



Team USA Athletes' Commission Meetings Policy

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Purpose

Team USA Athletes' Commission (Team USA AC) Meetings Policy sets out basic parameters and expectations of Team USA AC and its members in regard to Meetings of the Members, Meetings of Leadership, Annual meetings of the Members, and Other Meetings.

For clarity, in this Policy "Meetings" refers broadly to all Team USA AC Meetings as referred to in Team USA AC Bylaws.

Guidelines Statement

Team USA AC is committed to serving as the representative voice of all Team USA athletes, and in doing so ensuring effective and transparent meetings for the organization.

This policy contains information formally included in Team USA Bylaws. It will be published with the Bylaws online for easy access.

Types of Meetings

- A. **Meeting of the Members.** Per Team USA AC Bylaws, a Meeting of the Members occurs when the meeting is properly noticed, and a quorum of the members are in attendance. The agenda for a meeting shall be set by the Chair. Any other member may request the inclusion of items on the agenda at any time including during the meeting.
 1. Types.
 - i. Annual U.S. Olympic and Paralympic Assembly (in-person)
 - ii. One to two in-person Team US AC Athletes Forums per year;
 - iii. One to two virtual Team US AC Athletes Forums per year; and
 - iv. Orientation Meeting of the Members.
- B. **Leadership Meetings.** A meeting of the Leadership occurs when scheduled by the Executive Director or Chair. Actions at the meetings of the Leadership are limited to those within the scope of action of the leadership and/or the officers of the Team USA AC.
- C. **Other Meetings.** Other Meetings may be set by the Chair or Executive Director (called to order by the Chair). These meetings may have more limited scopes, purposes, and attendees.
 1. Types.
 - i. Monthly virtual Team USA AC meetings

Notice

Meetings should be called with no less than five (5) days' notice. Notice of a meeting may be delivered via electronic mail or other electronic means.

A member may waive notice of any meeting before, at, or after such meeting. The attendance of a Member at a meeting shall constitute a waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not appropriately called or convened.

Participation and Conduct

A. Membership Expectations. Each member must:

1. Be adequately prepared for each meeting (including by reviewing all materials when circulated) in order to participate effectively and constructively.
2. If not in attendance for a meeting Members and Leadership should read all meeting minutes, notes, review presentations, and if applicable, watch or listen to the meeting recording.
3. Serve as a liaison between the Team USA AC and the respective athletes that elected the member into their position, including attending NGB Board Meetings, NGB AAC meetings or IMG AAG meetings and providing written and verbal reports updating those groups of the work of the Team USA AC.

B. Attendance. Members and Leadership should make attendance at all Meetings a high priority.

1. If a Representative is not able to be physically present at a Meeting of the Members, they shall notify Team USA AC Staff and the Alternate as soon as the Member determines that they cannot attend. Physically present for virtual meetings requires Members to be on camera for a majority of the meeting.
2. Per the Team USA AC Bylaws, two or more consecutive absences or missing at least ½ the Meetings of Members in 2 years, may constitute cause for removal.
3. Attendance at monthly meetings is expected and when attendance is not possible, Members are expected to watch the recordings in a timely manner.

C. Meeting Etiquette. Members are expected to be on time, dress appropriately, follow the agenda, actively listen to others and speak respectfully.

Meeting Structure

A. Order of Business. Leadership has the authority to make procedural decisions in conducting the business of Team USA AC long as the procedures are transparent and improve the effectiveness of the Team USA AC. At a minimum, actions and elections at a Meeting of the Members shall follow: 1) motions, 2) seconds, 3) discussions, and 3) calls to vote.

B. Standing Agenda Items. At a minimum all Meetings shall be structured as such: 1) Opening Remarks by Team USA AC Chair or their designee, 2) Disclosure of Conflicts of Interest, 3) Attendance, 4) Approval of previous meeting minutes, 5) Discussion items, and 6) New Business

Conflicts of Interest

Team USA AC is beholden to the [USOPC Conflicts of Interest Policy](#). Annually members will be required to update their Team USA AC Conflicts of Interest Disclosure Form.

Members must review meeting agendas before each meeting to determine if, for any discussion item, they have any potential conflicts of interest that should be disclosed under the USOPC Conflicts of Interest Policy. At the beginning of each meeting members should state the agenda items for which they have such a potential conflict of interest. When those agenda items are addressed by Team USA AC, the conflicted Member may need to recuse themselves for discussions and/or votes. Recusal means the Member must leave the room or the teleconference entirely and return only when the discussion or vote on the agenda item is completed. The minutes should reflect each disclosure and recusal.

Athlete Observers

When the Representative and Alternate are both not in attendance at a Meeting of the Members, an athlete who is a member of the same sport/sport organization may attend the meeting as an Athlete Observer with the approval of the Executive Director. An accepted Observer has the right to voice, but not vote. It should be a priority of the Representative to find an Observer when they or the Alternate cannot be in attendance.

A. For an athlete to be eligible to be an athlete observe they should:

1. be a "USOPCC 10 Year Athlete" or "NGB 10 Year Athlete", as is defined in the USOPC Bylaws;
2. be member of the same sport/sport organization as the Representative they are attending in the place of;
3. when possible, be an athlete representative on the sport organization's Athletes' Advisory Council.

Communication and Documentation:

A. Meeting Materials

1. **Before the Meeting.** At a minimum, at least one week before a Meeting of the Members and at least four days before Other Meetings the Agenda, meeting pre-read materials including but not limited to, previous meeting minutes, reports, supporting documents, and videos will be shared.
2. **Meeting Minutes.** Staff will maintain minutes of its activities and records of attendance of its members for every meeting of Team USA AC. Minutes will be approved and voted on at the following meeting.
3. **Meeting Summary Document.** Promptly after all Meetings of the Members staff will provide members with a meeting summary document. Members are expected to share the



summary with their NGB staff and NGB AAC athletes to provide updates on Team USA AC business.

- B. Agendas.** All agendas for a meeting shall be set by the Chair. Any other member may request the inclusion of items on the agenda, Leadership requests that such an ask is made at least one week prior to the meeting if possible. However, any member may request the inclusion of items during the meeting.