

Policy and Procedures For SCTA Rules Committee and Rules Changes

Objective:

The process for SCTA/BNI rule changes is not an annual event, but rather an ongoing process wherein each proposal is reviewed via specific steps. Only when the review process is complete will the rules committee present the issues to the SCTA board for action.

By adhering to the process herein described, any current rule or rule change proposal will receive a fair and thorough explanation, allowing for membership input prior to board action.

Process:

Submission- Any SCTA or BNI member may propose a rule change or seek clarification or validation by TWO methods:

1. BY PETITION - A member may complete a Rule Change/Clarification form (petition) and submit to the Chair of the appropriate Technical Committee (car or motorcycle). Petitions directed to the SCTA office or Board will be forwarded to the appropriate Technical Committee chair. Members may obtain the petition form from:

1. SCT A/BN I Office
2. Technical committee Chairperson
3. Chief Inspector
4. Event Registration Trailer.
5. Record Certification Officer
6. Rules Committee Coordinator

NOTE - Experience has shown that some rule issues involve a considerable amount of research. It is incumbent upon the person requesting the rule change to complete all appropriate information on the form. Petitioners may be required to conduct the additional research at the discretion of the Technical Chair.

2. BY PROTEST - Validation of a specific rule or a certain vehicle's application to a rule may be accomplished by completion of the protest procedure. The instructions and conditions for protest are found in the SCTA Rules and Records book. Protest forms are available in the registration trailer. The contest board will decide protests within 30 days of receipt. The SCTA may appoint a committee to investigate the protest and said committee shall include the appropriate Technical Committee Chair.

The process of the protest may ultimately effect a rule change by direction of the SCTA Board.

THE PATH - Regardless of submission point, all rule change or review petitions will be forwarded to either the car or motorcycle Technical Committee Chair who will maintain a log showing date received, petitioner, issue and status. The Technical Chair shall review each petition. If additional information or research is necessary, the Technical Chair may return the form to the petitioner for more information. When the Technical Chair is satisfied that he has all the necessary and appropriate information, he may, if appropriate, interpret and answer the issue, or determine that the issue is of a general nature and forward to Rules Committee Coordinator to include on rules agenda, or if it is a category specific issue, forward it to the appropriate **category committee** (ie: Special Construction/Production etc) The Technical Chair shall include his comments and recommendations before forwarding.

Car and Motorcycle Category Committees - Upon receipt of a petition from the Technical chair it is the responsibility of each Category Committee Chair to confer with committee members and review each rule petition. Category Chairs may make simple rule interpretations and clarifications. All petitioners will be answered in writing. The petition is then returned to the Technical Chair with a copy of the written answer attached. More complex issues may require that the Category Chair take a lead role in research or asking petitioner for more information. If it

is determined that the issue needs to be sent to the Rules Committee, the Category Chair shall submit the petition back to the Technical Chair, with category committee recommendations and ask to include it on the agenda for the next Rules committee meeting. Issues that have not completed this process shall not be placed on the Rules Committee agenda.

RULES COMMITTEE MEETING

The Rules Committee is required to, but not limited to meet at least once per year, during the month of November. The date shall be set at least 14 days prior to the meeting and all clubs shall be notified via the October Rep's meeting.

Rules Committee Composition: Any SCTA / BNI member is welcome to attend the rules committee meeting, however, the voting rules committee shall be composed of:

- Rules Committee Coordinator (appointed by SCTA board)
- The Chair of each Category committee or his designee
- 1 Representative from each SCTA Club • 2 SCT A Board members
- 1 USFRA Representative
- Car Technical Chair
- Motorcycle Technical Chair

The attendance of the car and motorcycle tech. chairs and chair of each category committee or his designee is **mandatory** at rules committee meetings.

Only those attending as a designated rules committee member are entitled to vote on issues.

The Rules Committee Coordinator is responsible for:

- Recommending meeting dates
- Developing the rules meeting agenda
- Making note of meeting decisions
- Preparation of a recommendation package for the SCT A Board and ultimately incorporating Board action into new rulebook.

RULES MEETING AGENDA - Issues brought before the Rules Committee for action shall be done ONLY by two means:

1. Issues to be reviewed by virtue the petitions that have completed processing and have been forwarded by the Technical committee chairs.
2. Issues that have been refereed to the rules committee by the SCTA board.

Any issues which have not completed entire review process shall be set aside until that process is completed and acted upon at a future Rules Committee meeting.

The rules committee shall review issues on the agenda and submit to SCTA Board with recommendations. Issues that the Rules Committee cannot make recommendations for due to lack of information shall be returned to appropriate Technical Chair for additional research.

Adopted SCTA, June 2001

PETITION FOR RULE CHANGE OR CLARIFICATION

Petitioner: _____
Name Home Phone #

Address Work Phone #

City ST Zip

E-mail address

Issue:

Relevant Rule: Section _____ Page # _____

Desired Outcome:

Reason change is necessary:

What are the side effects? (Example: 20 new classes, records voided, etc)

Desired Rulebook (re) wording:

Forward this form to appropriate car or motorcycle technical chair listed in rulebook.

Note* You may be required to research and develop information concerning the effects of this proposed change.