

**GUIDELINES
FOR
COMMITTEE
CHAIRS
AND
VICE CHAIRS**



**CALLERLAB
The International Association
of Square Dance Callers**

(Revised April 6, 2023)

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The following table shows the changes made to this document since November 11, 2003

Changes have been made as follows:

Change Date	Change Made
01/22/04	Page 3 - Change Paragraph 7
“	Page 3 - Add “by the membership” to paragraph 11
10/23/2008	Page 4 - Add paragraph 17 “Votes Taken at Convention”; Paragraph 18 “Input Received By Committee Chairmen”
11/26/2008	Added “or Executive Committee” to Paragraph 1, Section III. Changed “Education Committee” to “Calling In Schools Committee” on page 4. Added Addendum with two Committee Policy Statements
7/15/09	Converted to Microsoft Word. Home Office Address updated to Topeka, Kansas
10/14/09	Corrections added to Change Table
12/29/10	Removed reference to the Program Policy Committee and various grammar/spelling corrections.
01/15/2011	Incorporated the information previously included in an Addendum.
09/14/2012	Change required committee reports dates and notate failure to comply with providing committee reports can lead to dismissal of Chair position.
9/17/2013	Page 5 – added paragraph 21
4/12/2017	Page 5 – added paragraph 22
8/11/2020	Page 5 – added paragraph 23
10/20/2021	Page 2, #3.c. – amended to “Any Committee member, Chairman or Vice-Chairman who fails to respond to two consecutive pieces of correspondence requiring a reply <i>may</i> be excluded from that Committee.”
4/6/2023	Home Office Address Update to Greenwood, IN. Updated to use of Chair and Vice Chair.

2000 – 2023 CALLERLAB, Inc.

Guidelines for Committee Chairs and Vice Chairs

I. Introduction

The work of Committees, (Standing, Ad Hoc, or Sub-Committee) is one of the most important reasons for the existence of CALLERLAB. That work is always intended to benefit square dancing and square dance callers. The effort expended by Committee Chairs, Vice Chairs, and Members is appreciated. It is important that the work of the Committees is efficiently accomplished and clearly communicated to our Members and, when appropriate, to the entire square dance community. All work accomplished by any CALLERLAB Committee shall be the property of CALLERLAB.

In the following guidelines, the word "Board" will be used to indicate the CALLERLAB Board of Governors or the Executive Committee of that Board, when the Executive Committee is authorized to act on behalf of the Board. The word "Committee" will be used to indicate any Standing, Ad Hoc, or Sub-Committee, unless otherwise noted.

II. Committee Management

It has been established that Committee management is critical to the smooth operation of the Committee structure and the accomplishment of tasks assigned to the various Committees. The following procedures have been established to accomplish these goals.

1. The Home Office will implement a Committee Task Management system to help with overall management of the Committees. Initially, the Home Office will contact each Committee to determine and obtain the following data. The appropriate Executive Committee (EC) Liaison will be copied on the inquiry.
 - a. List of current projects.
 - b. Current status of each project.
 - c. Estimated Completion Date (ECD) for each project.
2. Each Committee Chair will provide the above data to the Home Office and to the appropriate EC Liaison. As additional projects are assigned to or assumed by each Committee, the Committee Chair will provide the above information to the Home Office. The appropriate EC Liaison will be copied on this correspondence.
3. The Home Office will establish a "tickler" system to track the status and progress of each Committee project. The "tickler" system will include periodic requests for updates from each Committee Chair to obtain the current status and expected completion date (ECD) of each project.

Each Committee Chair is expected to keep the Home Office and the appropriate EC Liaison informed about the status and progress of the projects assigned to his/her Committee. Such status reports shall be made to the Home Office and the appropriate EC Liaison and shall include, but are not limited to, a report not less than one month prior to the Annual Convention, and no more than one month after the Annual Convention and one month before the fall EC meeting. Committee Chairs failing to provide committee reports over a one year period will be considered for removal as Chair of the Committee.

III. Committee Procedures

1. Committee Chairs and Vice Chairs are appointed in accordance with the bylaws and serve until relieved by action of the Board or Executive Committee or at their own request. A Vice Chair does not automatically become Chair of a Committee upon resignation or removal of the Chair. The departing Chair will usually be

asked to recommend a replacement Chair. Additionally, a Chair will usually be asked to recommend a replacement for a departing Vice Chair. The Chair must not promise another Member the Chairmanship or Vice Chairmanship without approval of the Board or the Executive Committee (EC).

2. Prior to selection as Committee Chair, the candidate will be asked to review the Committee brief to ensure the candidate understands the requirements and responsibilities of the Committee. The EC Liaison or the Home Office will answer any questions or concerns the candidate may have regarding the function of the Committee. Prior to approval, the candidate will be asked to confirm understanding of and agreement with the function and responsibilities of the Committee.
3. The following policies govern Committee membership and shall guide committee Chairs and Vice Chairs in conducting Committee activities:
 - a. All Active Members, Life Members, and Associate Members are eligible to serve on Committees and to vote on Committee business. No CALLERLAB Member should chair more than one Standing Committee concurrently.
 - b. On Committees where there are membership limitations or eligibility requirements, (e.g., regularly calling Mainstream, Plus, etc.), a Committee member (including the Chair and/or Vice Chair) may be dropped upon failing to maintain those requirements.
 - c. Any Committee member, Chair or Vice-Chair who fails to respond to two consecutive pieces of correspondence requiring a reply may be excluded from that Committee. The Chair will notify the Home Office if any such instance occurs.
4. Committee Chairs, Vice Chairs, and members are expected to support and work for the goals of the Committee as specified in the Committee Brief. Policies and procedures established by the Board must be followed, and all members must be prompt in answering correspondence and dealing with the business of their Committees.
5. Committee Chairs may authorize an expenditure of no more than \$100.00 annually without further approval. Expenditures in excess of \$100.00 must be approved in advance through the CALLERLAB Home Office. A budget must be submitted to substantiate the request for additional funds.
6. Committee Mailings: All committee mailings which establish or change CALLERLAB policy or practice will be done by the Home Office. Committee Chairs and Vice Chairs will send all correspondence pertaining to the business of their Committee to the Home Office. This will ensure that a central permanent record of Committee actions is maintained. This will also ensure that any policy decisions are referred to the Board. Committee correspondence sent to the Home Office may be in one of three forms: 1) Electronic Media; 2) Camera-Ready Documents; or 3) Rough Drafts.
 - a. Electronic Media - Committee Chairs and Vice Chairs are encouraged to submit this form of correspondence to speed the review process and reduce the administrative time for Committee mailings.
 - (1) Correspondence may be submitted in either Microsoft Word for Windows or a PDF file.
 - (2) Electronic media may be submitted on a CD, as a file attached to an e-mail message, or as text within an e-mail message.
 - b. Camera-Ready Documents - If electronic media is not available, Committee Chairs and Vice Chairs may send documents produced in a camera-ready format. Please remember that the turn-around time to correct errors in spelling, grammar, or style may impact the timely mailing of the correspondence.
 - c. Rough Drafts - Documents may be submitted in hand-written or a rough type-written form. The Home Office will produce a draft of the submitted material which will then be returned to the Committee

Chair or Vice Chair for approval, if requested. If necessary, a copy will also be sent the Executive Committee Liaison for approval. Committee Chairs and Vice Chairs must be cognizant of the lead time required. Once approved, the material will be mailed by the Home Office.

7. Committee actions are normally expected to be completed during the year and not as a separate action at the Annual Convention.
 - a. Mailing Committee Voting Items - As noted above, all committee mailings which require a vote and will impact, influence, or change CALLERLAB policy must be mailed by the Home Office.
 - (1) The Home Office will send a "Home Office LOG" for these items on behalf of the Committee.
 - (2) An e-mail vote will be sent to Committee members who have e-mail with a request to respond to the Committee Chair.
 - (3) A regular postal mailing will be sent to those Committee members who do not have e-mail.
 - (4) All Committee members will be requested to respond directly to the Committee Chair.
 - (5) Committee Chairs are encouraged to establish a "tickler file" and to request a vote from those members who have not responded approximately one week before the voting deadline.
8. Committee Chairs and Vice Chairs are responsible for advising the Home Office of the activities of their Committees at the Annual CALLERLAB Convention. This includes: requesting any pre-convention meetings required, notifying the Home Office of requirements for meetings, presentations, etc.; preparing an agenda; and arranging for an appropriate replacement in the event he/she cannot attend. Again, lead time is important.
9. If the work of the Committee has been done by mail during the year, it is important that everyone at the Committee meeting understand that votes taken during the meeting at the Convention cannot override a full Committee vote by mail prior to the Convention. Whether voting is done by mail or at the Convention, Chairs and/or Vice Chairs must ensure that Committee members are aware of which actions are "straw" votes and those that are "official" Committee actions.

Should the Committee find it necessary to present resolutions which are at variance with consensus views expressed at the Convention, contrary positions must be identified and given equal exposure to the membership during the presentation of the resolution for vote.

10. Voting on program changes: All program changes will be voted on by the responsible Program Committee. Normally, this is accomplished during the program reviews. Program Committee votes are final and are not subject to ratification by the full membership.
11. Closing session at the Annual Convention: If less than one-third of the voting Members attend a Convention, voting during the closing session (Annual Business Meeting) shall be limited to the business included in the "Call to Convention". Committee Chairs and Vice Chairs must ensure that any resolutions to be voted on at Convention are sent to the Home Office in time for inclusion in the February *DIRECTION* "Call to Convention".
12. Voting at the Convention by the Membership will be binding, unless the action taken is rescinded by the voting members during a mail vote following the Convention. This procedure will enable all eligible members to have an input.
13. Reports to the Board: Committee Chairs may be asked to appear before the Board to report on their Committee actions. Chairs with specific pending issues may be asked to give a report to all attendees at the annual meeting. This report should include any actions taken during the year as well as any items discussed at the Convention.
14. Resolutions from Committees: Committees planning to present a resolution to the membership at the annual meeting must provide a copy of the proposed resolution to the Executive Director by 5:00 p.m. on the Tuesday

before the annual meeting. Exceptions must be approved, in advance, by the Chair of the Board, the Executive Committee, or the Executive Director.

15. All proposed resolutions shall be prepared by the Committee, giving consideration to the opinions and positions expressed during the Convention as well as the positions developed by the full Committee. A written synopsis of the rationale must be submitted with the proposed resolution. This synopsis must include a clear statement of the intended distribution of the proposal: in other words, is this for the Committee only or is it to be presented to the eligible voting membership?
16. Committee Chairs or Vice Chairs must submit an annual report of Committee actions to the Home Office no later than April 30 of the current year. This report will be published in the next issue of ***DIRECTION***.

Committee Chairs or Vice Chairs are responsible for coordinating the activities of their Committee with other Committees that have overlapping areas of mutual interest. This would include actions by various Program Committees and such committees as the Caller Training Committee and the Calling in Schools Committee.

Reporting Committee Activities: Committee Chairs or Vice Chairs must ensure that the work of the Committee is reported both to the Committee and the full CALLERLAB membership. They also must distinguish between communications about Committee activities which should go to only Committee members and reports (summaries) which are intended for the full CALLERLAB membership.

Full detailed reports of Committee work are made by the Chair, through the Home Office, to the officially recorded Committee members. Summary reports of Committee actions are also made by the Chair, through the Home Office, to the full CALLERLAB membership. The latter are most appropriately made in ***DIRECTION***.

Committee Chairs and Vice Chairs are cautioned not to publish the results of Committee actions outside the official guidelines above until after publication in ***DIRECTION***. This will help ensure the integrity of Committee work and provide an opportunity for the Board to review Committee actions as appropriate.

Committee Chairs should caution Committee members not to divulge Committee actions or decisions to non-committee members prior to official announcement by the Home Office through ***DIRECTION*** or an appropriate press release.

17. Votes Taken at Convention: Votes taken in Committee meetings at CALLERLAB Conventions (except straw votes) shall be sent to the entire Committee with pro and con statements for a full Committee vote. The decision of the entire committee is final.
18. Submission of convention committee votes to the entire committee is critical to the integrity of the committee process, Committee Chairs shall not overrule ; the actions by the committee at convention by not sending issues to the entire committee. If for some reason, the Chair believes that an action voted on in his/her Committee should not be sent to the entire Committee membership, he/she must discuss issue with the EC Liaison or the Home Office
19. One of the responsibilities of a Committee Chair is to keep accurate records of his/her Committee meetings. Ensure that everyone understands the definition of a "straw poll" and an "official vote". CALLERLAB recommends that official votes first have a motion, discussion, a reading of the motion, and a vote. The Chair shall send the motion and pro and con statements to the entire committee for a vote. No matter if the vote passes or not, the Committee report should include the motion and the results as soon as possible after Convention.
20. Input Received by Committee Chairs: Committee Chairs receive input from a variety of sources, including individuals and other Committees. Committee Chairs have the authority to decide how to act on these requests.

Any action taken (e.g., read and delete, a personal written response, send to his/her Committee, submit for a vote) is done so at the Chair's discretion. Input or requests for action from the EC or BOG must be considered by the entire Committee.

Input or requests from the EC or BOG shall be clearly marked so the Chair is aware of the EC or BOG's petition. If a Committee Chair strongly disagrees with the request, that Chair may submit a response via the EC Liaison, for the EC to review the petition and either approve or disapprove it. If the Committee Chair disagrees with the decision by the EC, he/she may submit a request through the Home Office for the Board to review the petition and either approve or disapprove it. In these cases, the decision of the Board is final.

21. Committee Chairs, or Vice Chairs, or selected representative, are encouraged to provide an oral report at the Annual Meeting of Committee actions and plans for future actions. While making this report, presenters may not endorse BOG Candidates nor express personal opinions. Reports must be explicit to Committee business only.
22. It is unacceptable to use your position to advance your personal interests when functioning in your role of committee chair, vice chair, board of governor member, or executive committee member or panelist. For example,, endorsing candidates for elections, selling of music or any products, promoting of callers schools or dance vacations/events.

Infractions of this policy could result in being removed from your position or possible exclusion from future presentations/positions.

23. Committee email procedures regarding voting.
 - Except when agree on a secret ballot, votes by the elected members of the BOG and the EC should be public at least to the members of the BOG or the EC.
 - Votes by non-elected committee members should be private both to avoid intimidation and to facilitate the process.
 - Vote records should be tallied by the chair and saved for reference (particularly with regard to ongoing vote participation). Total vote counts (approve, disapprove, abstain) should be announced by the Chair.