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ASCA's Committee Procedures

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These rules were last updated:

Date	Change	Related Motion
8-27-2022	5 Motion Template 6.3 Webmaster, Business Office, or Program Software Vendors	BD.22.97
2-27-2022	Section 7.8 Electronic Newsletter	BD.22.17
2-27-2022	Section 2.9 Board Members (Committee Discussion Lists)	BD.22.18
2-18-2021	Cleaned up references to changes from 2021	n/a
2-27-2021	2.8 Conference Call	BD.21.14
2-27-2021	2.1.1 (Resume Submission) Application 2.3 Terms and Appointments 7.6 Aussie Times Report 7.7 Vacancies	BD.21.15
2-27-2021	Delete 7.1 Annual Committee Member Report	BD.21.16
2-27-2021	2.1.1 (Resume Submission) Application	BD.21.17
1-4-2021	6.10 Rules and Procedures for Conducting Emergency Voting Only	Housekeeping

Shaded and ~~strikethrough~~ areas indicate rule changes with the **effective date** listed.

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Introduction to the Committee Procedures

ASCA's Committees serve in assisting the ASCA Board of Directors in advancing the interests of the Australian Shepherd and encouraging sportsmanlike competition at ASCA shows and trials. Members with relevant expertise provide an important service to ASCA through their participation on these Committees. The Board encourages members to send in their applications to fulfill this valuable role in ASCA's success.

The purposes of ASCA's Committees are as follows:

- To serve as program experts and advise the Board, as needed
- To work on directives from the Board
- To monitor the rule books for possible improvements and updates on an annual basis
- To consider new programs that will help preserve and promote ASCA and the Australian Shepherd
- To share information about ASCA's programs with the general public
- To improve and grow ASCA's programs
- To increase participation in ASCA's programs and in ASCA as a whole

To achieve these purposes, all Committees will set goals for themselves each year, as part of ASCA's Strategic Plan. These goals will guide and focus the work of the Committees.

1 Mission Statement

The first order of business for a Committee is to write a mission statement defining the goals the Committee will work toward. The Committee will have ninety days to submit the mission statement to the Board for approval. Committee mission statements will be placed on the ASCA Website on the Committee page and as [Appendix A](#) in these Committee Procedures.

2 Membership

2.1 Committee Makeup

Committees are normally be made up of no more than fifteen ASCA members including the Chair. Ideally, the Committee has at least one member and no more than two members from each region.

The ASCA regions are:

REGION 1: Washington, Oregon, Idaho, Montana, Alaska

REGION 2: California, Nevada, Arizona, Utah, Hawaii

REGION 3: Colorado, Wyoming, Nebraska, Kansas, North Dakota, South Dakota, Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories, Nunavut

REGION 4: Michigan, Iowa, Illinois, Ohio, Wisconsin, Minnesota, Indiana, Missouri, Kentucky

REGION 5: Arkansas, Louisiana, Mississippi, Alabama, Tennessee, North Carolina, South Carolina, Georgia, Florida, Texas, New Mexico, Oklahoma

REGION 6: Maine, New Hampshire, Vermont, New York, Rhode Island, Massachusetts, Connecticut, Pennsylvania, New Jersey, West Virginia, Virginia, Maryland, Delaware, Washington D.C., Ontario, Quebec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador

REGION 7: Europe

2.1.1 EXEMPTIONS

Per the December 2019 vote of the Board, the Nationals Advisory Committee is exempt from regional representation and term limits.

2.1.2 STOCKDOG COMMITTEE MEMBERSHIP

The Stockdog Committee consists of seven active ASCA trial contestants and five ASCA-approved Stockdog Judges. One contestant is appointed from each of the seven geographic regions. Judges are appointed on an at-large basis. Contestants may only fill contestant positions and Stockdog Judges may only fill Judge positions.

2.1.3 APPLICATION SUBMISSION

1. Members interested in serving on a Committee should submit their application to the Executive Secretary by the first day in April each year
2. Members should provide sufficient detail regarding how their knowledge and/or skills would be valuable to the Committee they are applying to serve
3. Applications may be submitted at any time
4. Applications will be retained on file for a year
5. Members still interested in serving on a Committee may update their application at any time
6. Existing Committee members who wish to be considered for reappointment must submit their application to the Executive Secretary by March 31st each year

2.2 Email

All Committee members must have email capabilities, as all Committees are electronic.

2.3 Terms and Appointments

The Board appoints volunteers with full ASCA memberships to Committees for a period of two years at their Spring Meeting. For the Stockdog Committee, Judges renew in odd-numbered years and contestants renew in even-numbered years.

The Committee Liaison must bring forward all applications to serve on a Committee for Board consideration during the Spring Meeting. If existing Committee members apply to remain on the Committee after their term of service has expired, they may be reappointed by the Board during the Spring Meeting. The Board may also fill vacancies at other times during the year to maintain a full and diverse Committee.

When a seat on a Committee becomes vacant creating an opening, the Chair will immediately notify the Board Liaison, who will immediately notify the Executive Secretary of the vacancy. The Executive Secretary will forward all pending applications to the Board. The Board will appoint an applicant who is a qualified, compatible addition to the Committee. If the Board does not find a suitable candidate from the available applications, they will direct the Chair to make another request to the membership for additional volunteers. All other rules contained in these Committee Procedures regarding the solicitation, acceptance, and time held as they pertain to applications will be honored.

The term of a Committee member appointed between the Board's Spring Meetings will expire at the first or second Spring Meeting following their appointment.

The Executive Secretary will notify those members that were appointed to the Committee and those that were not.

2.3.1 COMMITTEE CHAIR

Each year, the Committee holds an election of its Chair within thirty days following the yearly seating of new and returning Committee members (the Board's Spring Meeting). Chairs will serve a one-year term and may be reelected.

The person elected Chair must have served a minimum of one year on that Committee and must have been a full member of ASCA in good standing for a minimum of three continuous (without a lapse in membership) years prior to their election. This person may come from within or outside the current Committee membership. If the Chair comes from within the Committee, then that person will be replaced with someone from the Chair's region. If the elected Chair is not a Committee member, then the Board must approve that person.

Upon completion of their one-year term as Chair, the Committee member may remain on the Committee for the duration of their original appointed term. This may result in an additional Committee member. If the term of the Chair occurs during the second year of the original appointed term, no additional time is granted upon the completion of their term as Chair.

If the Chair is unable to carry out their duties as listed in these procedures, they may resign the Chair position and remain on the Committee until their term expires. This may result in an additional Committee member for the duration of the appointed term. The Committee will then elect a new Chair. If a Committee member believes the Chair is not carrying out their duties, they may contact the Board Liaison for resolution.

New Committees created in ASCA will have the positions of Chair and Liaison appointed by the Board until the Committee is organized, then Committee members will elect the Chair and Liaison. Committees may elect a Co-Chair to take over Committee duties in the absence of the Chair.

2.4 Personal Interest

All members, including the Chair, will have one vote on all issues brought before them except when an issue is presented in which a Committee member or Chair has a personal interest. Personal interest is defined as involving them personally, a dog they own or co-own, or a family member. The Committee member or Chair must recuse themselves and will not be a party to the discussion or have a vote in the matter. If the issue involves the Chair, the Board Liaison will take over until the issue is resolved.

2.5 Board Liaison

Each Committee will vote to elect one Board member to function as the Liaison between the Committee and the Board thirty days following the seating of the new Board each year (the Annual Membership Meeting at Nationals). The Board Liaison cannot be a member of the Committee. They are responsible for explaining to the Committee what the Board's position is and seeing that the Committee Procedures, ASCA policies, and Robert's Rules of Order are followed.

The Liaison must fully understand the Committee's recommendations so they may help the Board to understand the positions taken by the Committee. The Liaison is not to participate or interfere in the deliberations of the Committee and is not allowed to change or alter any of the recommendations made by the Committee but must endeavor to understand the Committee's position and present it to the Board as presented by the Committee. At the Liaison's discretion, they may redirect the Committee to realign with the current Committee priorities.

The Liaison is required to present the Committee's recommendations to the Board in the form of a motion as required by ASCA procedures. No second is necessary.

All material from the Committees must have the approval of their Liaison before publication.

2.6 Committee Members

Upon appointment of new Committee members, the Executive Secretary will:

1. Notify all new appointments and invite them to the Committee's discussion list
2. Notify the Chair of all new appointments (The Chair will notify the rest of the Committee)
3. Notify the Business Office and Webmaster of all new appointments and provide their information for the ASCA Website

Committee members are responsible for downloading the Committee Procedures and program rules from the ASCA Website. They may also contact the Business Office to request one current copy of the Committee Procedures and the applicable program rules.

2.7 Committee Business at Nationals

When a Committee schedules a meeting with the Board at Nationals, it is requested the Chair provide the Board with an agenda for the meeting. The agenda may include, but is not limited to:

1. Committee recommendations to the Board
2. Issues requiring clarification
3. Advice on trends or programs
4. Issues requiring direct discussion

Committee recommendations on the agenda will follow the Committee Procedures.

Committee business may not be conducted at the Nationals without a quorum and Committee members must be present in-person to count as a quorum. Business may be conducted when there is a quorum of the Committee present at the Nationals and any motions passed at this time can be presented to the Board for their approval during the scheduled Committee meeting with the Board.

2.8 Conference Call

Committees may schedule conference calls or video meetings, which will include all Committee members and the Board Liaison. Board members may also attend, provided they do not participate in the discussion unless invited by the host. Minutes of the call or meeting will be posted to the Committee email group within two weeks, for archival purposes.

2.9 Board Members

All Committee lists will be owned by the Business Office, with the Office Manager and Executive Secretary acting as owners/administrators.

The Committee's Chair and Board Liaison will be moderators.

Board members may be added to any or all Committee ~~email-groups~~ lists of their choosing as long as they ~~are read-only and~~ do not participate in the discussion. Their membership will be restricted and set as "non-posting". **Effective February 27, 2022.**

2.10 Cause for Removal and Procedure

2.10.1 COMMITTEE PARTICIPATION

To remain on the Committee all members, including the Chair, must participate in the discussions and vote on at least 70% of all Committee issues submitted during any six-month period and must attend at least 70% of all physical, electronic, or telephone Committee meetings during the six-month period. The Chair will contact those members who drop to 70% participation, following the procedure outlined below. The Chair will advise the Board Liaison of members whose participation drops below 70% and who are unable to improve their participation within two months of being advised by the Chair. The Board may remove the Committee member upon examination of the documentation provided by the

Chair and ensuring the process outlined below has been followed. The Board reserves the right to reappoint the dismissed member to a Committee later if circumstances allow it.

Procedure for compliance:

1. When the Chair identifies a member has fallen below a 70% voting and/or attendance and participation rate, the Chair will immediately advise the member by private email advising them of the deficiency and will instruct the member to vote on all motions, attend and participate in all meetings until the percentage is above 70%. The Chair must properly document in writing all conversations with and from the Committee member in question, including any barriers or special situations that may be preventing the member from satisfying this requirement.
2. Should the member not bring their voting and/or attendance and participation rate above 70% after two months, the Chair will send a recommendation for removal to the Board Liaison with a copy sent to the member.
3. If the member has successfully improved their voting and attendance and participation percentage above 70% within two months of being counseled, that member will serve a six-month probationary period where they must maintain such voting and participation rate. Upon successfully serving the probationary period, the member will be removed from probation and will receive a clean slate. Should the member again fall below a 70% voting and/or attendance and participation rate during the six-month probationary period, the Chair will send a recommendation for removal to the Board Liaison with a copy sent to the member.

2.10.2 REMOVAL BY BOARD OF DIRECTORS

The Board may remove any Committee member, including the Chair, from the Committee. The Board can only act on properly documented conduct fully outlining the need for such removal. The Board must allow the member an opportunity to defend themselves against the decision.

2.10.3 RECOMMENDATION FOR REMOVAL FROM COMMITTEE

The Committee may recommend the removal of the Committee's Chair to the Board at any time for any reason. A recommendation for removal will be by a majority vote of the Committee. The Chair in question is entitled to participate in the debate but not the voting process. The Board can only act on properly documented conduct fully outlining the need for such removal.

The Committee may recommend to the Board the removal of a member at any time for any reason. A recommendation for removal will be by a majority vote of the Committee. The member in question is entitled to participate in the debate but not the voting process. The Board can only act on properly documented conduct fully outlining the need for such removal. The Board must allow the member an opportunity to defend themselves against the decision.

Procedure for compliance:

1. When a conflict arises on a Committee between members, it is the responsibility of the entire Committee to amicably work together to resolve the conflict.
2. Should the Committee be unable to resolve the issue any member may make a motion to recommend the removal of a member from the Committee or the Chair from their position and/or as a member of the Committee to the Board. The motion will have a second.
3. If the motion made is to remove a member from the Committee, the Chair will manage the discussion and vote. If the motion made is to remove the Chair from their position and/or as a member of the Committee, the Board Liaison will manage the discussion and vote.
4. The Committee will prioritize this motion on their agenda for immediate action. The Committee may choose to discuss and decide the issue by teleconference or email. In the case of a teleconference, there must be a quorum of 100% of the Committee members. If email is chosen, emergency procedures will be used.

5. The result of the Committee's decision will be immediately submitted to the Board by the Liaison.

3 Agenda

The Board, Committee members, and the general membership determine Committee agendas.

First priority is given to directives submitted by the Board. If the Chair does not bring Board directives to the Committee within a thirty-day period, the following steps will be taken:

1. **First request:** The Chair will be requested by the Liaison to give an explanation to the Board within fifteen days detailing why the directive has not been addressed. The Board will notify all Committee members of the directive for awareness. The Chair will submit a time schedule for the completion of the Board's directive. If the Board's directive is not addressed in the timeframe provided by the Chair and as agreed upon by the Board, the Board may enact rule changes without input from the Committee.
2. **Second request:** The Board will notify all Committee members that the directive has moved to second request status. The Board may enact rule changes without input from the Committee and the Board will require the election of a new Chair.
3. **Third request:** The Board will enact rule changes without the input of the Committee and the Committee members may be replaced.

Priority of other items is determined by the Chair.

4 Most Versatile Aussie Program and Other Programs

The Committees of each ASCA program have the full responsibility to manage their program within the Most Versatile Aussie (MVA) program. The MVA Committee will manage and coordinate those requirements. The MVA Committee may make recommendations to the various Program Committees regarding their program.

5 Motion Template

All motions from Committees will contain the following:

Subject: Title of motion

Motion made by: Name of Committee member

Motion seconded by: Name of another Committee member

Motion statement: I move to approve ...

Results of the Committee vote: Approve; Disapprove; Abstain; Non-voting. Include the names of all who voted, not just a number tally, with the results of the motion when it is shared with the Board Liaison. Include all Committee member comments/dissents.

Body of the motion: For rule book changes, state the CURRENT WORDING first, followed by the PROPOSED CHANGES. Mark any changes to make them easier to identify.

For rule book changes, be sure the rules have been reviewed for all other changes that will need to be made due to this motion and include them here, too.

Comments/Rationale: What is the cause and reason for this motion?

Affected: Who and/or what does this motion affect? If this motion affects the Webmaster, Business Office, or Program Software Vendor their input MUST be included here (See 6.3 for more information)

For changes and/or additions to program rules, titles, and awards that will result in software changes, the Program Rules Template must be submitted to the Business Office. The Business Office will secure

a quote from the software company. The quote must be included, along with Business Office approval, before the proposed changes/additions are submitted to the Board for approval.

Effective August 27, 2022.

Effective date: To be effective for a June rulebook printing, the motion must be submitted for Board consideration by February of the same year. Administrative changes can be effective immediately or on a date set by the Committee.

6 Voting Procedure

6.1 Issues for Discussion

Any Committee member may raise issues for discussion. All issues received from the general membership, Judges, non-members, directors, or Committee members must be sent to the Chair who will distribute the issue to the Committee members and Board Liaison and assign a priority. The Committees are encouraged to discuss ideas presented before making a motion.

6.2 Discussion

When a Committee member has the floor during a discussion, the discussion will continue as long as the members wish to discuss it or until the Chair calls for a motion to end the discussion.

6.3 Webmaster, Business Office, or Program Software Vendors

For motions affecting the Webmaster or Business Office the Committee will take the following steps:

1. Send a draft copy of the proposed motion to the office it affects and advise this office it has five working days to comment
2. For changes and/or additions to program rules, titles, and awards that will result in software changes, the Program Rules Template must be submitted to the Business Office. The Business Office will secure a quote from the software company. The quote must be included, along with Business Office approval, before the proposed changes/additions are submitted to the Board for approval. **Effective August 27, 2022.**
3. If there are no comments, the affected office will so state
4. At this point the Committee will either abandon the motion or put the motion into final form, incorporating the office's comments, and present it for voting

For motions affecting program software obtained from outside vendors (show/trial entry software, agility scoring software, etc.) the Committee will:

1. Ensure, by contacting the applicable software vendor/s, that changes/upgrades will support the rule change's desired effective date
2. Include a statement in the body of the motion that software will support the change

6.4 Timeframe for Discussion

Issues brought to the Committee should be considered within a three-month period. If they cannot be considered within that time frame, members, etc. should be notified when the issue will be addressed.

6.5 Processing of Motions

Processing of the motions may be done either randomly, as they come in, or by a fixed schedule (set dates). This is to be decided by the Chair and Committee after the Chair elections.

6.5.1 FIXED SCHEDULE

- A. Motions with seconds are due to the Chair by the first of each month. If a motion comes in after the first it will be held over till the first of the next month before it is stated by the Chair. Motions

that come in after the first of the month may be discussed by the Committee, but the official comment period will not start until after the Chair states the motion on the first.

- B. The comment period is from the second through the eighth of each month.
- C. The voting period is from the ninth through the fifteenth of each month.
- D. Vote results will be reported to the Committee and Board Liaison as soon as the deadline is reached.

6.5.2 RANDOM SCHEDULE

- A. As motions with seconds come in for consideration, the Chair will immediately distribute the motions to the Committee and the Board Liaison.
- B. The Chair will set a seven-day deadline with a due date for receipt of comments back from the Committee. All comments are to be distributed to the Committee and the Board Liaison.
- C. A seven-day voting period with a stated due date will be set at the end of the comment period. If the Committee is working on one topic at a time during the seven-day voting period, another motion can be distributed and discussed.
- D. Vote results will be reported to the Committee and Board Liaison as soon as the deadline is reached.

6.6 Amendments

Due to the complexity of making amendments through email, no amendments to a motion will be allowed. Motions will be withdrawn and restated.

6.6.1 WITHDRAWAL OF MOTION

Committee members and motion authors are reminded to read and write motions for exact content. If Committee members or the motion author believes the intent of a motion would be better served with a restatement, then Committee members should request that the motion be withdrawn and restated, or the author may withdraw and restate. This request from Committee members should be accompanied by suggestions for a new motion. If the motion is not withdrawn as requested, then the Committee members should vote their conscience.

6.6.2 TIMEFRAME FOR WITHDRAWN AND RESTATED MOTION

A motion withdrawn and restated that does not significantly change the content or intent of the original motion should remain in the existing time frame for comments and vote as the original motion.

6.7 Motion to Board Liaison

All votes go directly to the Chair who will tabulate the votes at the end of the voting period and send the results along with Committee member comments to the Committee and Board Liaison for distribution to the Board. The Chair will, if needed, explain in writing, the Committee's recommendation to the Board.

6.8 Motion to Board

The Liaison will forward the Committee's recommendation to the Executive Secretary in the form of a motion (second not necessary) for distribution to the Board. The Executive Secretary will post a copy to the official ASCA email list and forward a copy to the Webmaster for posting on the ASCA Website. In addition, the Executive Secretary will ensure that the "Notes from the Secretary" is posted to ASCA's social media. The posted copies will include a note directing members to send comments to the Board via the Executive Secretary.

6.9 Questions

If the Board has questions and/or comments, they must be made before the call for the vote. Comments and/or questions will be sent back to the Committee by the Liaison for their response and returned to the Board via the Liaison during the Board's comment period, time permitting.

6.10 Rules and Procedures for Conducting Emergency Voting Only

An emergency motion and vote are any motion and vote taken in less than the normal seven-day discussion period and seven-day voting period. Emergency votes may be taken by e-mail.

The deadline for emergency voting must be stated at the beginning of the motion. In no case will the deadline be less than twenty-four hours. Committee members must confirm receipt of the emergency motion to the Chair, whether they choose to vote or not. If no receipt confirmation is received, the Chair will take whatever action necessary to contact the missing Committee member(s).

The reason for an emergency vote must be stated at the time the motion is made in the comments accompanying the motion. Emergency voting procedures are not to be employed frivolously. Only those issues with imminent deadlines or concerning critical functions are eligible for an emergency vote.

Emergency motions require the Committee majority to vote and approve.

All emergency motions with votes are reported to the Committee members and Board Liaison immediately on expiration of voting deadline.

6.11 Conditions Affecting Voting

1. Motions will not be accepted without a second (unless allowed for by an exception in the rules)
2. If a motion is withdrawn by the author, there is no need to withdraw the second
3. If a Committee member will be unavailable during the voting period, the Committee member may cast their vote once the motion and second are sent by the Chair to the floor for discussion
4. Once the vote has been called for the discussion stops
5. No votes will be counted after the voting deadline is reached
6. A Committee member may change their vote before the deadline is reached, but once the deadline is reached the vote is final
7. A simple majority of votes received is necessary to pass a motion, except for emergency voting

6.12 Discrepancies in This Procedure

If an issue arises that falls outside the outlined procedures herein, the Board Liaison should be contacted for their instruction.

6.13 Voting Results

When notifying the Committee and the Board Liaison of voting results for the Committee, the names of Committee members and how they voted must be listed unless it is deemed by the Liaison and Board President that the issue is of such a sensitive nature the vote should remain confidential. When publishing votes in the *Aussie Times*, the Executive Secretary's Report, and/or any approved ASCA e-mail list, only the final count will be published.

7 Committee Chair Duties

7.1 Correspondence

All correspondence comes to the Committee's Chair. The Chair will immediately forward it to the Committee and Board Liaison.

All correspondence coming into the Committee must have the identification of the writer(s) who sent it. Correspondence coming to the Committee without the identification of the writer(s) will not be distributed. The Committee will not consider anonymous correspondence.

7.2 Voting Procedures

The Chair is responsible for the administration of the voting procedures.

7.3 Impartiality

The Chair may raise a question, state their opinion, and vote their conscience but must always remain unbiased while carrying out the will of the majority.

7.4 Minutes

The Chair will take or assign someone to take minutes at all Committee meetings and conference calls and will distribute these minutes to the Committee members and Board Liaison within ten days of the meeting/call.

7.5 Aussie Times Report

The Chair, or their designee, will prepare a detailed report for each issue of the *Aussie Times* and the ASCA Website. This report will include, but is not limited to, the following:

1. All issues sent to the Board with the Committee's recommendation since the last report. Each of these issues should be accompanied by a short description.
2. All issues, with short descriptions, that are under consideration by the Committee
3. A request for applications to fill any upcoming or existing openings in the Committee
4. The last paragraph of the report should be, "The Committee welcomes your comments on these issues" and should include contact info

This report must be approved in writing by the Board Liaison before being electronically submitted to the *Aussie Times* Editor prior to the deadline.

7.6 Vacancies

The Executive Secretary will post monthly for Committee applicants on the official ASCA email list, ASCA Website, and social media to fill current and/or emerging Committee vacancies. The following steps detail application information and how the Board may fill Committee vacancies.

1. Members interested in serving on a Committee should submit their application to the Executive Secretary by the first day in April each year
2. Members should provide sufficient detail regarding how their knowledge and/or skills would be valuable to the Committee they are applying to serve
3. Applications may be submitted at any time if a member would like to serve on a Committee
4. Applications will be retained on file for a year
5. Members who are still interested in serving on a Committee may update their application at any time or by the first day in April each year
6. The Board may fill Committee vacancies that arise during the year with the member applications currently on file

7.7 Rule Book

The Executive Secretary is responsible for making additions, changes, and/or deletions to the ASCA rulebooks. The Executive Secretary will highlight the changes as per policy and forward these changes in the form of an updated rulebook to the applicable Committee for review. Upon completion of the review, the Executive Secretary will supply the changes to the Business Office so that new rulebooks will be ready for publication at the appropriate time.

7.7.1 TIMELINE FOR RULE BOOK UPDATES

- A. Recommendations for updates to a June rule book must be submitted to the Board for approval by February 10
- B. The Executive Secretary makes all approved updates to the June rule books and shares with the Committee for review by April 1
- C. The Committee completes their review and returns any revisions by May 1
- D. Updated June rule books will be posted on the ASCA Website by May 15

7.8 Electronic Newsletter

In order for the ASCA membership to receive information in a timely manner, it is recommended the Chair set up an electronic newsletter. The Chair will forward current discussion, and motions to the newsletter. No personal comments, sensitive or confidential items will be forwarded to the newsletter. The electronic newsletter can be set up as read only for the membership if the Committee wishes. The Business Office and Executive Secretary are the owners of all Committee newsletters. **Effective February 27, 2022.**

7.9 Correspondence

The Chair must answer all correspondence directed to the Committee and forward copies to the Committee and the Board Liaison. The Chair will provide whatever answers or assistance is requested. If they are unable to answer or assist the person who wrote to the Committee, the Chair must refer that person to the office or Officer who may be of assistance.

7.10 Reimbursable Expenses

Reimbursable expenses incurred by the Committee's Chair are:

1. Postage
2. Cost of copies
3. Up to \$25 in phone calls per month

All reimbursable expenses, with receipts, must be submitted to the Board Treasurer within sixty days of the expense.

7.11 Annual Membership Meeting Report

The Chair or their designated representative is required to give a not-to-exceed ten-minute report of the Committee's activity to date at the Annual Membership Meeting at the Nationals and should be available for meetings with the Board and/or their Committee as needed. Chairs will receive an electronic copy of the Board agenda no later than one week before the start of the Nationals.

Appendix A: Committee Mission Statements

Agility Committee: To promote and improve the agility experience for all involved in ASCA agility.

Conformation Committee: The Australian Shepherd Club of America's Conformation Committee exists to promote good sportsmanship and the welfare of the Australian Shepherd. Our focus is adherence to the Breed Standard and the rules governing conformation shows, as provided by the parent club.

Dock Jumping Committee: The purpose of the Dock Jumping Committee is to encourage the ability of the dog and its handler to function as a team and show mutual trust in a safe and fun environment.

Hall of Fame Committee: (Directive sent to Committee in September 2019.)

History Committee: The mission of the History Committee is to preserve, protect and document the heritage of ASCA and the Australian Shepherd. The Committee is also responsible for the recommendation of the ASCA Lifetime Achievement Award recipient each year.

Junior Committee: To encourage, guide, and support all Junior competitors and promote Junior participation in the ASCA programs.

Legislative Committee: The Legislative Committee will serve the membership of ASCA by providing education, up to date information regarding legislation affecting pet ownership, and foster communication with the public as well as global, national, state, and local decision-makers in such matters. The Committee advocates responsible animal ownership and will inform the membership of any threat to our animal ownership rights.

Most Versatile Aussie/Junior Committee: (Informal directive sent to all Committees in 2016.)

Nationals Advisory Committee: The Nationals Advisory Committee is comprised of former Nationals Chairs from the last five and future ASCA Nationals. The Committee's purpose is to oversee the management and running of ASCA's annual National Specialty.

Obedience Committee: To maintain a highly regarded competitive obedience program that encourages human-canine teamwork and showcases the Australian Shepherd's natural intelligence.

Rally Committee: Serving ASCA, the Affiliate Clubs, and the exhibitors with their canine partners by ensuring ASCA rally remains the best rally program available.

Scent Search Committee: The Scent Search Committee is dedicated to raising awareness around the fundamental role that scent plays with working stock dogs, highlighting the skills of problem-solving in any terrain or weather while showcasing independent working and thinking. A dog who uses its nose to do its job is a well-rounded and versatile working partner. This is also a sport in which veteran dogs/handlers or otherwise challenged handlers/dogs can compete and succeed.

Stockdog Committee: The purpose of the ASCA Stockdog Committee is to act as steward of the stockdog program supporting ASCA's mission to preserve and promote the inherent working ability of the Australian Shepherd.

Tracking Committee: The ASCA Tracking Committee is dedicated to maintaining and growing a highly regarded, non-competitive tracking program for the global ASCA community, a program that encourages human-canine teamwork and showcases the Australian Shepherd's natural scenting ability, extraordinary focus, and drive to complete a mission.