



## Men's & Women's Advisory Council Terms of Reference

### **Purpose**

The Men's & Women's Advisory Council shall provide the Board of Directors with written recommendations as they relate to the standard operating rules for the men's and women's fastpitch categories, along with formats and regulations pertaining to the delivery of provincial championships.

### **Core Values for Guiding the Council**

The Men's & Women's Advisory Council is guided by Softball BC's values, as stated in the strategic plan. The Committee recognizes that the culture we set at the Committee level should reflect Softball BC's culture and expectations.

### **Advisory Function**

The Council will provide advice on the following areas, including but not necessarily limited to:

- Develop plans to grow the men's and women's fastpitch game, including how to market and promote fastpitch within BC, as well as methods of outreach to non-member teams in BC.
- Modification to the standard operating rules for the men's and women's fastpitch categories.
- Guidance and direction on the format of Provincial Championships for men's & women's categories and classifications.

### **Authority**

The Council will exercise its authority in accordance with the Bylaws and such additional provisions as set out in these Terms of Reference.

As an Advisory Council to the Board of Directors, the Council makes recommendations or provides guidance on the areas listed in the advisory function of these terms of reference. The Council is not empowered to make any final and binding decisions. The Council is not authorized to consider policies or bylaws for the Society or to make recommendations to those documents.

The Council, with the Board of Directors' approval, may establish Working Groups or Task Forces to address specific issues related to the Council's mandate.

### **Documents the Council Provides Recommendations to**

- Standard Operating Rules

### **Composition**

The Men's & Women's Advisory Council will be comprised of one Men's & Women's District Coordinator elected per district in accordance with the bylaws. The term of service for the

Coordinators is outlined in the bylaws. Following the AGM, the coordinators will elect one district coordinator from within the group to serve as chair and one to serve as vice-chair. The coordinators may also choose to elect an external candidate to serve as chair.

Up to five (5) regional representatives may be appointed by a 60% vote of the Council members.

- Vancouver Island (currently districts 1, 2, 3)
- Lower Mainland 1 (currently districts 4, 5, 6, 14)
- Lower Mainland 2 (currently districts 7, 8, 15)
- Northern (currently districts 11, 12 and 13)
- Interior (currently districts 9 and 10)

Regional representatives may vote at Council meetings but have no standing at the General Meeting of the Members.

The President or designee may serve as an ex officio member of the Committee but does not have a vote.

The Committee will be supported through the Executive Director or their designate. The Softball BC staff support representative does not have a vote.

The Board of Directors will consider removing the chair if at least 60% vote of the elected coordinators vote in favour of removal.

### **Meetings**

The Council will meet by videoconference as required. The Chair will call meetings. There will be no fewer than four (4), but not more than six (6) meetings annually. A quorum for a meeting requires at least 60% of voting members to be present.

Decisions will be made by a simple majority, with each district coordinator and regional representative having one (1) vote. The chair and vice chair can vote only if they are elected district coordinators. Members may cast their vote in person at a meeting or by email if the chair requests an electronic ballot.

In accordance with the Softball BC Bylaws (3.10), a district coordinator may appoint an individual to act as their temporary replacement for a meeting provided (i) the substitute individual is at least eighteen (18) years of age and of sound mind, (ii) the temporary replacement has been identified in writing to the Chair not less than forty-eight (48) hours in advance of any meeting of the Members, and (iii) the substitute is an Individual Participant within the District of the District Coordinator seeking the temporary replacement.

### **Resources or Support**

The Council will receive the necessary resources from Softball BC to fulfill its mandate. The Council may, from time to time, receive administrative support from Management.

### **Responsible to**

The Council reports to the Board of Directors through the Chair and/or the assigned staff liaison.

### Preparing recommendations for rule modifications

The Council will include in the proposal: the current rule, the rationale for the change, the desired outcome, the consequences for non-compliance, any budgetary impact of the change, and the potential risk to the association if the proposal fails. The Council shall forward draft motions to the Minor Advisory Council and the Umpire Advisory Council for feedback if they have the potential of impacting those groups. For example, a rule change would be shared with the Umpire Advisory Council.

Approved motions will be submitted to the Board of Directors as recommendations for consideration at the next meeting. If the recommendation pertains to a change to a standard operating rule (SOR), the recommendation must clearly indicate the additional and or deletions to be made to the SOR in question. All recommendations captured in the minutes will constitute written notice to the Board of Directors.

If a final recommended motion is rejected by either the Council or the Board of Directors, the same or a similar recommendation may not be considered again by the Council until the conclusion of the following competition season.

### **Evaluation**

The Board of Directors and the Council's Chair will evaluate the Committee's performance. The Council's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

### **Review and Approval of Terms of Reference**

The Board of Directors will review these Terms of Reference regularly, with input from the Council as required.

### **Other**

All members of the Council shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Date of Approval: April 14, 2026

Date of Review: February 1, 2028

## **APPENDIX A**

### **Policies and Standard Operating Rules Editing Cycle**

*(Approved by the Board of Directors on June 17, 2025)*

<b>Time</b>		<b>What</b>	<b>Who</b>
March 2 to July 31	151 days	Motions	Members
Aug 1 to Sept 30	60 days	Formulate edits to SORs - Cross portfolio consultation *	Council / Office
Oct 1 to Oct 31	30 days	Review language and alignment	Governance/ Board of Directors
Nov 1 to Nov 30	30 days	Member Consultation - Town Hall(s)	Office/ Governance
Dec 1 to Dec 31	30 days	Rewrite SORs	Councils / Office
Jan 1 to Jan 31	30 days	Final Approval	Governance/ Board of Directors
Feb 1 to Feb 28	30 days	Document production (online)	Office
March 1	New SORs available		

\* If it has the effect of altering a playing regulation, it must be discussed with the Umpire Advisory Council. If it involves both minor and senior players, both councils must support it.