



<b>Policy Title</b>	<b>Rule Amendment Process Policy</b>
<b>Approved by Board of Directors</b>	<b>January 30, 2017</b>
<b>Date of Last Review</b>	<b>January 30, 2017</b>

#### **A) Rule Amendment Process Policy**

- 1) A proposal for a Rule amendment, addition, deletion or other change must be in writing following the specified format and submitted to the Chair of the Rules Committee with copy to the CEO by the specified annual due date.
- 2) A proposal for a Rule amendment, addition, deletion or other change may be made by a Member Province /Territory, the SC Board of Directors or by an adult (minimum 18 years old) Synchro Canada Registrant.

#### **B) Policy and Timelines**

Following is the outline of the Amendment Process and Timelines for all CASSA Rules:

1. A Proposal for a Rule amendment, addition, deletion or other change must be first submitted in accordance with the approved process not later than April 1 each year.
2. Proposals will be reviewed by the Rules Committee members not later than April 15 annually.
3. The Rules Committee shall circulate proposed rule amendment information to Members and other stakeholder groups, including all Synchro Canada National Committees, for their input and comment not later than April 20 annually.
4. Feedback and any Amendments to the amendments will be submitted by May 1.
5. The Rules Committee shall submit a report containing final amendments and amendments to those amendments as submitted in accordance with the process by the deadline dates along with its recommendations for any Rule change or changes to the Board (through its committee liaison) by not later than May 15.
6. The Rules Committee may confirm a date for the commencement of any Rule change or changes but rule change(s) typically and except for FINA rule changes (see FINA rule changes below) shall not come into effect before the immediately following September 1.
7. The Board will communicate all proposed rule changes, along with its position not later than June 1 annually.

8. A meeting of Members together with the Board of Directors will be held on or before June 15 annually to consider the amendments. The meeting will include the Chair of each standing committee, if not already present from within the Members and Board group. The votes shall be cast as follows:
  - Members – 11 votes
  - Board Members – 6 votes
  - Committee Chairs – x votes (depends on number of committee chairs)Amendments must receive a simple majority (50% plus one vote) in order to pass.
9. Rule amendments will be communicated following the meeting, and not later than July 1 annually.
10. A revised rulebook will be posted as soon as possible and not later than August 1 annually.

### **C) Emergency Rule Amendments**

Notwithstanding the Process provisions above, where there is an immediate, urgent need to change a Rule(s), the Rules Committee may consider an amending proposal from a Board Member, Provincial Member or Registrant, and in lieu of the consultation process, may conduct a Meeting of Members to vote on the proposal as above and may then, as a Committee, propose the amendment to the Board of Directors.

### **D) Housekeeping Rule Amendments**

The Rules Committee is authorized to make editorial and other housekeeping amendments in the rulebook as long as there is no substantive change in meaning related to the housekeeping change, when a rule has been formally changed and a cross-reference must be corrected within the rules to avoid confusion or conflict. Housekeeping amendments will be communicated at the time the revised rule book is published, along with the amendments approved in that amendment cycle.

### **E) FINA Rule Changes**

The Rules Committee shall meet within two weeks after the publication of the FINA Rule changes (which occur every 4 years) or as near to that time as practical, in order to establish the CASSA Rule changes necessary to implement the FINA Rule Changes. The proposed changes shall be reported by the Rules Committee in a manner that will allow the incorporation of the changes in the ensuing competitive season for synchronized swimming athletes in Canada and shall be communicated within one week of the completion of the decision process by the Rules Committee.

## F) Rule Amendment Format

Rule Amendments must be submitted in the following format:

Part 1: Copy the current rule number and content as it exists in the current CASSA rulebook. If the entire rule is new, part 1 should indicate: "New rule".
Part 2: Proposed Amendments must be submitted showing edits – additions to existing wording must be highlighted by underlining the new inserted text and deletions must be shown using strikethrough formatting.
Part 3: Proposed Amendments must include a rationale explaining why the rule needs to be changed and a suggested effective date

EXAMPLE

### Existing Rule:

#### 4.8.4 Music Tests

- a) Music tests shall be conducted only when technical difficulties make them necessary.
- b) The Referee shall order a music test when there is reason to believe there is a technical difficulty, after the current competing routine has finished.

### Proposed Revised Rule:

#### 4.8.4 Music Tests

- a) Music tests shall be conducted only when technical difficulties make them necessary or when requested by a Synchro Canada appointed official or music technician.
- b) The Referee shall order a music test at any time when there is reason to believe there is a technical difficulty. ~~after the current competing routine has finished.~~

### Rationale:

It is possible for music problems to be reported to or discovered by the music technicians at an event at any time during an event. At that point, the Referee may order a test and does not need to wait until after the team has competed.

### Effective Date:

September 1, 201\_

## G) Voting Format for Rule Changes

Rule changes may be done by a show of hands or via electronic means by conference call or other meeting format.

The script/process for addressing rule changes will be as follows:

1. Announce the motion Number and read the motion including who it was submitted by.
2. Indicate who Moved and Seconded the proposed rule change motion
3. Read the rationale and indicate the effective date
4. Ask for the vote on the motion – unless there is an amendment to the amendment

If there have been amendments to the amendments proposed:

5. Indicate that there is an amendment to the amendment
6. Announce and read the amendment to the amendment including who it was submitted by
7. Indicate who Moved and Seconded the amendment
8. Read the rationale
9. Ask for the vote on the Amendment to Amendment
10. Repeat this process for any subsequent Amendments to the Amendment
11. Return to the main motion
12. If any Amendment to the Amendment is passed, continue with the voting of the main motion as amended; if an A to A is defeated, return to the main motion as it was submitted and complete Step 4

Note: in accordance with Roberts Rules, the Mover of any motion or amendment gets to speak first and last immediately prior to the vote, everyone else may only speak once in the process of reviewing the rule proposal.