

**BY-LAWS  
NEW HAMPSHIRE  
INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC.**

**BY-LAW ARTICLE I  
Policy**

**Sect. 2: Committee Operating Procedures**

These guidelines are designed to assist in the orientation of committee chairpersons, with information of general operations of the NHIAA Standing Committees. Committee members from schools that would be directly and/or significantly affected by a decision on an issue before the Committee shall not participate in the deliberation and deciding of that issue. "The chairperson of each NHIAA Committee shall be a principal, assistant principal, athletic director, or coach employed by a member school. A voting committee member shall be any employee of a member school. Committees may add non-voting members at the discretion of the chairperson." (CM 5.2017) \*The Awards Committee is exempt from this by-law. (CM 11.2017)

The Chairperson should manage the committee within the framework of the NHIAA Constitution and By-Laws. He/she should recommend changes in By-Laws to the NHIAA Council for adoption and conduct the business of their committee by Roberts Rules of Order. The chairperson of each committee should encourage on-going public/open comment and feedback through the NHIAA Newsletter and by publishing committee agenda items in a manner that encourages all NHIAA constituency groups to provide their input on issues to the committees.

Additionally, the Chairperson of a committee should acquire a working knowledge of the role of the committee to the NHIAA Council, establish a liaison with the Executive Director of the NHIAA, and keep a written record (minutes) of the committee meeting. The Chairperson should, upon request, report to the NHIAA Council at its meetings, affairs of the committee, work within the budgetary limitations as established by the NHIAA, and develop knowledge of due process and appeal procedures. Also, the chairperson should work through the Executive Director and the NHIAA Office for the distribution of all communications to member schools and news media, and sign and submit expense vouchers for committee meetings to the Executive Director for payment and in accordance with the By-Laws. Whenever possible, the NHIAA Office will notify each committee, in writing, at least one (1) week prior to the scheduled meeting.

Committee decisions shall be final unless: (1) They are appealed in writing to the Council by the principal of a member school, in which case the Council may take whatever action it deems appropriate; (2) The Council on its own initiative requests a committee to reconsider any decision; or, (3) The Council overrules the action of the committee.

### NHIAA PLAYING RULES AND RULES REVIEW

Each standing committee shall submit any By-Law changes to the NHIAA Council for adoption.

\*If a proposed By-Law has a financial impact to the Association, the Finance Committee must review the change and submit a recommendation to the Council. If a sport is introducing an alignment change in their sport, the Classification Committee must also review the change and submit a report to the Council.

\* The Executive Director, working in conjunction with the appropriate NHIAA Committee(s), is granted the authority to make changes to By-Law Articles I-XXXVIII and other sections of the Handbook as they relate to Corresponding or other date requirements specified in the By-Laws. The rationale for this authority centers on the need to change dates as a result of weather or venue related issues that may need resolution in a timely manner and which cannot be deferred until the next Council meeting.