



UCWDC® COMMITTEE POLICY

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1. INTRODUCTION

The United Country Western Dance Council® is inspired by the vision of a thriving global dance community featuring a world-class competition circuit and a Championship event on every continent in addition to the long-standing Country Dance World Championships®. The UCWDC® oversees the largest competition circuit for country dance in the world, including partner and line dance styles. Our mission is to provide our members with the structure, tools, education, and support they need to thrive in our circuit.

1.1 Purpose

The work of the UCWDC is primarily carried out by committees. We have three kinds of committees. Those that stem from the Bylaws and have elected representatives as well members of the General Council; those that are UCWDC Standing Committees or mandated by the UCWDC General Council; and those that are Ad-Hoc and are created as they are needed.

The purpose of this policy is to provide a current list of all UCWDC Committees and a brief description of each.

The UCWDC depends heavily on volunteers in all committee work, in the setting of policy and in the execution of proper procedures. Your assistance is greatly appreciated.

1.2 References

In accordance with Article 12.3 of the current UCWDC Bylaws: Executive Committee

In accordance with Article 12.5 of the current UCWDC Bylaws: Judge Certification Committee

In accordance with Article 12.6 of the current UCWDC Bylaws: Rules Committee

In accordance with Article 16.1.1 of the current UCWDC Bylaws: "... Except as expressly provided in these Bylaws, the President shall appoint committee members as needed."

2. TYPES OF COMMITTEES

The creation of a committee may be recommended by the General Council or Board of Directors and be appointed by the President. All members of any committee must be appointed by the President.

UCWDC Bylaw Article 16.1.1 – Duties of the President

1. **Committees Regulated by the Bylaws:** There are three (3) committees identified in the UCWDC Bylaws:
 - a. **Executive Committee** - A detailed description of the Executive Committee is to be found in the Bylaws of the Organization. UCWDC Bylaw Article 12.3. The current President shall sit as the Chair of the Executive Committee.
 - b. **Judge Certification Committee** - A detailed description of the Judge Certification Committee is to be found in the Bylaws of the Organization. UCWDC Bylaw Article 12.5. The current VP Judge Certification shall sit as the Chair of the Judge Certification Committee.
 - c. **Rules Committee** - A detailed description of the Rules Committee is to be found in the Bylaws of the Organization. UCWDC Bylaw Article 12.6. The current VP Rules shall sit as the Chair of the Rules Committee.



2. **Standing Committees:** Standing Committees are permanent committees assigned by the President by the recommendation of the General Council or Board of Directors. Standing Committees are formed to do their assigned work on an ongoing basis. It may study matters referred to it by the President, Board of Directors or General Council or, within its area of responsibility in the Organization, may undertake studies on its own initiative.
3. **Sub-Committees:** are permanent committees assigned by the President by the recommendation of the Standing Committees to aid the parent Committee in accomplishing its duties, for example by meeting on a specific topic (e.g. Music, Line Dance).
4. **Ad-Hoc Committees:** are committees assigned by the President and formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.

2.1 Role of a Committee

Committees can be a practical way to structure and manage the Council's work. Sometimes a smaller group can be more focused and efficient in dealing with issues than the full Board or Council. A committee is created to provide counseling and advice for the General Council or to handle a task on the Council's agenda. Any recommendations made by a committee need to be approved by the General Council, Board of Directors or Executive Committee. The General Council, Board of Directors or Executive Committee shall not be obligated to go with committee suggestions or recommendations.

2.2 Election of Committee Chair

The following guidelines are intended to be used for the nomination and election of UCWDC Committee Chair position for all Standing or Sub-Committee as identified in this policy.

1. A Standing Committee term of Chair is identified in this Policy under "Term of Office" for each committee identified in this Policy.
2. The committee shall select from within itself two (2) Election Oversight Persons that shall not be the current Chair to call for, collect nominations, oversee the Election of Chair process and tally votes. For committees of five (5) or less members, the committee may call upon one (1) member of the current Ethics Committee to assist in overseeing the procedure.
3. Committee Chair Candidate(s) to be considered for the position must be:
 - a. an Event Director, in good standing, AND
 - b. have been in attendance at the immediate past four (4) out of five (5) sittings of the UCWDC General Council Meetings
4. Any committee member may nominate a Chair candidate to be considered for the position.
5. Chair Candidate selection criteria shall follow the guidelines of the Officer Candidate Selection Criteria as identified under Article 2.2 of the UCWDC Electoral Practices and Voting Policy.
6. Nominations for the position must be called six (6) weeks in advance of the expiration date of the current position. The nomination period must be held open for four (4) weeks.
7. After the close of nominations, no new Chair candidate nominations will be considered.
8. Call to vote by secret ballot shall be called immediately following the close of nominations and the vote shall be taken allowing committee members five (5) days to cast their vote.
 - a. Secret Ballot is a voting method in which a committee members choice in the Approval Process is anonymous, forestalling attempts to influence the committee members by intimidation, blackmailing, and potential vote buying.



9. Votes of 'Abstention' are counted and noted, but not as a "yes" or "no" vote. Abstention does not affect the voting result. A committee member has a right to abstain and cannot be compelled to vote.
10. ONLY the "Vote Result Tally" will be released to the Committee and reported to the President and Secretary. Not the names of the committee members and how they voted.
11. A majority of votes cast is required. If no clear majority is revealed the top two (2) Chair candidates will be brought back for a re-vote.
12. The elected Committee Chair shall be recognized by the President.
13. The Secretary shall include the "Vote Result Tally" results maintaining the confidence of all committee members in the minutes at the next sitting of the General Council.

2.3 Elections by Acclamation

In the event that a Chair Candidate stands unopposed, they may be elected by acclamation.

2.4 Guidelines for Committees

- The President shall direct matters of organizational business to the appropriate committee.
- All committees are bound by the Bylaws of the UCWDC and by General Council Policies and Procedures, but they may recommend changes in policies to the President for approval or action.
- Documents relating to individual cases are considered confidential. The chair of the committee must have a member's permission to release material for public viewing.
- All communication under the letterhead of the Organization must be authorized by the Committee Chair, President, Board of Directors or Executive Committee.
- All committees shall keep minutes which are to be retained until their formal adoption at the next General Council meeting.
- All committees shall report monthly and/or as requested to the President or as assigned further in this policy and to the membership at all General Meetings.
- The President shall appoint the chair of a committee or delegate this responsibility to the committee.
- Any vacancy on a committee resulting from resignation or any other cause shall be filled as outlined by the Bylaws, the Board of Directors or by the President.
- Committees shall receive prior approval from the Financial Oversight Committee before incurring any expenses.
- The President is an ex-officio member of all committees as identified in the Bylaws, Article 16.1.1. Robert's Rules of Order defines an ex-officio member as someone who holds another office or position of importance or relevance and is also part of a body, such as a board, committee, or council.



3 STANDING COMMITTEES

3.1 Strategic Communications Committee (SCC)

1. Purpose

The duties of the Strategic Communications Committee (SCC) are:

- Plan, oversee and execute both Internal Communication (to the leadership) and External Communication (between the leadership and Members, and between the UCWDC and the public)
- Provide ongoing brand stewardship to ensure the Essential Story and UCWDC brand are disseminated, reinforced, and protected.
- Develop, revise and monitor a communication plan that is integrated both vertically and horizontally and supports the organization's vision, mission and goals.
- Supports effective communication among officers, committees, including:
 - Executive, to support effective internal communication among officers and committees.
 - Operations, to support effective communication of council business to stakeholders.
 - Standards, to support effective communication about rules and standards.
 - Membership, to support effective communication between the council and each type of member, and communication about membership.
 - Education, to support effective communication about education offerings.
 - Championships, to ensure alignment between UCWDC strategic messaging and the marketing communications that will be undertaken for UCWDC Championship events.
- Supports effective external communication through a variety of avenues, notably: writing/editing, webmastering, digital media (social, graphic, video/multi-media communications), public and media relations, and marketing communications skill sets.

2. Composition

The Strategic Communications Committee and the SCC Chair shall include the current President plus five (5) additional Associate Members. The committee shall be a maximum of seven (7) members in total.

3. Term of Office

The term of office is two (2) years, renewable.

4. Responsibility

The SCC is responsible to the General Council.

Since the Strategic Communications Committee has no financial resources of its own, all funds spent by the SCC require the approval of the Financial Oversight Committee

5. Lines of Communication

The SCC Chair shall report to the President at least once a month, and more frequently, if necessary, on planning matters pertaining to the UCWDC.

The SCC Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality



All discussions, position papers, documents, letters and other materials received by the committee are confidential.

3.2 Financial Oversight Committee (FOC)

1. Purpose

The duties of the Financial Oversight Committee (FOC) are:

- Monitor all funds of the organization.
- Review, negotiate and recommend for signature all contracts relating to the organization.
- Advise the President and General Council of all financial matters relating to the organization.
- Monitor existing insurance plans.
- Maintain, create and execute the Financial Practices of the organization.

2. Composition

The Financial Oversight Committee and the FOC Chair shall include the current President and Treasurer plus five (5) additional members of the General Council. One member being from Europe. The committee shall be a maximum of seven (7) members in total.

3. Term of Office

The term of office is two (2) years, renewable.

4. Responsibility

The FOC is responsible to the General Council.

Since the Financial Oversight Committee has no financial resources of its own, all funds spent by the FOC require the approval of the General Council.

5. Lines of Communication

The FOC Chair shall report to the President at least once a month, and more frequently, if necessary, on financial matters pertaining to the UCWDC and General Council.

The FOC Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



3.3 Ethics Committee (EC)

1. Purpose

The duties of the Ethics Committee (EC) are:

- Preside over all conflict resolution matters of the Associate Members within the organization.
- Create, review and update Policies and Procedures for behavior of the organization members.
- Conduct reviews and deliver discipline to Associate Members found in violation of organization Policies & Procedures and Bylaws.

2. Composition

The Ethics Committee and the EC Chair, shall be comprised of seven (7) members as identified in the UCWDC Electoral Practices and Voting Policy.

3. Term of Office

The term of office is two (2) years.

4. Responsibility

The EC is responsible to the General Council.

Since the Ethics Committee has no financial resources of its own, all funds spent by the EC require the approval of the Financial Oversight Committee

5. Lines of Communication

The EC Chair shall report to the President at least once a month, and more frequently, if necessary, on ethical matters pertaining to the UCWDC and General Council.

The EC Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



3.4 Bylaw & Policies Committee (BPC)

1. Purpose

The duties of the Bylaw & Policies Committee (BPC) are:

- Provide UCWDC Event Directors with current and updated Bylaws, Policies and Procedures that are pertinent to the organization.
- Create, review and update organization's Bylaws, Policies and Procedures on a regular basis.
- Communicate and advise the General Council and President on matters pertaining to the Bylaws, and Policies and Procedures.
- Maintain the organizational Bylaws, Policies and Procedures in compliance with all applicable federal, state and local laws.

2. Composition

The Bylaw & Policies Committee and the BPC Chair shall include five (5) Associate Members. The committee shall be a maximum of five (5) members in total.

3. Term of Office

The term of office is two (2) years, renewable.

4. Responsibility

The BC is responsible to the General Council.

Since the Bylaw Committee has no financial resources of its own, all funds spent by the BC require the approval of the Financial Oversight Committee

5. Lines of Communication

The BPC Chair shall report to the President at least once a month, and more frequently, if necessary, on bylaw matters pertaining to the UCWDC.

The BPC Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



3.5 Education Committee (EDC)

1. Purpose

The duties of the Education Committee (EDC) are:

- Organize, implement and facilitate an accredited teacher education program.
- Initiate and implement educational Policies and Procedures.
- Develop and implement programs and activities which will provide Associate Members with the opportunity to achieve the level of knowledge and skill necessary to serve the public with competence and professionalism.
- Formulate Policies and Procedures for the operation of the UCWDC Dance Camp(s).
- Assist the Syllabus Sub-Committee with the creation and implementation of standards for the dances and levels.
- Assist the Judge Certification Committee in the creation of Judge Entrance Examination documentation and training.

2. Composition

The Education Committee and the EDC Chair, shall include the current VP Judge Certification and be separated into two (2) categories. Line Dance Education and Couples Education. Each category shall include four (4) additional Associate Members. The committee shall have a maximum of eleven (11) members in total.

3. Term of Office

The term of office is two (2) years, renewable.

4. Responsibility

The EDC is responsible to the General Council.

Since the Education Committee has no financial resources of its own, all funds spent by the EDC require the approval of the Financial Oversight Committee

5. Lines of Communication

The EDC Chair shall report to the President at least once a month, and more frequently, if necessary, on education matters pertaining to the UCWDC.

The EDC Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



3.6 Hall of Fame Committee (HOF)

1. Purpose

The duties of the Hall of Fame Committee (HOF) are:

- To recognize, honor and pay tribute to individuals, couples and teams who have attained extraordinary achievement in the sport of Country Dance throughout the World.
- Responsible for obtaining nominees, evaluating credentials of all candidates and making recommendations for UCWDC Hall of Fame in alignment with the UCWDC Hall Of Fame Policy.
- Responsible for obtaining nominees, evaluating credentials of all candidates and making recommendations for UCWDC Country Dance Pioneer Awards in alignment with the UCWDC Country Dance Pioneer Policy.
- Maintain an accurate record of all Hall of Fame inductees, their contributions towards the sport of Country Dance and awards.
- Review all awards and Hall of Fame policies and procedures to ensure they are consistent with the goals and objectives of UCWDC.
- Assist the Country Dance World Championships Director in the planning of the annual Awards and Hall of Fame induction ceremony as requested.

2. Composition

The Hall of Fame Committee and the HOF Chair, shall include the current President, if a Hall of Fame member or a current Council member designee, if a Hall of Fame Member and six (6) additional members Hall of Fame inductees. The Hall of Fame Committee may consult the full membership of the Hall of Fame on matters as they see fit. The committee shall have a maximum of seven (7) members in total.

3. Term of Office

The term of office is two (2) years, renewable.

4. Responsibility

The HOF Committee is responsible to the General Council.

Since the Hall of Fame Committee has no financial resources of its own, all funds spent by the HOF Committee require the approval of the Financial Oversight Committee

5. Lines of Communication

The HOF Committee Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



3.7 Event Application Committee (EAC)

1. Purpose

The duties of the Event Application Committee (EAC) are:

- Formally review all New Application Sanctioning and Licensing for the UCWDC
- Communicate, assist and advise all new applicants through the New Sanctioning and Licensing Application process as identified.
- Create, review and update all Sanctioning and Licensing Application policies and procedures to ensure they are consistent with the goals and objectives of UCWDC.
- Coordinate with the Ethics Committee on all matters relating to Conflict/Duality of Interest
- Coordinate and communicate with the Strategic Planning Committee (SPC) Chair on all matters relating to the Strategic Planning of the Organization

2. Composition

The Event Application Committee and the EAC Chair shall include the current President, Secretary, Regional Representative (identified in the UCWDC Regional Representative Policy) plus two (2) additional members of the General Council. The committee shall have a maximum of five (5) members in total.

The Regional Representative member of the Committee shall be a rotating member depending on the location where the Application is being received from. If a Regional Representative is not assigned to a Region, the President will appoint an additional committee member in their place.

3. Term of Office

The term of office is two (2) years, renewable.

4. Responsibility

The EAC is responsible to the General Council.

Since the Event Application Committee has no financial resources of its own, all funds spent by the EAC require the approval of the Financial Oversight Committee

5. Lines of Communication

The EAC Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



4. SUB-COMMITTEES

4.1 Contest Coordinator Sub-Committee

1. Parent Standing Committee

The Contest Coordinator Sub-Committee operates under the Judge Certification Committee.

2. Purpose

The duties of the Contest Coordinator Sub-Committee are:

- Preside over all matters pertaining to the effective planning, organization and administration that are critical to the integrity of the UCWDC Rules and Scoring Process.
- Organize, implement and facilitate educational activities to keep Contest Coordinators current in their field.
- Initiate and implement Contest Coordination Policies and Procedures.
- Report to the General Council during the sitting of the spring and fall General Council meetings any issues occurring at Regional Events during the events Annual Review of Sanctioning.

3. Composition

The Contest Coordinator Sub-Committee Chair shall be recommended by the VP Judge Certification. The Contest Coordinator Sub-Committee shall include the VP Judge Certification and all fully certified UCWDC Contest Coordinators and those that are approved to be "In-Training" only.

4. Term of Office

The term of office is two (2) years, renewable.

5. Responsibility

The Contest Coordinator Sub-Committee is responsible to the Judge Certification Committee.

Since the Contest Coordinator Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Judge Certification Committee and Financial Oversight Committee

6. Lines of Communication

The Contest Coordinator Sub-Committee Chair shall report to the VP Judge Certification at least once a month, and more frequently, if necessary, on contest coordination matters pertaining to the UCWDC.

The Contest Coordinator Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included in the VP Judge Certification report.

7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



4.2 Judge Educators and Examiners Sub-Committee

1. Parent Standing Committee

The Judge Educators and Examiners Sub-Committee operates under the Judge Certification Committee.

2. Purpose

The duties of the Judge Educators and Examiners Sub-Committee are:

- Initiate and implement educational documentation and tools (written or electronic media) to assist in the development, advancement and continued education of all UCWDC Certified Judges.
- Initiate and implement examination procedures and documentation used to evaluate the qualifications of all UCWDC Certified Judge.
- Assist in the creation and distribution of electronic media learning products associated with the education of all UCWDC Certified Judges.
- Organize, implement and facilitate educational activities to keep Judge Educators and Examiners current in their field.
- Initiate and implement Judge Education Policies and Procedures.

3. Composition

The Judge Educators and Examiners Chair shall be recommended by the VP Judge Certification. The Judge Educators and Examiners Sub-Committee shall include the VP Judge Certification and all Fully Certified UCWDC Judge Educators and Examiners and those that are approved to be "In-Training" only.

4. Term of Office

The term of office is two (2) years, renewable.

5. Responsibility

The Judge Educators and Examiners Sub-Committee is responsible to the Judge Certification Committee.

Since the Judge Educators and Examiners Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Judge Certification Committee and Financial Oversight Committee.

6. Lines of Communication

The Judge Educators and Examiners Sub-Committee Chair shall report to the VP Judge Certification at least once a month, and more frequently, if necessary, on Judge educations and examination matters pertaining to the UCWDC.

The Judge Educators and Examiners Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included in the VP Judge Certification report.

7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



4.3 Music Sub-Committee

1. Parent Standing Committee

The Music Sub-Committee operates under the Rules Committee.

2. Purpose

The duties of the Music Sub-Committee are:

- Identify and select Showcase music selections for use in UCWDC Couples and ProAm divisions. Provide a public calendar for showcase music selection and use dates.
- Make available Showcase music edits to UCWDC members and outside vendors (DJs).
- Review and approve self-selected music for use in ProAm and Couples competition as described in the current iteration of the rules. Provide approval feedback with competitors, the Rules Committee and the Judge Certification Committee.
- Collaborate with and support outside vendors (DJs) who provide competition music for regional and championship events.
- Work with outside vendors (DJs) to edit and prepare music that is compliant with the current iteration of the rules for use in sanctioned competition.
- Identify new country music artists music appropriate for use in sanctioned competitions and share that information with affiliated outside vendors (DJs).

3. Composition

The Music Chair shall be recommended by the VP Rules. The Music Sub-Committee shall include the VP Rules plus, 2 current UCWDC DJ's and four (4) additional Associate Members. The committee shall have a maximum of seven (7) members in total.

4. Term of Office

The term of office is two (2) years, renewable.

5. Responsibility

The Music Sub-Committee is responsible to the Rules Committee.

Since the Music Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Rules Committee and Financial Oversight Committee.

6. Lines of Communication

The Music Sub-Committee Chair shall report to the VP Rules at least once a month, and more frequently, if necessary, on competition music matters pertaining to the UCWDC.

The Music Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included in the VP Rules report.

7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



4.5 Line Dance Sub-Committee

1. Parent Standing Committee

The Line Dance Sub-Committee operates under the Rules Committee.

2. Purpose

The duties of the Line Dance Sub-Committee are:

- Steward the UCWDC Line Dances worldwide.
- Creation or selection and implementation of Line Dances for use in the UCWDC Competition divisions and levels.
- Coordination of the creation and implementation of a complete dance movement Syllabus system of learning related to the UCWDC Line Dance types with the Education Committee and Syllabus Sub-Committee.
- Assist in the creation and distribution of electronic media learning products associated with the organization's Line Dances.
- Administration of the UCWDC Choreographer's Agreement
- Monitor the organization's Line Dance use Worldwide
- Assist the Country Dance World Championships Director in the planning of workshops for the next year's line dance releases as requested.

3. Composition

The Line Dance Chair shall be recommended by the VP Rules. The Line Dance Sub-Committee shall include the VP Rules, the immediate past Chair of the Line Dance Sub-Committee plus six (6) additional Associate Members. The committee shall have a maximum of nine (9) members in total.

4. Term of Office

The term of office is two (2) years, renewable.

5. Responsibility

The Line Dance Sub-Committee is responsible to the Rules Committee.

Since the Line Dance Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Rules Committee Financial Oversight Committee.

6. Lines of Communication

The Line Dance Sub-Committee Chair shall report to the VP Rules at least once a month, and more frequently, if necessary, on line dance matters pertaining to the UCWDC.

The Line Dance Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included in the VP Rules report.

7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



4.6 Syllabus Sub-Committee

1. Parent Standing Committee

The Syllabus Sub-Committee operates under the Rules Committee.

2. Purpose

The duties of the Syllabus Sub-Committee are:

- Creation and implementation of a complete dance movement Syllabus system of learning related to the UCWDC specific dance types, levels and categories in a sequential order of advancement within the organizational Rules structure and to the highest of professional standards.
- Coordinate with the Dance Vision International Dance Association (DVIDA®) to ensure the UCWDC Syllabus system is accepted worldwide.
- Assist the Education Committee with the creation and implementation of written standards for the specific dance types, levels and categories.
- Assist in the creation and distribution of electronic media learning products associated with the Syllabus development.

3. Composition

The Syllabus Chair shall be recommended by the VP Rules. The Syllabus Sub-Committee shall include the VP Rules plus six (6) additional Associate Members. The committee shall have a maximum of seven (7) members in total.

4. Term of Office

The term of office is two (2) years, renewable.

5. Responsibility

The Syllabus Sub-Committee is responsible to the Rules Committee.

Since the Syllabus Sub-Committee has no financial resources of its own, all funds spent by the Committee require the approval of the full Rules Committee and Financial Oversight Committee.

6. Lines of Communication

The Syllabus Sub-Committee Chair shall report to the VP Rules at least once a month, and more frequently, if necessary, on syllabus matters pertaining to the UCWDC.

The Syllabus Sub-Committee Chair shall provide a report for both spring and fall General Meetings to be included into the VP Rules report.

7. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.



5. AD-HOC COMMITTEES

Ad-Hoc Committees may be appointed whenever consideration is required of an issue outside the terms of reference of other committees of the Organization. The establishment of an Ad-Hoc Committee is either recommended by the General Council, through representation to the President, or effected directly by the General Council.

The members of an Ad-Hoc Committee are appointed by the President. A concise statement of the terms of reference is given to an Ad-Hoc Committee. This does not preclude the Ad-Hoc Committee, upon preliminary consideration of the issue(s) placed before it, from requesting of the parent Standing Committee or President the extension or amendment of the original terms of reference.

The parent Standing Committee, President, General Council or Board of Directors establishes a deadline for an Ad-Hoc Committee to submit its final report. Reports of those Ad-Hoc Committees generated at a General Meeting are presented to the membership, at the next General Meeting subsequent to the receipt of the report or at a Special General Meeting, if so required.

When an Ad-Hoc Committee has completed its task, normally when its report has been presented and received, it shall be considered to be terminated.

END OF POLICY