

AYSO NATIONAL BOARD OF DIRECTORS

PROCEDURES FOR NATIONAL BOARD MEETING AGENDAS

PURPOSE

The purpose of this guide is to ensure the timely preparation and dissemination of information to the National Board of Directors, as well as Section Directors, other Executive Members, and other AYSO members and interested parties for items to be considered at National Board meetings.

ITEMS FOR CONSIDERATION AND ACTION

Generally, National Board agendas consist of the following categories:

- Executive Session
- Discussion Items
- Business Session

Executive Session

Typical Executive Session topics consist of the following:

1. Legal Commission Report
2. Safe Haven/Risk Management Report
3. Human Resources Report
4. Sponsor/Partner Update
5. National President Report

Executive Session matters are considered confidential and privileged. Materials and topics discussed “are not to leave the room”. All written materials are to be collected at the conclusion of the Session.

Discussion Items

The Discussion Item Agenda is intended to provide an opportunity to present items for the general knowledge of the NBOD and SDs, updates on initiatives, and previews of matters that may come before the NBOD for action. The intent is to provide a forum for NBOD members and SDs to ask questions and provide feedback on the respective topics. The Discussion Agenda can also include reports from the AYSO Office Departments, as well as the Commissions, Councils, and Committees as time permits. All or a portion of the discussion agenda may be convened as an executive session. Participation is limited to the NBOD, Section Directors, AYSO staff and invited guests.

Business Session

The Business Session is intended to include items that require NBOD action or approval, as well as an opportunity to present items for general membership information. Business Sessions are open to all AYSO membership.

SETTING THE AGENDA

The National Executive Director will coordinate the organization and identification of topics for consideration with the National President. Board members or Section Directors wishing to place an item on any of the agendas may submit their request to either the NED or National President. The National President will determine whether an item will be scheduled for consideration.

SUBMISSION OF REPORTS AND SUPPORTING INFORMATION

For each NBOD Meeting, written reports will be required from the following:

- Section Directors
- Office Departments
- NBOD Councils
 - National Coaching Council
 - National Referee Council
 - National Management and Systems Council
 - Participant Safety Council

Verbal reports from AYSO staff, and other committees and working groups may be permitted with consent of National President or NED.

Section Director Reports

Section Director reports are intended to identify any issues within Sections that should be addressed and/or brought to the attention of the NBOD. Reports need not be exhaustive, but should include at a minimum:

- Section player and volunteer registration trends.
- New and terminated Regions and AYSO programs.
- Threats or potential legal issues.
- Accolades or recognition to programs or volunteers.

Reports should not exceed two pages.

AYSO Office Department Reports

The AYSO Office Department reports are intended to inform the NBOD and SDs as to key initiatives and activities that the Departments are engaged in. Directors are free to determine format. Reports should not exceed two pages.

Submission of Written Reports and Supporting Information

Any item scheduled for the Business Session shall also be supported by a written report, posted to Basecamp five days prior to the NBOD meeting date. Items requiring NBOD action require a written

report and motion form as necessary. The Business Session agenda with any supporting documents, shall be posted to Basecamp or similar platform for access by the NBOD and Section directors, and the AYSO website no later than five business days before the respective NBOD meeting date. Section Director, Office Department, and Council reports shall be posted to Basecamp no later than three business days before the meeting. The National President may waive these requirements for a specific matter at their discretion.

MEMBER PARTICIPATION AT BUSINESS SESSIONS

AYSO members are encouraged to participate in the governance of the Organization. Members wishing to attend an in-person Session should advise the AYSO office as room for attendees may be limited. A portion of each Business Session shall be set aside for member comments and questions. Member comments on general or a specific agenda item shall be limited to three minutes. Written comments are encouraged and may be submitted prior to the meeting to PatriciaMallan@ayso.org to insure distribution to the NBOD and Section Directors.