



# MORCA STANDARD OPERATING PROCEDURES and POLICIES

Adopted October 7<sup>th</sup>, 2013; last amended October 7<sup>th</sup>, 2013

## **Section 1 – Purpose of the Club**

In addition to the “Purpose of the Club” as outlined in the Club By-Laws, the Monterey Off-Road Cycling Association (MORCA) is a Chapter of the International Mountain Bicycling Association (IMBA). As such, MORCA strives to follow the four basic IMBA principles: Ride, Speak, Build, and Respect, which inform how we conduct ourselves as a Club and as individual members.

## **Section 2 – Membership**

**2.8.e “Termination of membership based on the good faith determination by the Board, or a committee or person authorized by the Board to make such a determination, that the member has engaged in conduct materially and seriously prejudicial to MORCA’s purposes and interests”** shall be executed in writing after the following steps are taken to retain the member in good standing.

- a. Verbal warning is given by the Board or their designated representative explaining how the member’s actions are materially and seriously prejudicial to MORCA’s purposes and interests.
- b. Written warning is given by the Board or their designated representative explaining how the member’s actions are materially and seriously prejudicial to MORCA’s purposes and interests.
- c. An opportunity is given for the member to present their case to the Board at a special board meeting.

## **Section 3 – Meeting of Members**

**3.8 Conduct of Member Meetings** – Meetings shall be conducted in a civil and respectful manner and under the following general guidelines.

- a. An agenda will be published outlining the general topic or topics to be discussed at the meeting. Other topics will be discussed as time allows and at the discretion of the President or designated meeting chair.
- b. Members will stand to be recognized by the president or designated meeting chairperson (except where precluded by physical limitation).
- c. One member will speak at a time.
- d. Members will stick to the topic from the agenda.
- e. Members will speak when recognized by the President or designated meeting chair.
- f. The President or designated chairperson will manage the floor to maintain good order and conduct of the meeting.

## **Section 4 – Board of Directors and Club Officers**

**4.6 Nominations** - Nominations shall be taken via email to the board (morca@morcantb.org) or from the floor at the member meeting in October.

#### **4.7 Election**

- a. Ballots will be prepared, posted on the MORCA website and sent by email no later than October 15<sup>th</sup>.
- b. Ballots shall be returned by mail or email no later than October 31st or brought in person to the annual meeting.
- c. The Board shall appoint a Teller to collect and tally the ballots.
- d. The Teller shall not be a current board member or nominated for election to the board.
- e. The Teller shall be a member in good standing.
- f. The Teller shall collect all ballots returned via email or mail and bring them to the November Annual Meeting. Emailed ballots shall be printed.
- g. The Teller will consolidate ballots brought to the November Annual meeting along with ballots submitted via email and mail.
- h. The Teller will tally all the submitted votes and pass the results to the President or designated chairperson to be read aloud.
- i. The six names from the ballots with the most votes will be elected to the Board of Directors.
- j. In the event of a tie, a runoff election will take place no later than the next regularly scheduled meeting.

**Section 4.16 – Removal of Directors** - A director may be removed for good cause based on a good faith determination by the Board executed in writing after the following steps are taken to retain the Board member in good standing.

- a. Verbal warning is given by the Board or their designated representative explaining how the Board member's actions are materially and seriously prejudicial to MORCA's purposes and interests.
- b. Written warning is given by the Board or their designated representative explaining how the Board member's actions are materially and seriously prejudicial to MORCA's purposes and interests.

#### **Section 5 – Duties of the Board of Directors and Club Officers**

#### **Section 6 – Corporate Records**

#### **Section 7 – Annual Budget**

#### **Section 8 – Discrimination**

#### **Section 9 – Standard Operating Procedures**