



Minor Advisory Council Terms of Reference

Purpose and goals

The Minor Advisory Council 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

1. Chair – Elected Minor Director
2. Softball BC staff support
3. Elected Minor Coordinators or representative appointed by the Minor Coordinator (15)

A vice-chair will be elected from among the Minor Coordinators at the first meeting of the Advisory Council following the Softball BC Annual General Meeting. The vice-chair will assume the duties of the chair in the event that the chair is unable to carry out their responsibilities.

In the event that a Minor Coordinator is unable to attend a meeting the Coordinator may appoint an alternate District Representative. The Chair of the Advisory Council 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 committee is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the board for their consideration. This committee 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. The BCASA will provide staff advisory resources, as well as photocopying, and printing as required.

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 SBBC staff member appointed as liaison in order 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 by email, phone or in person. 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 Advisory Council shall include the current rule, the rationale for change, the desired outcome as well as consequences for the non-compliance, and financial liability.

The Advisory Council shall forward the draft recommendation to the Senior Advisory Council, the Umpire Advisory Council, (if it impacts those groups) and all District members with a request for feedback. The feedback period shall be a minimum of 15 days.

After all feedback is reviewed and considered by the Advisory Council the Advisory Council will draft the final recommendation. Advisory Council's final recommendation will be posted on the Softball BC website not less than 15 days prior to the Board of Director's meeting when that recommendation will be presented. The final recommendation may not be changed unless the board of director s returns the final recommendation to the Advisory Council as per part 4.14 of these bylaws.

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

General

All members of the council shall be members in good standing of the BCASA, and shall abide by BC Amateur Softball Association 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 BCASA 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 Advisory Council meeting, all Advisory Council recommendations, and the Softball BC Board of Directors responses to all Advisory Council recommendations will be published on the Softball BC website.



Privacy

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

Review

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