

Procedure for the Presentation of a Delegate Committee's Proposal Requesting Board Action

As to any Delegate Committee proposal for which the Committee in accordance with applicable rules seeks Board action, the following procedure shall govern:

1. After review by the Coordinating Committee as to whether the proposal is within the scope and jurisdiction of the submitting Committee and so that other interested Committees can give input before submission to the Board, the Delegate Committee shall present the written proposal to its Staff Liaison who shall bring it to the respective department(s) to perform due diligence, review and make recommendations.
2. A tracking sheet and estimated timeline for staff performance will be maintained by the Staff Liaison to the submitting Committee, who shall provide quarterly updates on all reports or proposals.
3. Staff will perform all required work and forward the results and recommendations to the submitting Committee prior to the next Delegates meeting. In the event the information will not be available prior to the next Delegates meeting, the Committee shall be so advised in advance. Receipt of staff input and information shall not be later than the 2nd Delegates meeting following submission to the staff.
4. The submitting Committee shall respond by requesting additional research, concurring with staff, or meeting with the Board and Staff Liaisons to discuss revisions and/or other relevant points.
5. Once the submitting Committee determines the report or proposal is ready to be submitted to the Board of Directors, staff will finalize the paperwork necessary for the Board Book which will be either
 - a. A mutually agreed upon presentation, or
 - b. A set of documents that includes both the submitting Committees recommendations and the Staff's recommendation, which shall encompass the Committee's and Staff's comments or explanations of their differing opinions.

Any problems or objections by the Coordinating Committee shall also be relayed to the Board by the submitting Committee Staff Liaison for consideration in making its final determination.

6. The submitting Committee will be advised as promptly as possible following the Board Meeting as to the report or proposal progress and the next step(s), or the final decision made by the Board.
7. At every step, the Board Liaison to the Delegate Committee shall be copied.
8. It is noted that this procedure does not include the submission of requests for AKC Staff resources and approval of committee expenses, which are covered by a separate procedure.