings will be stored on the Softball BC secure site. Staff support will provide all written communications arising from meetings to all members of the MAC. Copies of all documents for the MAC will be available to any voting member in good standing upon written request to the chair.

Review

These terms of reference may be reviewed at the request of the chair but must be done no later than once every twenty-four months.