

# HRC RUNNING RULES COMMITTEE • CHARTER

**MEMBERSHIP:** The HRC Running Rules Committee shall be composed of one representative from each region of the HRC, and the President of the HRC. Regional representatives shall be elected by majority consent of the Presidents of each of the member Clubs within the region. Under the direction of the HRC Vice President, the Regional UKC Field Representative shall coordinate the election of the region's Rule Committee Representative. In the event that any region does not elect a representative, the National HRC President shall appoint a knowledgeable member from within that region. Each member shall serve a two-year term, coinciding with the years that Running Rules voting occurs. Members may be re-elected as many times as may be dictated by regional consensus. The term of Office shall be from October 15<sup>th</sup> to October 15<sup>th</sup> of every other even year. The HRC President shall select one of the elected members as Chairman.

**QUALIFICATIONS OF COMMITTEE MEMBERS:** Effective July 1, 2004 1) individuals shall be a member in good standing with HRC, UKC, and a HRC club and 2) the individual be a licensed AA Finished level Judge.

**OBJECTIVE:** To coordinate effective and appropriate Running Rules -- Rule Book -- changes as may be required based on Running Rules Committee members direction, and by proposals submitted and sponsored by member Clubs, the UKC, the National Executive Committee, Regional UKC Field Representatives, and any members in good standing.

**RUNNING RULES DEFINITION:** The mechanics and standards of evaluating retrievers during a hunt test.

## **COMMITTEE MEMBERS DUTIES:**

1. Provide appropriate Running Rules Proposal Forms and procedural information to Clubs within his/her Region and to receive and forward to the Committee Chairman, Running Rules change proposals as may be properly submitted.
2. Upon request of the HRC Executive Committee and/or UKC, review all Running Rules disputes and make recommendations, clarifications and/or interpretations of the Running Rules as may be required to effect appropriate resolutions.
3. As proposal activity warrants, attend a meeting of the Committee on the Friday prior to the National Meeting on odd numbered years, to coordinate all proposals for presentation by the Chairman to the Board of Directors on Saturday during the Annual Meeting.
4. Per the Procedure stated herein, the Committee Member shall receive the ballots of voting of the Clubs within his/her region and shall forward such results to the Committee Chairman
5. Attend (by meeting, mail, or phone) any special meetings as may be called by the Chairman.

## **DUTIES AND RESPONSIBILITIES OF CHAIRMAN:**

1. Provide appropriate Running Rules proposal forms to the Committee Members and Clubs as necessary and oversee the activities of the Committee Members to ensure that each Region is properly represented.
2. Coordinate, review, prepare and submit proposals received from each region or as provided for herein, to the Committee Members for review at the Committee Meeting on the Friday prior to the Board of Directors Meeting on odd numbered years. The Committee does not have the authority to revise any proposal without the permission of the Club/Individual submitting the Proposal other than grammatical, which in no case could alter the intent of the Proposal. The Committee Chairman will present the proposals to the Board of Directors for discussion during the Annual Meeting.
3. Oversee the mailing of the proposals submitted to the Board of Directors and a ballot form, to all Clubs by November 1st following the National Meeting.

4. Receive and correlate the votes from the Committee Members on each proposal and provide a report of the results to the Executive Committee, in confidence. Such report shall include all proposals and the voting results.
5. Attend the Board of Directors meeting on even numbered year, and report to the Board the results of the voting.

**PROCEDURE FOR ELECTION OF RUNNING RULES REPRESENTATIVES:**

(This is a two-year process starting in even # years with the election of Rules Committee Members immediately following the June, Board of Directors Meeting and ending in the even # years that voting occurs.)

1. The Vice President will correspond by letter, to the Field Representatives on or before July 1, in even numbered years, announcing that an election of Rules Representatives is required for the Regions. The Vice President will obtain a list of the current Presidents and their addresses and provide such to each Field Representative for the Clubs within their specific region.
2. On or before July 15, the Field Representatives will correspond by letter to each of the Club's Presidents within their region, requesting nominations for a Running Rules Representative. Nominations must be received by the Field Representative on or before August 15. A ballot listing the nominees will be sent to the Clubs on or before September 1, for voting by the Clubs. Running Rules Representatives are elected by a simple majority vote." The Clubs must return their vote results to the Field Representative on or before October 1. The Field Representative will notify the Vice President of the results of the election on or before October 15. If no nominations are received for a Region, the HRC President shall appoint a Running Rules Committee member for that Region.
3. The HRC President shall appoint the Running Rules Committee Chairman.

**RUNNING RULES REPRESENTATIVES' ELECTION TIME LINE**

**(TERM OF OFFICE IS FOR 2 YEARS STARTING ON OCTOBER 15 – EVEN YEARS)**

- Seek Nominations for Running Rules Representatives July 1  
(Responsibility: Vice President to Field Representatives)
- \* Notification to Clubs to seek Nominations July 15  
(Responsibility – Field Representative to Club Presidents)
- Nominations Returned August 15  
(Responsibility – Club President to Field Representative)
- Ballots to Clubs for Voting September 1  
(Responsibility – Field Representative to Club Presidents)
- Voted Ballots Returned October 1  
(Responsibility – Club Presidents to Field Representative)
- Notification of Results of Voting October 15  
(Responsibility – Field Representatives to Vice President & person elected)  
(New Committee Members officially assume Office)
- Determination of a Running Rules Chairman by President October 15

**PROCEDURES FOR RUNNING RULES COMMITTEE:**

1. Committee Members will provide Proposal Forms for new change proposals to the Clubs within their Region by November 1, in even years. All Running Rules Proposals will be returned by the Clubs to the Running Rules Committee Representative or the Running Rules Chairman in the absence of a Regional Representative on or before April 1. The Committee Members will forward their Regions Proposals to the Committee Chairman by April 20.

2. The Committee Members will meet on the Friday prior to the Board of Directors Meeting in odd numbered years (1999, 2001, etc.) to correlate, review and coordinate the new Proposals which will be presented by the Committee Chairman to the Board of Directors for discussion during the Annual Meeting the following day.
3. By November 1, following the National Meeting, the Chairman will affect the mailing or emailing of the proposals submitted to the Board of Directors and a ballot form, to all Clubs to be voted upon and returned to the Running Rules Representatives by April 1<sup>st</sup> in even years.
4. The Committee members will receive and correlate the votes from their Region's Clubs on each proposal. Such votes must be postmarked on or before March 1 of the even numbered year. The members will forward the votes & results to the Committee Chairman on or before April 20. The Chairman will provide a report of the vote results to the Executive Committee on or before National Meeting. Such report shall include all proposals and the voting results.
5. Editing Period – Region Running Rules Rep will contact the author of the proposal to discuss feedback from the Running Rules Committee for editing purposes to finalize wording of the proposal. The edited and final proposal is due back to the chairman by July 31 of odd years.
6. The Chairman will attend the next Board of Directors meeting, report to the Board the results of the voting.

**RUNNING RULES PROPOSAL AND VOTING TIME LINES:**

- New Proposal Forms to Clubs August 1, EVEN YEARS  
(Responsibility – Chairman to Club Presidents, RR Reps, Field Reps & Exec. Cmte)
- Clubs Submit New Proposal Forms April 1, ODD YEARS  
(Responsibility – Club Presidents to New Running Rules Reps)
- Running Rules Reps Submit New Proposals to Chairman April 20, ODD YEARS  
(Responsibility – Club Presidents to New Running Rules Reps)
- FIRST OFFICIAL ACT OF NEW CHAIRMAN/ Last Official Act of previous chairman
- Running Rules Reps Review & Present New Proposals National Meeting, ODD YEARS  
(Responsibility – Running Rules Reps to Board of Directors)
- Running Rules Reps Submit Final Proposals to Chairman July 31 ODD YEARS  
(Responsibility – Running Rules Reps w/ authors to Chairman)
- Proposals and Voting Ballots to Clubs November 1, ODD YEARS  
(Responsibility – Chairman to Club Presidents, RR Reps, Field Reps & Exec Cmte.)
- Clubs Return Voted Ballots March 1, EVEN YEARS  
(Responsibility – Club Presidents to Running Rules Reps)
- Voted Ballots Forwarded to Running Rules Chairman April 1, EVEN YEARS  
(Responsibility – Running Rules Reps to Chairman)
- Report to Executive Committee National Meeting, EVEN YEARS  
(Responsibility – Running Rules Chairman to Executive Committee)

**VOTING TABULATION:**

Each Club and each member of the Executive Committee has 1 vote per proposal. A simple majority vote will determine the outcome of Running Rules proposals.

**AUTHORITY:**

The Chairman and Running Rules Committee members derive authority from and are accountable to the National Executive Committee, and the Board of Directors.

**EXPENSES:**

Appropriate expenses will be reimbursed to Running Rules Committee Members. Expense report forms, which are available from the Committee Chairman or HRC Secretary, shall be properly completed, include appropriate documentation and submitted to the HRC Treasurer.