

## **SEA KAYAK COUNCIL CHARTER**

### **1. ACTIVITY COUNCIL NAME**

The name shall be the Sea Kayak Council.

### **2. AUTHORITY**

This Sea Kayak Council charter is adopted by authority of the Branch Leadership Committee. As approved by the Branch Leadership Committee, the Sea Kayak Council has the following authority:

- Maintain and revise Clubwide Sea Kayak Standards for approval by Branch Leadership Committee.
- Develop and maintain organization-wide protocols for Mountaineers Sea Kayak programs, including but not limited to:
  - Leadership development
  - Activity-specific risk management
  - Use of shared teaching locations
- Collaborate across branches on developing course curriculum and assessment.

### **3. PURPOSE**

The Sea Kayak Council is a decision-making body. The purpose of the Sea Kayak Council is to promote safe and enjoyable Sea Kayak programs that also strive to conserve the natural world. The Sea Kayak Council does this by maintaining Clubwide Sea Kayak Standards and by promoting shared ideas and resources across branches.

Sea Kayak Council Responsibilities:

- Review/audit and revise Clubwide Sea Kayak Standards, at least annually.
- Share ideas and resources across branches with goals of:
  - Consistency where practical
  - Learning from one another to improve both volunteer and student experience
  - Understanding industry best practices and relevant research, where available
- Make other cross-branch decisions as determined by the Council.

### **4. MEMBERSHIP**

Voting membership of the Sea Kayak Council consists of:

- Sea Kayak Committee Chairs (or proxies)<sup>1</sup>. Each branch gets a single vote.

At the discretion of each branch Sea Kayak Committee, other key activity volunteers are invited to attend meetings and encouraged to participate in group discussions.

### **5. GOVERNANCE**

The Sea Kayak Council is led by group governance. There are no elected or appointed Officers or specific positions of leadership. Collectively, the group is responsible for convening regular

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<sup>1</sup> This includes any committee whose scope includes Clubwide Sea Kayak Standards, as included in their committee charter and approved by their branch.

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meetings, ensuring Clubwide Sea Kayak Standards are reviewed annually and submitted to Branch Leadership Committee for approval when updated.

## **6. DECISION-MAKING**

A motion to bring business before the Sea Kayak Council for vote may be made by any one voting Council member. All motions must be seconded by another voting Council member to become a decision to be discussed or voted on..

### **Eligibility**

Each branch Sea Kayaking Committee has one vote, held by the Sea Kayaking Committee Chairperson, or their proxy, known as the “voting Council member”. Each voting Council member shall be eligible to cast votes for all motions and other Council business. Each voting Council member may cast a single vote.

### **Proxy**

In the event that a Sea Kayaking Committee Chairperson is unable to attend a meeting, they may delegate their proxy to another individual in attendance. A verifiable proxy may be in, but not necessarily limited to, the following formats: written, email, text message, or voicemail.

### **Quorum**

A maximum of one voting Council member may be absent to form a quorum.

### **Voting**

Motions pass by receiving 100% of the voting members, including delegated proxies and members not present, who did not abstain. Members may abstain from casting a vote with good reason.

### **Provisional Consent**

In the case that one Sea Kayaking Committee is not represented at a meeting, the Council may choose to make the vote on the pending decision provisional of approval by the absent Sea Kayaking Committee. The absent committee must respond within 2 weeks of the request. Failure to respond is taken as consent.

### **Table**

Any voting Council member may make a motion to table the decision until a specific future date. The Council is obligated to honor a motion to table a topic for up to 4 weeks. However, if the motion is to table the decision for more than 4 weeks, or if the topic has already been tabled, the Council will vote on whether and for how long to table the decision.

### **Calling the Question**

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Any voting Council member may make a motion to vote on the pending decision. A vote is then held to stop discussion and vote on the pending decision. If that passes, a vote is then held on the pending decision.

### **Inconclusive Outcomes**

Any voting Council member may make a motion to seek support or input from the BLC on the pending decision. A vote to seek support or input is then held. If that passes, a request for support or input will be sent to the BLC.

### **Voting Electronically**

The Sea Kayak Council may make decisions between meetings using email, Basecamp, or other electronic means. The process is as follows:

1. After sufficient discussion, a voting Council member poses the question: "Are we ready to vote electronically or would someone like a special meeting?"
  - a. If all members consent, an electronic vote is held.
  - b. If a member wishes to have a special meeting, the member schedules and publishes a meeting with at least 4-weeks' notice (this can be online, but must be open to the entire voting Council membership). Those present at the meeting will conduct a vote on whether to put the issue to vote during the special meeting or to conduct the vote on the issue at a later date.
  - c. If, after 7 days with no consensus to vote but no member requests a special meeting, the council will put the decision to an electronic vote.
2. An electronic vote must allow members 14 calendar days to cast their vote. Non-response or abstain are taken as consent.

## **7. MEETINGS**

The Sea Kayak Council convenes annual or more frequent meetings called Sea Kayak Summits. Sea Kayak Summits are typically held in early February. Additional Council meetings may be held at the discretion of the Sea Kayak Council. In addition to voting Council members, attendees may include key activity volunteers and other committee members (at the discretion of their Sea Kayak Committee).

## **8. AMENDING THE COUNCIL CHARTER**

Amendments to this Sea Kayak Council charter may be proposed by any voting Council member. Approval by the Sea Kayak Council should follow the chartered decision-making process. All amendments must also be approved by the Branch Leadership Committee.

Amendment History:

The Sea Kayak Council Charter was first approved following review of the Branch Leadership Committee on August 18, 2022.