

I.A.A.B.O.

BOARD RELATIONS

AND

POLICY MANUAL

(Revised 4/23/17)

**INTERNATIONAL ASSOCIATION OF APPROVED
BASKETBALL OFFICIALS, INC.**

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PURPOSE

- I. To provide a summary of policies approved by the Executive Committee.
- II. To provide each Board with a concise synopsis of existing policies.
- III. To give Officers and Committee Chairpersons an insight into their general and specific duties.
- IV. To coordinate the functions of the Standing Committees with the International Assembly.
- V. To provide the Executive Director with a set of policies to administer the Association.

TABLE OF CONTENTS

Section and Title	Page
Purpose	1
100 – General	1-1
1.1 Inquiries of IAABO Policy	1-1
1.2 Equal Opportunity Policy	
200 - Standing Committees	
2.1 Standing Committee Membership Policy	2-1
2.2 Standing Committee Meeting Policy	2-1
2.2.1 Standing Committees	2-1
2.2.2 Special Meetings	2-1
2.2.3 Committee Sessions	2-1
2.2.4 Committee Voting	2-2
2.2.5 Committee Participation	2-2
2.3 Responsibilities of Standing Committees	2-2
2.3.1 Board Relations & Policy Committee	2-2
2.3.2 Women’s Coordinating Committee	2-2
2.3.3 Life Membership Committee	2-3
2.3.4 Official’s Education and Development Committee	2-3
2.3.5 Constitution Committee	2-3
2.3.6 Membership Committee	2-3
2.3.7 Audit & Budget Committee	2-4
2.3.8 Rules Examination Committee	2-4
300 - Special Committees	3-1
3.1 Nominating Committee	3-1
3.2.1 Committee Membership Structure	3-1
3.2.2 Committee Operating Procedure	3-1
3.2.3 Committee Election Oversight	3-2
400 - Local, State, District and Chartered Boards	4-1
4.1 Incorporating Local Boards	4-1
4.2 Use of IAABO Patch	4-1
4.3 Officiating Privileges of Transferring Members	4-1
500 - Honorary Officers, Honors and Awards	5-1
5.1 Nominating Honorary Officers	5-1
5.2 Honorary Board Members	5-1
5.2.1 Life Membership Procedure	5-1
5.2.2 50-Year Membership Award Procedure	5-1

Section and Title	Page
600 – Sportorials	6-1
6.1 Published Articles	6-1
6.2 Distribution of Sportorials	6-1
700 - Meetings of the International Association	7-1
7.1 Annual Meetings	
800- Miscellaneous	
8.1 Rules Clinicians	8.1
8.2 Training Programs	8.2

SECTION 100 - GENERAL

1.1 **INQUIRIES OF IAABO POLICY**

It shall be the policy of IAABO that all inquiries with respect to the Constitution, by-laws, procedures, rules and regulations, and daily operations shall be made, in writing, to the Executive Director, and not to any individual committee member or committee chairperson. A copy of the correspondence sent to the Executive Director should also be sent by the Executive Director, if appropriate, to the respective Chairperson with responsibility for the specific area in question.

1.2 **EQUAL OPPORTUNITY POLICY**

It is the policy of IAABO that no membership application be declined; and that no benefit of or incidental to membership be abrogated, curtailed or revoked on the basis of race, color, religion, or creed, sex, gender identity, age, national origin or ancestry, disability marital status, or sexual orientation.

SECTION 200 - STANDING COMMITTEES

2.1 STANDING COMMITTEE MEMBERSHIP POLICY

No member of IAABO shall serve on more than two (2) IAABO committees. No IAABO committee shall include, exclusive of the Chairperson or Assistant Chairperson and Executive Committee Liaison or Advisor, more than two members from any chartered Board. Individual members may serve as well.

The President shall appoint a Chairperson, Assistant Chairperson, Executive Committee Liaison and Advisors to each of the Standing Committees. Committee member appointments shall be coordinated between the respective Committee Chairperson and the office of the Executive Director. The appointee must be notified by in writing within ten (10) days after the Annual Meeting.

Confirmation of acceptance is required in writing from the appointee to the Committee Chairperson within ten (10) days. Each Chairperson will submit a roster of members of the committee in writing to the Executive Director no later than thirty (30) days after the Annual Meeting.

2.2 STANDING COMMITTEE MEETING POLICY

2.2.1 Standing Committees

The Standing Committees shall meet at the Annual Spring Meeting and if necessary at the Fall Seminar Meeting, as scheduled in Article VII, Section 1.

IAABO members submitting a proposal to a Standing Committee for its consideration must submit the proposal in writing to the Chairperson of that Standing Committee forty-five (45) days prior to the date of the Annual Meeting or International Interpretation Meeting.

2.2.2 Special Meetings

Special Meetings may be scheduled upon written request to the Executive Director; subject to the approval of the Executive Committee.

2.2.3 Committee Sessions

The Standing Committee meetings shall be conducted in open session whenever possible. Attendance at standing and special committee meetings shall be limited to members of the Association provided that each Committee Chairperson shall have the authority to permit other persons to attend at his or her discretion; and further provided that the Chairperson shall have authority to conduct executive or closed sessions.

2.2.4 Committee Voting

The Standing Committee Chairperson, Assistant Chairperson, each of the Committee members and three Committee Advisors, providing that he/she is not a member of the IAABO Executive Committee, shall be entitled to vote.

2.2.5 Committee Participation

The deliberation of matters before the Standing Committees meeting in open session is primarily limited to the members of those Committees. The degree of participation by all other persons present at an open session shall be at the discretion of the Committee Chairperson.

2.3 Responsibilities of Standing Committees

All Standing Committees shall prepare and submit to the Executive Director both a Fall Interim Report and Spring Meeting Committee Report for consideration by the Executive Committee of the Association.

2.3.1 Board Relations and Policy Committee

This committee shall be charged with the general responsibility of outlining fundamental and basic policies of the Association arising either from changed conditions of the game of basketball, the technique of officiating, or the responsibility of scope of this Association and its service to the game. This committee shall be advisory in nature and shall recommend changes to this Policy Manual on policy to the Officers and to the Executive Committee and shall formulate recommendations for advancement and growth of the Association and for its better relations, internal and external. Recommendations or suggestions approved by the Executive Committee shall then become a part of the Policy Manual and shall constitute the policy of the Association. Nothing contained in this Policy Manual shall be construed to limit or circumscribe the provisions of the IAABO Constitution, Article IV, Section 11, involving arbitration.

Where such recommendations or suggestions have been approved by the Executive Committee they shall then become a part of the Policy Manual and shall be binding on all parties concerned.

2.3.2. Women's Coordinating Committee

The Women's Coordinating Committee shall be charged with the responsibility of actively recruiting women members, by encouraging them to pursue officiating through the IAABO process and to promote IAABO to the non-IAABO Women's Officiating Groups. It shall further be this committee's responsibility to provide assistance to all IAABO Boards in the implementation of specific training methods and means to encourage women to become IAABO applicants.

2.3.3. Life Membership Committee

This Committee shall evaluate the qualifications of the candidates submitted in accordance with the requirements for IAABO Life Membership as outlined in the IAABO Handbook. Nominees selected by the Committee will be presented to the Executive Committee for election to Life Membership.

2.3.4 Official's Education and Development Committee

This committee shall review the rules of basketball as they are applied to the playing and to the officiating of the game of basketball. The Chairperson will be the Coordinator of Interpreters. The primary duties of the committee shall include:

- (1) To review projects such as the mechanics and signals manuals, training manuals, scorer and timer cards and pregame conference card. This shall be done by considering and incorporating such changes in the rules and corresponding techniques as may better serve basketball officiating.
- (2) To prepare other supplementary material (written, verbal or visual) to effect the above purposes.
- (3) To develop and analyze ideas for conducting experimentation or recommendations for changes in rules and techniques, which will improve the game of basketball or its spectator appeal.
- (4) This committee shall recommend the preparation of all instructional materials such as DVD's, computer programs, and power point presentations, etc., with the specific responsibility for insuring consistency of such publications and clarity of data.

2.3.5. Constitution Committee

From time to time, it has been noted that there may be a need for further clarification or further topic coverage in the IAABO Constitution. This committee should invite the comments and suggestions from Boards, members of the Executive Committee, or Officers and Past Presidents as to what changes might be involved and prepare such changes to be considered at any regular meeting, or special meeting called for such purpose.

2.3.6 Membership Development Committee

The Membership Committee shall be charged with the responsibility of promoting and stimulating interest and membership by individuals and basketball officiating groups and organizations. It shall conduct correspondence, in conjunction with the Executive Director, to increase the size and scope of the membership of this Association.

2.3.7 Audit and Budget Committee

The Audit and Budget Committee is responsible for the annual preparation of the proposed Budget of Income and Expenditures in consultation with the Executive Director for the following year. All available information should be included in the item-by-item consideration of this document, including, but not limited to, current membership fees and number of members, financial statements of previous years, inflation costs, proposals approved for expansion or reduction of certain programs or publications. This committee is responsible for the development and maintenance of a uniform standard Chart of Accounts Manual. This Manual should be numeric in nature and each account classification should be fully described. The budget format should be closely aligned to the manual so that consistency may be maintained in planning and review of the Association by this committee.

Also, an annual audited report of the previous year's financial operations will be given at the Annual Meeting.

2.3.8. Rules Examination Committee

The Rules Committee shall be charged with the following duties and responsibilities:

- (1) To organize its membership so that all geographic regions are assured proper representation. This committee shall not exceed 60 members.
- (2) To disseminate information, literature and instructions to all members on the construction of alternate-response test items.
- (3) To prepare a rules review examination of 100 questions and the key for distribution through the office of the Executive Director.
- (4) To call into closed session at the Fall Meeting, all members of the committee to prepare the IAABO written examination of 50 questions.
- (5) To submit the IAABO written examination and key to the office of the Executive Director.
- (6) To collect and prepare a statistical analysis of the IAABO written examination and prepare a statistical analysis of the results. Submit to the Executive Committee recommendations based on the study of the statistics.
- (7) To prepare the make-up examination to be given, at Board option, to candidates either during the months of November or March.
- (8) To prepare and submit articles to the Executive Director for publication in the *Sportorials*.
- (9) To prepare and submit to the Executive Director 25 questions on the Manual of Officiating.

Section 300--NOMINATING COMMITTEE

3.1 No two (2) Committee members shall be from the same region.

3.2 Committee Operating Procedure

(1) There shall be one open meeting of the nominating committee. All other meetings of the Committee shall be conducted in closed executive session.

(2) The Committee Chairperson, through the President and Executive Director, shall notify the delegates to the Annual Meeting of the open session of the Committee. This notification shall take place no later than twenty-four (24) hours prior to the scheduled starting time of the Annual Meeting. The form of notification to the delegates shall be an announcement posted by the Executive Director in Sportorials and at the official registration desk used by the delegates. The announcement shall list the time and site of the Committee's open session.

(3) Nomination committee open session: the Committee Chairperson shall announce the nominations it has received by position starting with the Presidency through Executive Committee positions. Upon request of any candidate, who has submitted their papers for nomination, the committee chairperson shall arrange to have that candidate or his/her representative address the Committee during its open session. The purpose of allowing a candidate or his/her representative to appear before the Committee is to provide a means for any candidate or his/her representative to make a brief presentation supporting a nomination before the Committee. Only one candidate or his/her representative shall address the Committee on behalf of the same nominee. The Committee reserves the right to request any IAABO member to appear before it for the purpose of obtaining information on a possible nominee.

(4) The Committee shall meet in session as many times as it deems necessary to complete its responsibilities.

(5) The Committee shall consider all letters of nomination containing relevant background information on potential nominees.

(6) A copy of nominations and supporting data can be emailed/mailed to the Chairperson of the Nominating Committee, by March 15, for consideration that

year. The Nominating Committee will consider only those nominees meeting the above conditions.

3.2

- (7) The Committee shall select one nominee per position. The Committee must consider only those geographical regions having vacancies in their deliberations and in the selection process.
- (8) The Committee must nominate to be placed on the ballot for election to the unexpired portion of an Executive Committee member's term, a member who resides in the geographical region from which the Executive Committee member was duly elected as designated in the IAABO Constitution.
- (9) A majority vote of the Committee shall constitute its selection of a nominee to be placed on the ballot for election to a position.
- (10) The Committee shall not select one of its own members to be a nominee for a position.
- (11) The Committee Chairperson and all Committee members shall be responsible for ensuring that the final list of nominees remains confidential until such time as they are made known to the Assembly delegates through the Committee Report on Saturday.

All other nominations for office can be presented during the election process at the regularly convened meeting of the International Assembly.

3.3

Committee Election Oversight

- (1) The Committee shall be responsible for conducting the nomination and election procedures of the Annual Meeting.
- (2) The President shall appoint a minimum of three (3) members to assist the Committee by serving as tellers during each ballot. A member serving as a teller shall be replaced if his/her name is announced as a nominee to a position. Each nominee may have a representative present when ballots are being counted.
- (3) The Committee Chairperson shall announce its final slate of nominees by each position, beginning with the office of the President and shall be voted upon in that order.
- (4) Nominations in addition to those announced by the Committee may be made from the floor by any accredited member of the International Assembly. Only members who are or have been delegates to the International Assembly shall be eligible to be placed on the ballot for election to a position.

See Art. VIII, Sect. 7 and (Sect. 10), IAABO Constitution).

- 5) Each nominee for any challenged position shall be allowed one principal supporting speech, which shall not exceed five (5) minutes. This speech may be made by the nominee or by his/her representative or combination thereof.

- 6) The Committee Chairperson shall allow two (2) other members to make comments on behalf of nominees involved in challenged positions. These comments are in addition to the principal supporting speech and shall not exceed one minute. It is recommended that the member(s) be from the same board, state and/or geographical region as the person for whom the comments are being presented.

- 7) Whenever there arises a challenge for any of the contested vacancies there shall be granted, upon request, a recess not to exceed fifteen (15) minutes in order that proper evaluation of candidates may be made by the delegates.

- 8) The Committee shall be adjourned with the completion of the nomination and election process.

SECTION 400 – (CHARTED BOARDS) ---LOCAL, STATE AND DISTRICT BOARDS

4.1 INCORPORATING LOCAL BOARDS

It is the policy of IAABO to strongly encourage boards to legally incorporate themselves, wherever practical and economical to do so. Incorporating a board does not make that board immune from litigation, but it may protect the assets of its officers and members from being threatened by lawsuits based on real or imagined damages arising out of board activities in which board members may be involved. Incorporation is a matter usually governed by prevailing state and local laws and regulations.

4.2 USE OF IAABO PATCH

It is the policy of IAABO that only members in good standing may wear the IAABO patch as a part of the official uniform of the Association. Boards should follow the IAABO Constitutional guidelines on wearing the patch, when establishing their policies relative to when the patch may be initially worn by a new member. It is recommended that all members wear the IAABO shirt with the embroidered logo.

4.3 OFFICIATING PRIVILEGES OF TRANSFERRING MEMBERS

It is the IAABO policy to encourage, wherever possible and appropriate at the local level, an equitable and fair system to all transferring members. There is a special concern for this type of policy in those instances when a member transfers into one board from another.

The Secretary of the transferring board has an obligation to the receiving board to furnish a factual history of the member's progress as an official; including the years of experience, levels worked, standing in the local association, rating and any other information they believe would facilitate the appropriate placement, if applicable of the official in the new board.

SECTION 500 – HONORARY OFFICERS, HONORS AND AWARDS

5.1 NOMINATING HONORARY OFFICERS

The policy to be followed in nominating the Honorary President and Honorary Executive Director shall be to select the respective individuals who have served IAABO in an elected capacity and who must also have made exceptional contributions to this organization and shall also conform to Article VIII, Section 11, of the IAABO Constitution.

5.2 HONORARY BOARD MEMBERS

The area, district and state boards may select Honorary Board Members into their membership based upon the policies of those boards as long as such policies are in accord with the IAABO Constitution governing this type of membership.

5.2.1 Life Membership Procedure

When an area, district or state board desires to place a nominee before the Life Membership Committee, the procedures are:

- (1) Review the section outlining the requirements for IAABO Life Membership in the IAABO Handbook.
- (2) Prepare a resume outlining the applicant's contributions to basketball.
- (3) Obtain a 3x3 glossy photograph of the applicant.

Forward items 2 and 3 to the Executive director prior to June 1.

5.2.2. 50 Year Membership Award Procedure

When an area, district or state board desires to honor a member who has completed fifty years of membership in IAABO, the procedures are:

- (1) Provide documentation establishing that the nominee has completed fifty years of IAABO membership
- (2) Prepare a resume outlining the nominee's background.

Forward items 1 and 2 to the Executive Director prior to June 1.

IAABO Life Membership and Fifty Year Award recipients will be recognized at the IAABO Spring Meeting.

SECTION 600 - SPORTORIALS

6.1 PUBLISHED ARTICLES

Each year, members of IAABO and others associated with basketball are encouraged to submit articles to the Executive Director for publication in the *Sportorials*.

6.2 DISTRIBUTION OF SPORTORIALS

Each member of the organization is entitled to receive regularly published issues of the *Sportorials*. However, boards are encouraged to develop programs which would also enable additional copies of the *Sportorials* to be distributed by those boards. Persons who should be considered for receiving the *Sportorials* as a part of those programs would be appropriate coaches, players, and athletic directors, members of the media and other interested persons or groups in the areas of the boards.

SECTION 700 - MEETINGS

7.1 ANNUAL MEETINGS

The IAABO International Association conducts an Annual Business Meeting each year in April and an Interpretation Meeting in September. It is recommended that the local Board Secretary attend the Annual Business meeting, and the local Interpreter attend the Interpretation meeting each year. It has been past policy that each of these meetings be held in various geographical locations, with the board affiliates serving as meeting hosts and general sponsors. The International Office supplements the board host efforts with administrative guidance and oversight responsibility.

IAABO policy encourages the movement of its meeting locations as one manner to promote goodwill and favorable publicity. The Association welcomes and greatly appreciates the efforts of boards in the sponsorship of meetings. However, it does not wish nor does it expect in any way that hosting boards incur any undue hardship and financial stress while carrying out their responsibility on behalf of the membership.

SECTION 800- MISCELLANEOUS

8.1 RULES CLINICIANS

The Association shall maintain a list of rules clinicians, so as to enable the Association to have on hand at all times the services of a number of members who are highly trained and skilled in the presentation of rules clinics. Their purpose is to represent the Association while serving as clinicians in the presentation and study of basketball rules and mechanics of officiating.

Members chosen to serve as clinicians shall be selected on the basis of knowledge of the rules, the techniques of mechanics and sufficient officiating experience. The Association will attempt to maintain a geographical balance in the appointment of rules clinicians, thus enabling the Association to be represented on as wide a range as possible.

8.2 EDUCATIONAL PROGRAMS

Each IAABO Board should develop a comprehensive educational program for its membership as an integral part of its overall operations and policies. Such a program should include provisions for preparing applicants or cadets for written rules and written practical floor tests, a follow-up phase of development for officials in their formative years, as well as the continued distribution of various types of rules materials to all board members regardless of their years of experience.

Educational programs should also include, whenever practical, provision for conducting instructional clinics on the rules to coaches, school administrators, league supervisors, and media representatives.