

# TRAIL RUNNING COUNCIL CHARTER

## 1. ACTIVITY COUNCIL NAME

The name shall be the Trail Running Council.

## 2. AUTHORITY

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

- Maintain and revise Clubwide Trail Running Standards for approval by Branch Leadership Committee.
- Develop and maintain organization-wide protocols for Mountaineers Trail Running programs, including but not limited to:
  - Course curriculum and assessment
  - Leadership development
  - Activity-specific risk management
  - Use of shared teaching locations

## 3. PURPOSE

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

Trail Running Council Responsibilities:

- Review/audit and revise Clubwide Activity 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

Membership of the Trail Running Council consists of all active Branch Trail Running Committee chairs Chairs of active Trail Running Committees or designee, one additional member from each Branch's Trail Running program, and one representative from each course. Each branch that supports a Trail Running Committee shall choose who is the best representation for each branch.

## 5. GOVERNANCE

The Trail Running 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 meetings, ensuring Clubwide Trail Running Standards are reviewed annually and

submitted to Branch Leadership Committee for approval when updated, and assigning a facilitator for key decisions.

## **6. DECISION-MAKING**

After group discussion and deliberation, a motion to bring business before the Trail Running Council for vote may be made by any two voting members. Any business that comes before the Council for decision making must pass by 100% consensus of the voting members present, including delegated proxies, in order to be adopted.

### **Quorum**

Two-thirds of voting members, including delegated proxies, must be present to make a decision.

### **Eligibility**

Each branch Trail Running committee chair, including delegated proxies, is eligible to participate in consensus decision making. Each branch has one representative.

### **Proxy**

In the event that a voting member 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.

### **Inconclusive Outcomes**

In the event that consensus cannot be reached after a reasonable hearing of the proposal, any voting member, with agreement of 2/3 of the voting members, may put forth a motion to stop discussion and move the decision to an alternate process.

### **Table**

In support of transparency and allowing time for Council members to confer with their committee, any Council member may make a motion to table the vote until a specific future date. The Council is obligated to honor a motion to table a topic for up to four weeks. If the motion is to table the vote for an extended period of time, or if the topic has already been tabled, the Council will vote on whether and for how long to table the decision.

### **Electronic Consensus**

The Trail Running council may make decisions in-between regular meetings to speed up the decision making process using email, Basecamp, or other electronic means. The process is as follows:

1. After sufficient discussion, a member poses the question: "Is there anyone who would like to have a special meeting before seeking consensus on a decision?"
  - a. If a member wishes to have a special meeting, they schedule and publish a meeting with at least 4-weeks' notice (this can be online, but must be

open to the entire Council). Those present at the meeting will decide by consensus whether to put the issue to vote during the special meeting or to conduct the vote on the issue at a later date.

- b. If, after 7 days, no member requests a special meeting, Council may seek consensus.
2. Council members must have 7 days to respond with their position.

## **7. MEETINGS**

The Trail Running Council convenes annual or more frequent meetings called Trail Running Summits. Trail Running Summits are typically held in December on a weekday.. Additional Council meetings may be held at the discretion of the Trail Running Council. A quorum of decision-making members must be present to make a decision on any matter.

## **8. REMOVAL OF MEMBERS**

No Trail Running Council member shall be removed from the Council except for good cause. The process of removal may be initiated upon a two-thirds vote of the Trail Running Council, with the affected Council member counting only toward the quorum. Removal may only be voted for good cause shown at a meeting called for that purpose, with notice of that purpose sent to all Council members and to the Vice President of Branches.

In the event of a dispute about whether a particular role in a branch should serve on the Trail Running Council, the Vice President of Branches will consult as necessary and make the final decision.

## **9. AMENDING THE COUNCIL CHARTER**

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

Amendment History:

The Trail Running Charter was reviewed and approved at the annual summit on 11/30/22

The Trail Running Council Charter was first approved following review of the Branch Leadership Committee on 2/15/23.