

Mt. SAC Area
Releaguin Guidelines and Procedures
2017 – 2019

Approved February, 3rd, 2017

Guidelines

- 1.0 Robert's Rules of Order will be followed for all speaking and voting procedures, with the Parliamentary ruling on any point of order and/or appeal of the chair's decision.
- 2.0 School Representatives are asked to remain present and attentive throughout the proceedings to be fully apprised of all discussion points.
- 3.0 Official representation of each school will be the principal or his/her designee.
- 4.0 Schools that are assigned as members of the Mt. SAC Area and are in current operation will have voting privileges.
 - 4.1 New schools currently not in operation (without students) will have speaking and voting privileges.
 - 4.2 Schools must be present to exercise voting privileges (no proxy votes).
 - 4.3 Schools will be granted one (1) vote each, to be exercised by the principal or his/her designee present.
 - 4.3.1 Damien-St. Lucy's will count as one vote.
 - 4.4 Voting decisions will be by a simple majority (50% plus one) of votes cast. Abstentions are not considered as a vote cast.
- 5.0 Releaguin will take place in a **two (2) year** cycle.

Development and Submission of Proposals

It is a guiding principle that proposals developed will address the overall needs of the area schools and leagues. Consideration will be given to schools requesting relief based upon the criteria recommended by the Blue Book.

- 1.0 Each league currently in existence may submit a maximum of three (3) proposals for consideration. The proposals must include league name and league vote in support of proposal.
- 2.0 A member school (operating with students) may submit two (2) proposals for consideration. The proposal must include the member school's name.
- 3.0 Foothill-Citrus Athletic Directors Association (FCADA) may submit two (2) for consideration.
- 4.0 The Mt. SAC Ad Hoc Committee may submit three (3) proposals for consideration.
- 5.0 The Ad Hoc Committee will combine any duplicate proposals into a single proposal and will list the names of all submitters.
- 6.0 All developed proposals must be submitted to the Releaguin Chair via e-mail **no later than 3:00 P.M. on Tuesday April 11th, 2017.**
 - 6.1 It is the responsibility of the submitting league representative and submitting school representative to verify that the submission has been received by the Releaguin Chair.
 - 6.2 Every effort will be made to e-mail a copy of the numbered proposals by **April 14th 2017**, to league representatives who will forward to principals and athletic directors.

Procedures

- 1.0 **Voting Procedures**—Schools, leagues, FCADA, and Ad Hoc Committee recommending a proposal will have two (2) minutes to present their proposal, provide background information and rationale. Clarification questions from the floor will not be considered part of the two (2) minute allotment. After all proposals have been presented for consideration and beginning with the first round of voting, each school will cast votes for one-half of the total proposals submitted in order to proceed toward reaching a final decision. (Example: If there are nine (9) or ten (10) proposals, each school will be able to vote for five (5) proposals.) In each round of voting, any school that chooses not to abstain must use all votes entitled and must use no more than one (1) vote per proposal.
 - 1.1 In each round of voting, until there are eight (8) proposals, the two (2) proposals with the fewest number of votes will be eliminated. If there is a tie for the lowest total in each of these rounds, each of the tied proposals will be dropped.
 - 1.2 When there are eight (8) proposals left and in each subsequent round, the proposal with the lowest vote count will be eliminated. If there is a tie for the lowest total, each of the tied proposals will be dropped unless there are only two (2) proposals remaining on the table. In this event, voting will continue by rounds until the tie is broken.
 - 1.3 Final vote will be determined by the top two (2) proposals. If there is a tie, then a vote will be held to determine the top two (2) proposals. There must be a vote to determine a winning proposal. (Example: If there are five (5) proposals, one (1) with the most votes and four (4) that tied, the one with the most votes will advance and a vote with the remaining four (4) would take place so only two (2) proposals are sent forward for the final vote.)
 - 1.4 Discussion of proposals will be permitted prior to each round of voting. Each school representative will be entitled to two (2) minutes of discussion for the first time and one (1) minute each time thereafter.
 - 1.5 Any member school present may call for a caucus, not to exceed ten (10) minutes, following any round of voting.
 - 1.6 Voting rounds will continue until there remains one (1) Releaguings proposal for the Mt. SAC Area.
 - 1.7 Following acceptance of a final proposal, there will be a fifteen (15) minute caucus. During this period, if two (2) schools mutually agree to change assignments, then the schools of the impacted leagues will vote on the proposed change. The change must be supported by a majority of schools in each league. This amended proposal will then be submitted before the total membership for approval.

Meeting Dates

- 1.0 Two (2) meeting dates have been established for the Mt. SAC Releaguings Process
 - 1.1 Procedural Meeting—on February 3rd, 2017 at 9:00 a.m. Area schools will meet to approve the process and to hear requests for relief.
 - 1.2 Voting Meeting—on April 25th, 2017 at 9:00 a.m. Principals or their designee will meet at a designated location.
 - 1.2.1 At this meeting, a final proposal shall be decided upon for submission to CIF.
 - 1.2.2 If the majority of the voting members decide that it is necessary to hold one (1) more meeting because a decision cannot be reached, a subsequent meeting may take place on a date and time voted upon by the Area.
 - 1.2.3 A final proposal will be submitted to the CIF-SS Office.

Appeals

- 1.0 Procedures are outlined in the CIF-SS Blue Book

*Document unanimously approved
February 3rd, 2017*

