



**Operating
Guidelines
of the
NEDIV Council**

The NEDIV Council shall further the guiding principle of the SCCA: The ultimate direction of NEDIV rests with the Regions in the Division. In furthering this guiding principle, the NEDIV Council provides an equitable system of administrative due process.

The Prime Objective of the NEDIV Council is to provide a venue for the Regions within NEDIV to work together with the goal of planning and training for the operation of programs which will provide our members with an enjoyable experience in a friendly environment at SCCA events. Each procedure and action of workers, officials and competitors shall emphasize and encourage this philosophy.

The NEDIV Council is comprised of the Regions in the Northeast Division of the Sports Car Club of America. The NEDIV Council shall meet at least two times per year, normally once in November and once in March. A committee of least five members shall administrate the Council: Chairman, Secretary, Treasurer, and two members-at-large, except that the immediate past Chairman shall serve for one year as one of the members-at-large. Each member shall be from a different region.

NEDIV meetings shall be open to all SCCA members in NEDIV, as well as any organizations formed by Regions or an association of Regions, and they may voice their opinions and request action items at the Meetings but are not entitled to vote. Meetings shall be conducted according to Robert's Rules of Order, except where they are superceded by these Operating Guidelines. In matters requiring voting, there shall be only one vote per Region, to be cast by the Regional Executive or a designee. A majority of those Regions voting is required to pass a Motion with the exception of superceding rules in the GCR or Operations Manual.

The Council shall approve a budget annually which supports or reimburses the activities of programs, which operate at a Division level. This budget may impose fees on the Regions based either on a fixed fee or on a per-participant basis.

Each competition program in SCCA has defined requirements for the operation of those programs, including appointment of Division level Stewards and field staff. These appointments are defined in the programs' rulebooks and the SCCA Operations Manual. The NEDIV Council respects those appointments and shall offer the opportunity for each Divisional/Executive Steward to speak for the program he/she represents.

The NEDIV Council will facilitate Regions working together with the goal of offering consistent event operations, rules packages and scheduling for the better enjoyment of SCCA activities in the Northeast. Competition programs may petition the NEDIV

Council for sanction of special competition rules under which Divisional competition series events shall be run.

NEDIV Council meetings may be incorporated into weekend events that offer the opportunity for schedule and event planning, training, discussion forums and recognition of our members' achievements. A local Region hosts each of these meetings and the meetings should move to different areas of the Division to offer all members the opportunity to attend. If necessary, the NEDIV Council may schedule other meetings, including meetings by telephone or through the Internet, and at least two weeks notice of such meetings will be given to all Regions in the Division. The Chairman shall confirm that each Region has received notice of the opportunity to vote.

Administrators Responsibilities:

Chairman: Shall chair all meetings of the council and shall distribute minutes prepared by the secretary to each Regional Executive and Divisional/Executive Steward. The Chairman shall prepare the agenda of the meetings and distribute to all Regional Executives and Divisional/Executive Stewards at least two weeks before the meeting

Secretary: Shall attend all meetings, including special meetings, and take notes and prepare the minutes for each meeting to be submitted to the Chairman for distribution not more than 30 days following each meeting.

Treasurer: shall prepare a report of the NEDIV Council's financial activity for each meeting. This report shall be distributed to each Regional Executive and Divisional/Executive Steward in advance of the meeting. Shall prepare a budget to be voted on at the November meeting. Shall invoice Regions for fees as approved in the budget. Shall maintain accounts of the Division and file regulatory reports as required.

Members –at- Large: Shall support the activities of the Division as directed by the Chairman.

Election of Administrators:

Chairman, Secretary, Treasurer and Members-at-Large (as needed) shall be elected annually in November. Candidates for these positions will be nominated by the voting members of the NEDIV Council at the November Meeting.