

## **Protocol for Enacting Athletics New Zealand By-Law and Regulation Changes**

This document sets out the protocol for the process for the enactment and amendment to the Athletics New Zealand Regulations both Administration and Competition, including the Supplementary Rules.

### **Overview**

In this protocol a Regulations Sub-Committee is set up both to receive any suggested Regulation changes and itself to propose any changes it sees a need for. The Sub-Committee would draft the required documentation and arrange for the required 50 days' notice. All submissions and comments received by Athletics NZ is forwarded to the Sub-Committee for consideration. Following the 50 days notification period the Sub-Committee makes any amendments to the original proposal it considers appropriate and forwards it via the Chief Executive to the Board for approval.

A forum may be convened at Athletics New Zealand's Annual Conference to discuss and consider any proposed Regulation changes of which due notice had been given. Any proposals approved at this meeting would still be given the 50 days' notice so further comments could be made before being signed off.

### **Membership of the Regulations Sub-Committee**

The Chief Executive (on behalf of the Board) will appoint the Sub-Committee, but normally it will consist of:-

Rules Committee (three members)

Chief Executive ex-officio.

The Rules Committee may coopt others such as:

- Regulations (Administration) – one or more members of the Board (or their nominees) and/or the CEO.
- Regulations (Competition – Records & General) – one or more members of the National Technical Officials Committee and/or other people with expertise in the area concerned.
- Regulations (Competition – Stadia Events) – one or more members of the National Technical Officials Committee and/or other people with expertise in Track and Field.
- Regulations (Competition – Non-Stadia Events) – one or more members of the National Technical Officials Committee and/or other people with expertise in Cross Country and Road Events.
- The Convenor of the Regulations sub-committee will normally be the Convenor of the Rules Committee.

### **Process:**

#### **Method 1**

1. If a Member of Athletics NZ considers there is merit in amending or creating a Regulation, the proposal will be given in writing to Athletics NZ along with reasons and any background material. This may be done at any time.
2. This proposal, plus all relevant material, will be forwarded to the Convenor of the Regulations Sub-Committee
3. If the Sub-Committee is of the opinion that the written material submitted with the proposal is not adequate or is deficient in any way it may either return it to the submitter



and ask that the material be revised, or it may request a third party to express an opinion with reasons on the proposal.

4. As a result of its deliberations the Sub-Committee may proceed with the original proposal, amend or alter it or it may decide not to proceed with it. If the Sub-Committee decides to proceed, it shall then, through Athletics NZ, give the required 50 days' notice. The names of the members of the Regulations Sub-committee which considered the proposal will be included with the document at the time of distribution.
5. During the 50 days' notice any submissions received by Athletics NZ shall be forwarded to the Sub-Committee who shall consider them before deciding on the final course of action which again may be either to proceed with the original proposal, amend or alter it in whatever way it considers fit or let it lapse. If as a result of submissions it considers the proposal needs major alteration it shall readvertise it for a further 50 days before finalising it. As well as being constitutionally correct, this enables Members to see what is proposed as the final document, and comment on it again, should they so wish.
6. If following the 50 days' notice the Sub-Committee considers it can support the proposal it shall then forward the enacted or amended Regulation in its final format to the Board for confirmation.
7. Following final confirmation the amended Regulation shall be posted on the Athletics NZ website.

## **Method 2**

1. Each year Athletics New Zealand may hold a forum at the Annual Conference where Members can consider and if necessary vote on any proposed Regulations changes forwarded by Members to Athletics NZ prior to the conference. The Sub-Committee may also place proposals before this forum. All topics for this forum should be received and notified in accordance with the rules for placing proposed motions on the AGM's agenda [Rule 22.7].
2. Any person attending the Annual Conference may attend the forum and have speaking and voting rights. This will enable a wide range of opinions to be considered in reaching a final consensus.
3. If the forum either by vote or consensus decides to support a proposal, it will go to the Regulations Sub-Committee who will draft it into a suitable form for proposed inclusion in the Regulations. It shall then be advertised for the 50 days before being signed off by the Sub-Committee and forwarded to the Board for confirmation.
4. If a major problem with a proposal is raised during the 50 day period the Sub-Committee will endeavour to correct the problem and readvertise it ensuring each Member receives individual notice of the proposed change and the reason for it.  
*The reason for the initial (and if necessary subsequent) 50 days' notice is so people not at the forum can still make submissions.*

