Region XIX Legislative Protocol

I. Proposals to the membership

If an individual or group would like to forward a proposal to the Region for consideration, this is the protocol that must be followed, effective July 1, 2018. (updated May 8, 2019)

Step 1
• Proposals must be submitted in writing on the proper form to appropriate Region XIX committee for consideration. All proposals must be received a minimum of one month prior to the next Region Meeting.

Step 2
• The appropriate committee reviews each proposal and either sends back with notes/comments to the individual or group that submitted it for revisions, or endorses the proposal and forwards it to the Executive Committee.

Step 3
• The Executive Committee reviews all committee endorsed proposals, including non sport-specific proposals that go directly to the EC, and places them on the agenda for the next scheduled Region meeting.

Step 4
• All properly vetted proposals will be brought forward during the the next Region meeting for discussion and vote by the membership.

II. Meeting Procedure / Protocol

a. The room at each Region meeting should be set in a hollow square/rectangle with a one side/end with a podium/lectern designated for the Region leadership. Chairs should be placed around the outside of the hollow square/rectangle for guests.

b. Each dues paying member institution (31 schools) must sit at the main table. If space allows, additional guests may sit at the table, though each school is only allowed one vote.

c. Committee chairs, and other speakers, should come forward to the podium/lectern when it is their turn to present to the membership.

d. Only proposals that have been vetted through the appropriate process (outlined above) will be placed on the agenda and discussed at the Region meeting. Region members will receive a meeting agenda a minimum of two weeks prior to the scheduled Region meeting to allow them time to discuss proposals and pertinent information with their staff and campus community so that they are prepared to discuss and vote at the meeting.