



Committee Meeting Procedures

As stated in the USA Boxing bylaws, USA Boxing has 8 committees: Audit Committee, Judicial Committee, Appeals Committee, Nominating & Governance Committee, Ethics Committee, Coaches Committee, Referee/Judges (R/J) Committee, and Women's Committee. This document is the procedure on holding committee meetings.

The USA Boxing Bylaws Article 8 outlines:

- The function of each committee
- Appointment of committee members
- Who is eligible to serve as a committee member
- Term limits of each committee member
- Athlete representation on committees

Please refer to the bylaws for further information.

Committee meeting guidelines:

- Meeting announcements should be given 5 days notice and include notice to the Executive Director and Executive Assistant
- Meetings should be held at least quarterly
- Meetings should follow Robert's Rules of Order
- Meetings may be held via teleconference (via Zoom, Teams, etc.)
- Meetings should have a staff member be present.
- Non-committee members are able to attend meetings and advise the committee, but do not have a vote.
- Minutes of the meeting must be taken and submitted to the Executive Director / Executive Assistant within one week of the meeting.
- Executive Assistant will keep a copy of the minutes at the national office.

Meeting Minutes Template:

Name of Committee:

Date meeting held:

Time the meeting began:



USA Boxing, Inc.

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Committee Members Present:

Staff present:

Welcome conducted by:

Conflict of Interest statement read: *In accordance with USOPC compliance at the beginning of each meeting, committee members need to recuse themselves if there is any perceived conflicts of interest on topics discussed.*

Topics Discussed:

Any MOTIONS made:

Who made the MOTION:

Who seconded the MOTION:

Outcome of the vote (how many voted yay and how many voted nay):

Time meeting ended:



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