



# MAKE IT *YOURS*™



## Division II Committee Service – *How to Make It Yours!*

## DIVISION II COMMITTEES

### Academic Requirements Committee

Reviews the division's academic standards and recommends policy and legislation regarding initial eligibility, progress-toward-degree and transfer requirements.

### Championships Committee

Primary oversight group responsible for administering policies and procedures surrounding the division's 25 championships. All Division II sport committees report directly to the Championships Committee.

### Committee for Legislative Relief

Serves as the final decision-making body for any waiver requests in situations in which no other committee, subcommittee or conference has the authority to act.

### Committee on Infractions

The division's primary steward of the enforcement process meets as needed to participate in hearings involving member institutions that have been alleged to have violated NCAA legislation.

### Infractions Appeals Committee

Meets as needed to hear and act on an institution's or involved individuals' appeal of the conclusions and penalties of major violations levied by the Committee on Infractions.

### Legislation Committee

Determines interpretations of all Division II-specific legislation and incorporates new legislation and interpretations in the NCAA Manual.

### Management Council

Reports directly to the Presidents Council and is charged with recommending administrative policy and regulations that govern the division.

### Membership Committee

Reviews and considers issues pertaining to the Division II membership requirements and membership compliance issues.

### Nominating Committee

Reviews nominations for vacancies on all Division II-specific committees, including men's and women's sport committees, and for the Division II positions on committees functioning in an Association-wide or multi-divisional capacity.

### Planning and Finance Committee

Reviews budgetary recommendations related to the annual Division II budget and advises both the Division II Presidents Council and Management Council regarding the division's financial affairs. Also oversees development and implementation of the division's strategic plan.

### Presidents Council

Division II's highest governance body. Its members are charged with setting the strategic direction for the division in all areas, including its financial affairs and championships administration.

### Sport Committees

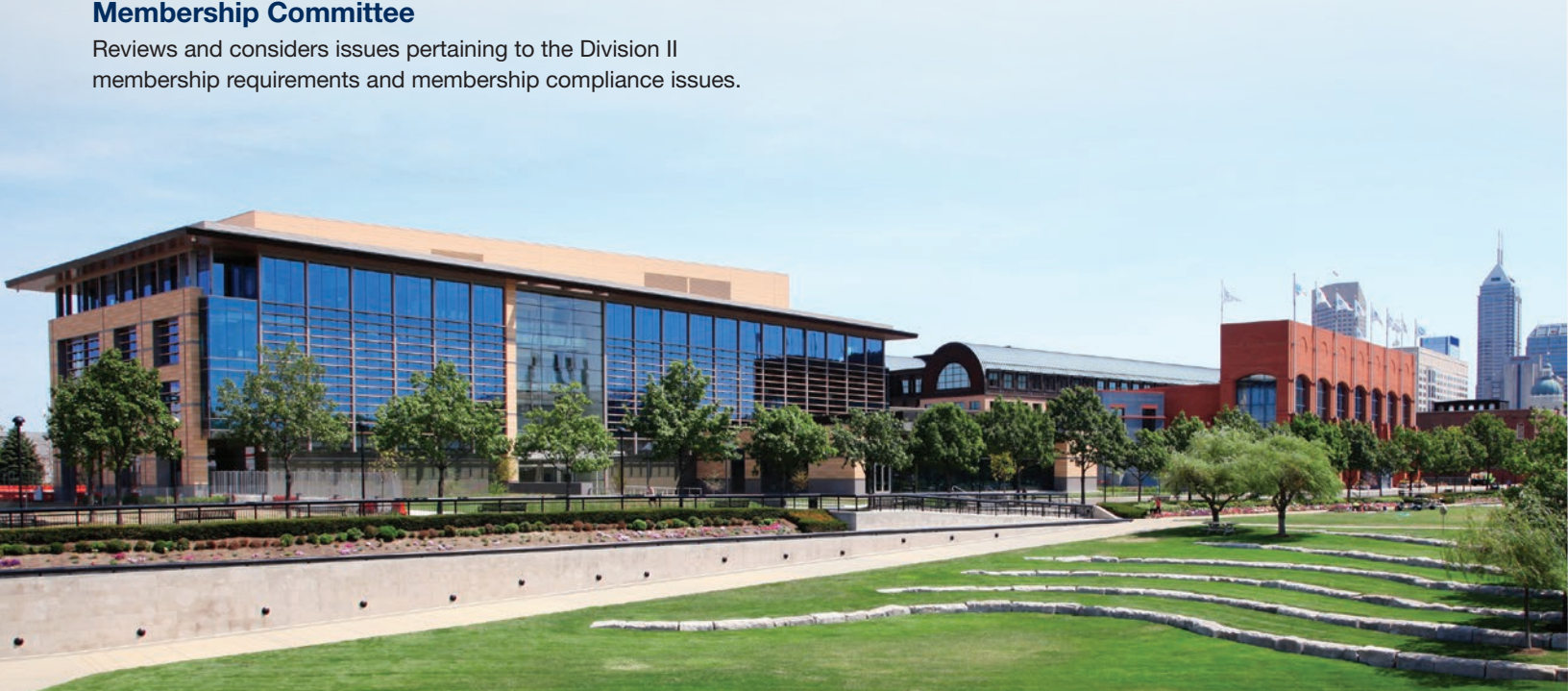
Division II sport committees conduct their respective Division II championship and develop policies and procedures to administer the championship in an efficient and orderly manner. Sport committee members also chair regional advisory committees (RACs), oversee selections to national championships and serve as the NCAA representative during preliminary-round competition and championship finals.

### Student-Athlete Advisory Committee

Serves as the primary governance arm representing student-athlete interests in Division II affairs.

### Student-Athlete Reinstatement Committee

Reviews and discusses issues regarding student-athlete reinstatement and accordingly takes legislative action or directs staff to make recommendations to the Management Council.





# Congratulations on your NCAA committee appointment!



You join an army of nearly 300 presidents, athletics administrators, conference commissioners, faculty athletics representatives and student-athletes who make Division II operate effectively. As a volunteer, member-led Association, the NCAA

relies on committees to accomplish its mission, which is to provide thousands of student-athletes an experience that will benefit them for the rest of their lives. You are part of that process.

The resources in this booklet will help you navigate the journey. But first of all, you should realize and appreciate the following:

1. Be proud of your appointment. Your skills and accomplishments have earned you this recognition, and those responsible for approving your appointment obviously believe in your commitment to Division II.
2. The Division II governance process truly is special. Committee members routinely set aside their personal agendas for the collective good. Division II enjoys its many unique characteristics and attributes largely because the membership – via the governance structure – has created, protected and enhanced them over time.
3. Embrace the personal and professional development that committee service affords through networking with peers. Committee alumni invariably say the lasting relationships

they formed with people all across the country through their committee service is among the most special aspects of working in college athletics – and those relationships often play a role in career advancement. Take advantage of the opportunity!

You will be hearing from your committee liaison at the NCAA national office in the coming weeks with more details about how to succeed in your appointed role.

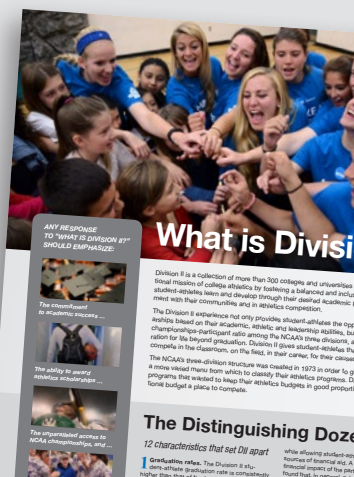
First, here are some tips to get you started:

- Peruse the following pages for general information about the NCAA, and about Division II in particular.
- If you are not already familiar with your committee, learn about its purpose and function via the NCAA website ([www.NCAA.org/governance/committees?division=d2](http://www.NCAA.org/governance/committees?division=d2)). Review recent agendas and reports to be up to speed on the issues your committee addresses.
- Be prepared for in-person meetings and teleconferences. Your national office staff liaisons work diligently to provide committee members with the materials they need to inform decision-making. Be sure to review these in advance.

Thank you for your willingness to serve and to be a leader in Division II. Our division would not be the jewel it is today without the commitment, leadership and service we receive from hundreds of people like you. We truly appreciate your help.

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## HOW THE NCAA WORKS:

# Association-Wide

Each division governs its day-to-day needs, but on broad issues that affect college athletics as a whole, the NCAA Board of Governors and a collection of committees set the course for the Association.

While each NCAA division is empowered with setting its own rules and operating guidelines, some topics rise to a level affecting college sports as a whole and need a coordinated voice to guide the Association in a unified direction. For those situations, a group of committees comprising representatives from all three divisions make recommendations that can impact the entire Association – whether a small, private Division III school or a national champion Football Bowl Subdivision program – equally.

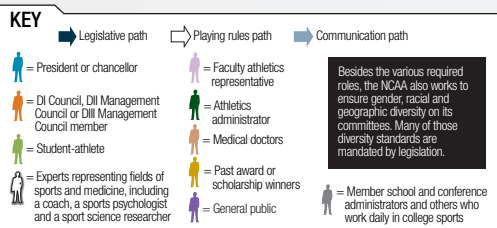
The Association-wide committees work collaboratively with each division's governance bodies to recommend legislation. These committees explore issues impacting sports rules changes, the health and safety of student-athletes or opportunities for women and minority groups in college sports, and recommend changes to the appropriate legislative groups.

The NCAA Board of Governors, the highest-ranking committee in the Association, can implement policies by which all three divisions must abide. When the NCAA stopped allowing schools to host championships if their state governments displayed the Confederate flag, it was through a Board of Governors policy change.

Changes in legislation, however, require each division to take action. The Association-wide groups propose changes to the committees in each division, which then debate and vote on the proposals through their legislative processes.

## ASSOCIATION-WIDE COMMITTEES

 <b>Competitive Safeguards and Medical Aspects of Sports</b> Advocates for research, legislation and best practices supporting health and safety of student-athletes. <b>22 members:</b> 3 medical doctors 	 <b>Honors Committee</b> Selects recipients of awards presented at annual Honors Celebration, including the Theodore Roosevelt and Inspiration awards. <b>9 members:</b> 1 former NCAA honors recipient 2 nationally distinguished citizens 	 <b>Minority Opportunities and Interests Committee</b> Reviews issues related to the interests of ethnic and racial minorities and women. <b>18 members:</b> 
 <b>Olympic Sports Liaison Committee</b> Facilitates communication among the NCAA, the U.S. Olympic Committee and the national governing bodies of Olympic sports. <b>14 members:</b> 	 <b>Postgraduate Scholarship Committee</b> Selects 174 student-athletes to receive NCAA Postgraduate Scholarships for graduate school. <b>7 members:</b> 1 former NCAA Postgraduate Scholarship winner 	 <b>Research Committee</b> Evaluates, supervises and coordinates the Association's research activities. <b>10 members:</b> 
 <b>Committee on Sportsmanship and Ethical Conduct</b> Promotes the values of respect, fairness, civility, honesty and responsibility in college sports. <b>11 members:</b> 	 <b>Walter Byers Scholarship Committee</b> Selects academically and athletically distinguished student-athletes to receive scholarships. <b>6 members:</b> 	 <b>Committee on Women's Athletics</b> Studies and makes policy recommendations concerning opportunities for women, and other issues directly affecting women's athletics. <b>18 members:</b> 



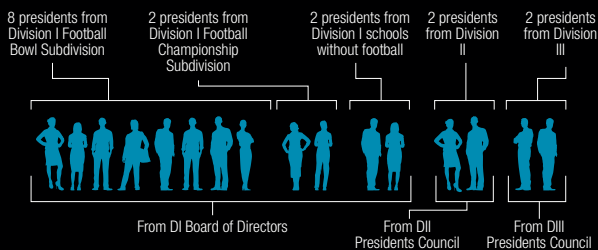


# BOARD OF GOVERNORS

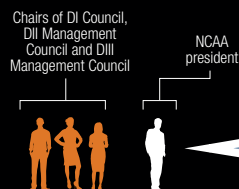
The Board of Governors is the highest governance body in the NCAA and focuses on strategic discussions that impact the Association as a whole. The committee of 16 voting members has the following responsibilities:

- ◆ Provides final approval and oversight of the NCAA's budget.
- ◆ Employs the NCAA president.
- ◆ Provides strategic planning for the Association as a whole.
- ◆ Acts on behalf of the Association by adopting and implementing policies to resolve core issues and other Association-wide matters.
- ◆ Initiates and settles litigation.
- ◆ Convenes the NCAA Convention each year.

## VOTING BOARD MEMBERS



## EX OFFICIO



The NCAA president is the only national office staff member who plays an active role in the governance system — as an ex officio member of the Board of Governors. The president gets one vote on the committee, and only for the purpose of breaking a tie.

Each division sets rules and policies specific to its members' needs but looks to the Board of Governors for guidance on the overall strategy of the Association.



Neither the Association-wide committees nor the Board of Governors has authority to enact legislation directly. But they can influence and provide guidance by recommending legislation to each division, where it can be reviewed in the divisions' legislative processes.

NCAA committees study and recommend playing rules changes for sports across all three divisions. Their recommendations are reviewed by the NCAA Playing Rules Oversight Panel, which makes final decisions on the changes. Some sports, such as golf, fencing and gymnastics, use rules of international or national governing bodies with a few NCAA modifications approved by PROP.



## Playing Rules Oversight Panel

Makes final approvals of playing rules recommendations. Composed of six representatives from Division I, three from Division II and three from Division III.

12 members:



**RULE BOOK**





# What is Division II?

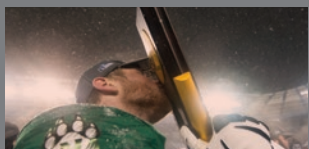
**ANY RESPONSE  
TO "WHAT IS DIVISION II?"  
SHOULD EMPHASIZE:**



*The commitment  
to academic success ...*



*The ability to award  
athletics scholarships ...*



*The unparalleled access to  
NCAA championships, and ...*



*The balanced approach  
that allows student-athletes  
to "Make It Yours" – to  
experience all the campus  
and surrounding community  
have to offer.*

Division II is a collection of more than 300 colleges and universities that support the educational mission of college athletics by fostering a balanced and inclusive approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition.

The Division II experience not only provides student-athletes the opportunity to earn scholarships based on their academic, athletic and leadership abilities, but it also offers the best championships-participant ratio among the NCAA's three divisions, and it prioritizes preparation for life beyond graduation. Division II gives student-athletes the unique opportunity to compete in the classroom, on the field, in their career, for their causes, and on their terms.

The NCAA's three-division structure was created in 1973 in order to give member institutions a more varied menu from which to classify their athletics programs. Division II gave those programs that wanted to keep their athletics budgets in good proportion to the total institutional budget a place to compete.

## The Distinguishing Dozen

### *12 characteristics that set DII apart*

**1 Graduation rates.** The Division II student-athlete graduation rate is consistently higher than that of the total student body. Division II also features a high number of first-generation college students, thus increasing the access to education.

**2 Academic emphasis.** Division II's regionalization philosophy in scheduling limits missed class time for student-athletes.

**3 Athletics scholarships.** The partial athletics scholarship model rewards athletic ability

while allowing student-athletes to earn other sources of financial aid. A recent study on the financial impact of the partial-scholarship model found that, in general, scholarship student-athletes benefit institutions' overall academic profile, and the partial-aid model generates revenue for the school.

**4 Balanced bottom line.** The median expense for Division II athletics departments with football is roughly \$6 million, while that figure is about \$15 million for Division I Football Championship Subdivision programs and about \$64 million for programs in the Division I Football Bowl Subdivision.



# Make It Yours

In 2014-15, the division launched a brand enhancement under the slogan “Make It Yours,” a student-athlete-driven selection that personalized the Division II experience and provided a way to extend the division’s reach.

“Make It Yours” strengthens awareness among external audiences by clearly communicating the experience Division II schools create for student-athletes. It also brings the experience to life in a way that resonates with primary external audiences and also reinforces a sense of pride with internal stakeholders.



## What is it that Division II is “making yours”?

- It’s making graduation a priority.
- It’s about earning scholarship dollars for your athletic ability and competing for national championships.
- It’s making athletics participation truly part of the college experience rather than just one aspect of it.
- It’s making lifelong friends at a campus whose size affords a more intimate setting.
- It’s the university president seeing students on campus and being able to call them by name and ask how things are going.
- It’s making the academic experience more personal.
- It’s about professors, coaches and staff caring for you as a student.
- It’s about an experience in which you can be an active participant.
- It’s about a campus that is tight-knit enough to respond to individual student needs.
- It’s about having coaches who help athletes develop their resumes as much as their athletic skills.
- It’s about a custom-fit approach to athletics and education rather than a one-size-fits-all.

**5 Favorable admission rates.** Division II membership is split almost evenly between public and private institutions. On average, Division II schools have the highest admission rate (70 percent, versus 62-63 percent in the other two divisions).

**6 Community engagement.** Through student-athlete leadership, Division II has enjoyed long-term and successful partnerships with the Make-A-Wish Foundation, Team IMPACT and military groups. In addition, Division II conducts community engagement activities at all championships final sites.

**7 Positive game environment.** Division II members pledge to conduct athletics contests in a family-friendly environment that is civil and entertaining.

**8 Unique geographical footprint.** Division II is the only NCAA division with schools in Alaska (Anchorage and Fairbanks), Puerto Rico (Bayamon, Mayaguez and Rio Piedras) and Canada (Simon Fraser).

**9 National championship opportunities.** Division II features unparalleled opportunity for student-athletes to advance to national championship competition as a result of the division’s generous championship access ratios (the highest among the three NCAA divisions).

**10 National Championships Festivals.** Division II is the only NCAA division that

conducts “National Championships Festivals,” Olympic-style events in which a number of national championships are held at a single site during a period of several days.

**11 Make It Yours.** This student-athlete-driven brand enhancement strengthens awareness among external audiences by clearly communicating the experience Division II schools create for student-athletes.

**12 Diversity and inclusion.** Matching grants encourage access, recruitment, selection, and the long-term success of ethnic minorities and women in administration and coaching.



## HOW THE NCAA WORKS:

# Division II

Division II employs a democratic style of governance in which all member schools vote on and hold themselves accountable to various policies and procedures. Division II has abided by its “One Institution, One Vote” system since the division was established in 1973.

Bylaws governing Division II are adopted through a membership-driven legislative process that culminates annually in a voting session during the NCAA Convention in January. That process includes input from presidents, athletics administrators and staff, coaches, faculty representatives, conference personnel and student-athletes from Division II institutions and conferences who volunteer to serve on dozens of NCAA committees to conduct the division’s day-to-day business and establish strategic direction for the future.

Division II’s vast committee structure oversees everything from strategic planning and budget allocations to championships administration and marketing/communications.

Many of these regulations – and proposals to change existing policies – develop within the committee governance structure throughout the year, while other legislative proposals are submitted by member institutions and conferences.

All of these bylaws and regulations are published annually in the NCAA Division II Manual, which is the division’s official governing rulebook.

Each Division II championship sport has a committee made up of coaches and athletics administrators with knowledge of that sport. These committees rank and select teams and individuals for championships competition, plus recommend championship sites and dates.

**START**

New rules for Division II start here, with the schools and athletics conferences that make up the division. No matter the idea – perhaps a university president wants to limit the length of a competition season or an athletics compliance officer wants to change how the NCAA collects information from Division II campuses – it begins as a discussion topic in one or more Division II committees or councils.

Some legislation is proposed by the members themselves. In order to submit a proposal, 15 active Division II schools or two conferences must be sponsors. Those proposals go directly to the NCAA Convention for a vote, but the Division II committees also discuss and take a position on those ideas.

## DIVISION II COMMITTEES



### Legislation Committee

Interprets Division II-specific legislation and considers wording for the NCAA Division II Manual.

**12 members:**



### Membership Committee

Reviews issues related to Division II membership, including status of incoming and continuing members.

**11 members:**



### Student-Athlete Advisory Committee

Composed of college athletes who monitor and act on issues.

**27 members, including:**

1 from each DII conference; 1 representing independent schools; 2 from membership at large



### Committee for Legislative Relief

Makes final decisions on waiver requests in which no other committee or conference has authority.

**5 members:**



### Academic Requirements Committee

Reviews academic standards and makes recommendations about initial and ongoing eligibility.

**10 members:**



### Committee on Infractions

Meets as needed to participate in hearings involving Division II schools accused of violating NCAA rules.

**7 members:**



### Infractions Appeals Committee

Hears and acts on appeals of decisions by the Committee on Infractions.

**5 members:**



### Championships Committee

Oversees the conduct and administration of the 25 Division II championships.

**12 members:**



### Committee on Student-Athlete Reinstatement

Decides all matters related to reinstating a Division II college athlete’s eligibility.

**6 members:**



### Nominating Committee

Suggests individuals who can fill vacancies on various Division II committees.

**11 members:**



Committees debate the ideas and decide whether to sponsor them as pieces of legislation. Next stop: Management Council, which considers the committees’ feedback.



## LEGISLATIVE CALENDAR

**JULY 15**

Have an idea? Legislative proposals submitted by members are due to the national office.

**AUG. 15**

All those proposed pieces of legislation are published on NCAA.org in a publication commonly known as IPOPL, so schools can review them and begin developing opinions.

**SEPT. 1**

Deadline for Presidents Council to sponsor legislation to be voted on at the NCAA Convention.

**SEPT. 15**

Any final revisions to membership-sponsored proposals are due.





## PRESIDENTS COUNCIL

The top leadership group in Division II, it is composed of college presidents and chancellors and establishes and directs general policy.

- ◆ Implements policies adopted by the NCAA Board of Governors.
- ◆ Establishes a strategic plan for Division II.
- ◆ Sponsors legislative proposals from the governance structure to be considered by members at the NCAA Convention.
- ◆ Can adopt administrative bylaws and regulations without approval of members, but sometimes seeks member support for these changes.
- ◆ Develops and approves the Division II budget.
- ◆ Approves regulations for Division II championships.

On rare occasions, the college presidents on the Presidents Council will propose legislation that goes directly to members for a vote at the NCAA Convention.

Composition based on regional membership numbers. Currently, 16 presidents and chancellors:



### Planning and Finance Committee

Recommends budget priorities to the councils. Oversees strategic plan.

7 members:



### Administrative Committee

Takes action on issues that arise between meetings of top councils.

5 members:



The Management Council reviews each proposal and chooses to recommend or not recommend it before forwarding to the Presidents Council.



## MANAGEMENT COUNCIL

By design, the Management Council is composed of individuals who have day-to-day knowledge of athletics operations.

- ◆ Reviews and acts on recommendations from Division II and Association-wide committees.
- ◆ Serves as the advisory group to the Presidents Council, handling the day-to-day affairs of the division.
- ◆ Implements policies adopted by the NCAA Board of Governors and the Division II Presidents Council.
- ◆ Makes interpretations of Division II bylaws.

### 29 members:

1 from each of 24 voting conferences; 1 from an independent school; 2 at-large positions to enhance diversity; 2 student-athletes

### At least:



## CONVENTION

The NCAA Convention, held each year in January, is the finish line for all sponsored proposals in Division II. Delegates from every school and conference gather during a Convention business session to place their votes on each proposal.



Proposal



Membership votes

Since the division was established in 1973, it has operated under a "one institution, one vote" model. But in 2016, for the first time, college athletes were added to the mix, with the national Student-Athlete Advisory Committee casting one vote.

In most cases, Division II legislation requires only a simple majority vote of members present. Sometimes – such as in 2015, when the NCAA added beach volleyball as a championship sport – legislation applies to the entire Association, and each division must reach its own majority vote to pass. In still other cases, Association-wide legislation touches on an issue so important that it requires a two-thirds majority vote of all three divisions voting in a joint session.



Legislation approved

Approved proposal takes effect on the date specified in the legislation, usually Aug. 1 of that year.

### KEY

◆ Legislative path    ||| Alternative legislative path    ➡ Communication path

■ Presidents Council member

■ Student-Athlete Advisory Committee member

■ Representative from American Association of Collegiate Registrars and Admissions Officers

■ Member school and conference administrators, faculty athletics representatives and others who work daily in college sports

■ Management Council member

■ General public

Besides the various required roles, the NCAA also works to ensure gender, racial and geographic diversity on its committees. Many of those diversity standards are mandated by legislation.

SEPT. 23

Once again, the proposed pieces of legislation are published on NCAA.org, this time with proposals from both members and the committee structure, in a publication commonly known as SPOPL.

NOV. 1

Any amendments to original proposals and any resolutions are due.

NOV. 15

An official Division II notice of legislation, which includes final versions of all the proposals, is delivered to high-ranking individuals at Division II schools, including every president and athletics director.

FINISH

## RESOURCES:

# NCAA.org

As a committee member, you should become familiar with the resources available on NCAA.org

- 1 Information regarding your committee is in the **“Committees”** tab on top of the Division II homepage.
- 2 The **“Division II Committee Resources”** box is found on the Committees page and includes much of the operational tools you’ll need to acclimate to committee service.

The screenshot shows the NCAA Division II homepage. The top navigation bar includes links for 'About Us', 'Student-Athletes', 'Division I', 'Division II' (highlighted), 'Division III', and 'My Apps'. The main content area is titled 'Division II Committees' and contains several paragraphs of text. A callout box on the right, labeled with a red circle containing the number '2', is titled 'Division II Committee Resources' and lists various links: 'NCAA Division II Committee Meetings Calendar', 'Committee/Collaboration Zone Login', 'Committee Travel Policies', 'Division II Committee Descriptions', 'Division II Championships', 'Division II news', 'Driving and Parking Directions for NCAA Headquarters', 'NCAA Headquarters Ground Transportation', 'NCAA Traveler User Guide', 'Regional Advisory Committee (RAC) Orientation Call', and 'Roberts Rules of Order'.

You should be aware of additional resources on the DII homepage that also will benefit you:

- 3 About Division II
- 4 Championships
- 5 Governance
- 6 Online Education Resource Center
- 7 2015-21 Division II Strategic Plan
- 8 Tools to Tell the DII Story





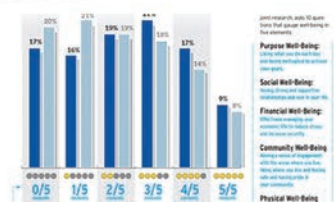
[About Division II](#) | 
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 [Finances](#) | 
 [Governance](#) | 
 [Membership](#) | 
 [Recruiting](#) | 
 [Statistics](#)



### The Missing Peace

The mystery of what her fate could have been compels Lillian Martino Bradley, who was adopted from Ghana at age 3, to be a voice for human trafficking victims.

[Read More >](#)



### All's Well

Well-being is generally thought of as being happy, healthy and successful. By many of those measures, former student-athletes score well.

[Read More >](#)



### Smart Enough

I wasn't a good student. Growing up, never once did I understand the importance that education would play in my life.

[Read More >](#)



### Sister School Support

After a Lubbock Christian volleyball player had



### 2016 NCAA Woman of the Year Top Nine Finalist: Elayna Siebert



### Make-A-Wish: Arkansas Tech



After a successful year of fundraising for Make-A-Wish, the Student-Athlete Advisory Committee (SAAC) at Arkansas Tech had the opportunity to host a wish reveal. Dustin, a pediatric cancer survivor, was honored during between Arkansas Tech's basketball double header against Harding University. Dustin learned that his wish to go on a shopping spree would come true, sharing his hopes to buy a PlayStation with his wish.

[Experience Dustin's Special Day >](#)

### Award of Excellence: Central Washington



Central Washington University Athletics and Lincoln Elementary School joined forces to sponsor a local "sparrow" which is a child in medical need. Avory, a local Ellensburg 12-year-old and sixth grade

### Division II Resources

- Division II Online Education Resource Center
- Division II path to graduation
- Committee Vacancies
- Division II 2016-17 Priorities
- Division II Strategic Plan
- Division II Community Engagement
- NCAA Online Directory
- NCAA Division II Master Calendar
- 2016-17 Division I and II Recruiting Calendars
- NCAA Membership Financial Reporting System

### Division II Links

- History of Division II
- Division II partial-scholarship model
- Life in the Balance
- Division II national championships festivals
- The Division II Make-A-Wish program
- Member schools and conferences
- How to become a Division II student-athlete
- Division II Facts and Figures
- Tools to tell the DII story
- 2015 NCAA Division II Yearbook
- Division II Strategic Positioning Platform
- Division II FAR Resources

# Acronyms to know

Don't be surprised to hear some "alphabet soup" during committee discussions. Here's a list of acronyms to help you decipher the jargon!

<b>ADA</b>	Division II Athletics Directors Association (the membership body for Division II athletics directors)	<b>MOAA</b>	Minority Opportunities Athletics Association (provides opportunities to exchange ideas and advocates increased participation and administrative opportunities for minorities in athletics)
<b>AMA</b>	Academic and Membership Affairs (the department at the national office responsible for administering legislative and compliance services for the membership)	<b>NACDA</b>	National Association of Collegiate Directors of Athletics (the national membership organization for all ADs)
<b>ASR</b>	Academic Success Rate (the metric in Division II that measures graduation rates and includes student-athletes who do not receive athletically related financial aid)	<b>NACWAA</b>	National Association of Collegiate Women Athletics Administrators (the national membership organization for female administrators)
<b>CA</b>	Compliance Assistant (the software program Division II members can use to help ensure that their compliance operations are adequate)	<b>PSA</b>	Prospective Student-Athlete (a student who has started classes for the ninth grade or any student provided benefits by a representative of a member institution that the institution does not provide to prospective students generally)
<b>CCA</b>	Division II Conference Commissioners Association (the membership body for Division II conference commissioners)	<b>PTD</b>	Progress Toward Degree (eligibility requirement that student-athletes maintain)
<b>COI</b>	Committee on Infractions (hearing officers that find facts, conclude whether the facts constitute violations and prescribe appropriate penalties in infractions proceedings of the Association)	<b>RAC</b>	Regional Advisory Committee (regionally based groups that NCAA sport committees rely on to provide rankings and other input regarding championship selection)
<b>CSMAS</b>	Committee on Competitive Safeguards and Medical Aspects of Sports (the primary NCAA committee responsible for overseeing policies and procedures regarding student-athlete health and safety)	<b>RSRO</b>	Requests/Self-Reports Online (online system for requesting interpretations and filing infractions reports)
<b>EC</b>	Eligibility Center (the NCAA department that handles all inquiries regarding an individual's amateurism and initial academic eligibility statuses)	<b>SAAC</b>	Student-Athlete Advisory Committee (the primary governing group that represents student-athlete interests in the NCAA governance structure)
<b>FARA</b>	Faculty Athletics Representatives Association (the governing body for faculty athletics representatives)	<b>SAR</b>	Student-Athlete Reinstatement (the NCAA staff responsible for evaluating violations and waivers impacting student-athlete eligibility)
<b>IPOPL</b>	Initial Publication of Proposed Legislation (the first published list of proposals to be voted on at the NCAA Convention; usually available in late summer/early fall)	<b>SPOPL</b>	Second Publication of Proposed Legislation (the second published list of proposals to be voted on at the NCAA Convention; usually available in October)
<b>IPP</b>	Institutional Performance Program (a tool for institutions and conferences that consolidates data institutions have already submitted into a user-friendly format with reporting and benchmarking functionality)	<b>SSI</b>	Sport Science Institute (works closely with the Committee on Competitive Safeguards and Medical Aspects of Sports and is committed to serving and educating student-athletes and the NCAA membership regarding safety, excellence and wellness)
<b>ISSG</b>	Institutional Self-Study Guide (institutional evaluation required at least once every five years as a condition of NCAA membership)	<b>WOTY</b>	Woman of the Year (the annual award given to female student-athletes for achievement in the classroom, in competition and in the community)
<b>LSDBi</b>	Legislative Services Database (database on NCAA.org that contains information related to NCAA legislation, proposals, interpretations, educational columns and infractions cases)		



# Robert's Rules of Order

NCAA committees use “Robert's Rules of Order” when making decisions. Here's a cheat sheet if you're not already familiar with that format.

## THERE ARE 5 GENERAL TYPES OF MOTIONS

### 1 MAIN MOTIONS

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example: *“I move that we purchase ...”*

### 2 SUBSIDIARY MOTIONS

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example: *“I move to amend the motion by striking out ...”*

### 3 PRIVILEGED MOTIONS

These concern special or important matters not related to pending business. In

general, they are considered before other types of motions. For example: *“I move we adjourn.”*

### 4 INCIDENTAL MOTIONS

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example: *“I move to suspend the rules for the purpose of ...”*

### 5 MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example: *“I move to reconsider ...”*

## HOW DO I PRESENT MY MOTION?

Here's what happens when you want a motion considered:

### 1 YOU OBTAIN THE FLOOR.

- Wait until the previous speaker is finished.
- Address the chair.  
Say, “Mr. (or Madam) Chairperson” or “Mr. (or Madam) President.”
- Give your name. The chair will recognize you by repeating it.

### 2 YOU MAKE YOUR MOTION.

- Speak clearly and concisely.
- State your motion affirmatively.  
Say, “I move that we do ...” instead of “I move that we do not ...”
- Stay on the subject and avoid personal attacks.

### 3 YOU WAIT FOR A SECOND.

- Another member will say, “I second the motion.”
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

*Motions made at the direction of a board or committee (of more than one person) do not require a second.*

### 4 THE CHAIR STATES YOUR MOTION.

- The chair must say, “It is moved and seconded that we ...”
- After this happens, debate or voting can occur.
- Your motion is now “assembly property,” and you can't change it without consent of the members.

### 5 YOU EXPAND ON YOUR MOTION.

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a two-thirds vote.

### 6 THE CHAIR PUTS THE QUESTION.

- The chair asks, “Are you ready for the question?”
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.

## SOME QUESTIONS RELATING TO MOTIONS

**Is it in order?** Your motion must relate to the business at hand and be presented at the appropriate time. It must not be obstructive, frivolous or against the bylaws.

### May I interrupt the speaker?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

**Do I need a second?** Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

**Is it debatable?** Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

**Can it be amended?** Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

**What vote is needed?** Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a two-thirds vote to be adopted.

**Can it be reconsidered?** Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

# The National Office Meeting Space



## Brand Building

### ROOM/SPACE CAPACITIES

#### BRAND BUILDING

ROOM	SQUARE FEET	BANQUET	THEATER	CLASSROOM	CONFERENCE	RECEPTION
Christine Grant Ballroom	5,351	350	550	220	-	500
Theodore Roosevelt	1,330	50	98	40	24	-
Pat Summitt/John Wooden	2,105	100	140	64	36	-
Jesse Owens	1,676	80	120	54	24	-
Althea Gibson	493	-	-	-	14	-
Charlotte West	388	-	-	-	10	-

#### HALL OF CHAMPIONS

Champion Hall	1,750	100	140	50	30	-
The Gallery	1,350	80	100	40	25	-
Entire Museum	30,000	180	-	-	-	400

#### DEMPSEY BUILDING

Palmer Pierce Ballroom	2,405	180	210	96	46	240
Chancellors and Presidents	740	-	-	-	24	-
Auditorium	2,030	-	-	120	-	-
Alumni	120	-	-	-	4	-
Varsity	96	-	-	-	4	-
Billy Mills	240	-	-	-	10	-
James Frank	532	-	-	-	15	-
Directors	156	-	-	-	6	-
Faculty	156	-	-	-	6	-
Judith Sweet	304	-	-	-	10	-



# Dempsey Building

