



BY-LAWS

ARTICLE I

NAME

The name of this association shall be known as the North Bay Officials Association (“NBOA”) a non-profit organization. Its office and location at which its records are maintained is the home or office of the President.

ARTICLE II

OBJECT

The purpose of the NBOA is to train and assign its members to officiate various levels of football games (high school, youth football, recreation and semi-pro). The geographical areas generally serviced by the NBOA are Lake, Marin, Mendocino, Napa, Solano, and Sonoma Counties.

The NBOA’s objective is to offer the highest level of officiating competence to the high schools and other football organizations it serves. To meet this objective, the NBOA shall:

- Continuously reevaluate the needs of the association and its members.
- Promote good fellowship among its members.
- Foster the highest standards of ethics and moral conduct from its members.
- Continuously foster the spirit of good sportsmanship and fair play by its members, as well as the coaches, players, spectators, game administrators and others associated with the sport of football.
- Continuously develop its membership through on-going recruitment of new members and by assisting its members with comprehensive, on-going training.
- Assign members to games based on their overall ranking by position and seniority.

ARTICLE III

MEMBERS

Section One – Membership Policy:

All members of the NBOA shall adhere to the Bylaws, as well as other rules, regulations, policies, practices and/or procedures that are adopted by the Board of Directors.

No member or prospective member shall be denied membership in, access to or benefits of the NBOA, due to race, color, creed, religion, sexual orientation, gender, national origin, disability or age.

- **Roster Size:**

The NBOA Board shall establish the size of the roster of active officials for the upcoming year at its first calendar meeting of the year. Membership development begins thereafter each year and continues until such time as the roster limit has been reached.

- **Recruitment:**

Based upon roster vacancies of active officials created by members who retire, move or resign for other reasons, and/or changes in the number of assignments projected for the upcoming year, the Board shall establish recruiting goals at its first calendar meeting of the year to maintain a full roster. Recruiting methods include newspaper ads, recommendations from current and past members, visiting local high schools and junior colleges in the NBOA's service area, and other appropriate efforts.

Section Two – Classes of Members and Eligibility Requirements

Composite ratings will be calculated according to Section X of the NBOA Policy Manual.

Applicant

An Applicant is a person who has submitted the New Membership Application, paid the membership fees and is:

1. At least 18 years of age
2. A high school graduate or equivalent
3. Has a genuine interest in sports officiating
4. Resides within the geographical areas or a reasonable distance of the schools and youth football programs serviced by the NBOA

An Applicant also has:

1. Attended and participated in a minimum of **three** (3) on-field training sessions and received a satisfactory evaluation from the Training Coordinator(s).
2. Attended and participated in a minimum of **five** (5) classroom training sessions.
3. At the completion of the first season, achieves a minimum score of eighty-five percent (85%) on the written "New and Second Year Official" exam, or failing to achieve that, at the completion of the second season achieves a minimum score of ninety percent (90%) on the "New and Second Year Official" exam. (Failure to pass the exam after two (2) attempts may be grounds to revoke the Applicant's membership.)

An Applicant has no voting privilege during his or her first season with the NBOA in matters brought to the membership for adoption or guidance. After completion of the first season with the NBOA, an Applicant has one (1) vote in matters brought to the membership for adoption or guidance.

Student Applicant

A Student Applicant is a person who has submitted the New Membership Application, liability waiver, paid the Student Applicant membership fees as set by the board and is:

1. A student between the ages of 16-21.
2. Recommended by a teacher, counselor or coach.
3. Has a genuine interest in sports officiating and sportsmanship.
4. Resides within the geographical areas of the youth football teams contracted with the NBOA.

Student Applicants are typically high school or junior college students who are to be used by the NBOA to help officiate only youth football games. The Student Applicant is required to attend two preseason training classes and an on-field training session/scrimmage. The Student Applicant will be required to complete three written tests throughout the football season.

The Student Applicant will be required to submit an application along with a letter of recommendation from a coach, teacher or counselor. The Student Applicant will be interviewed by the NBOA President, the Youth Football Assigner and any number of NBOA board members prior to being contracted.

The NBOA will contract no more than twelve student applicants during any football season. No more than two Student Officials can be used on any game. The Student Applicant Official program is designed to fill a need for more youth

football officials and promote future recruitment. The Student Applicant is not guaranteed any games by the NBOA and they may be reassigned or cancelled from a game at any time. Performance, dedication, test scores and staffing shortages will determine the Student Official's schedule. No Student Applicant will be allowed to officiate at the high school level.

The Student Official will be monitored, evaluated and supervised by the Youth Football Assignor. This does not alleviate a crew chief's responsibility on any particular game.

Apprentice

Each person successfully achieving Applicant status shall be classified "Apprentice Official" until he or she qualifies for Journeyman status.

An Apprentice official is ranked by position following his or her first active season.

An Apprentice must achieve an average test score of seventy percent (70%) or better, and achieve a composite rating of 5.0 or better during the first season the member is ranked. In subsequent years an Apprentice must meet the following composite rating:

- 2nd year – 5.20 or higher
- 3rd year – 6.00 or higher
- 4th year – 6.50 or higher
- 5th year – 7.00 or higher

An Apprentice who fails to meet the above requirements may be subject to Probationary status. A member who is an Apprentice for more than five (5) years may be subject to Probationary status.

An Apprentice will be assigned primarily below the varsity level of play until his or her performance warrants assignment at a higher level. An Apprentice is ineligible for playoff assignments.

An Apprentice has one (1) vote in matters brought to the membership for adoption or guidance.

Journeyman

To become a Journeyman, a person must successfully achieve the following minimum standards:

1. Satisfy the minimum attendance requirements during each successive year for on-field and classroom training
2. Pass all applicable written examinations with a minimum average grade of at least seventy-five percent (75%) or better during the most recently completed football season
3. Achieve a composite rating of 7.00 or better during the most recently completed football season
4. Officiate a minimum of one hundred (100) football contests at the high school and/or youth football level, of which ten (10) football contests must have been at the high school varsity level during the prior three (3) football seasons

Any member failing to progress from Apprentice to Journeyman status following that official's fifth consecutive season shall be subject to probation.

Once classified as a Journeyman, a member retains this status unless he or she fails to meet the minimum standards. If the member fails to meet the minimum standards, the member is placed on probation until such time as that member again meets the minimum standards or his or her membership is terminated.

A Journeyman member who takes a leave of absence (See "Leave of Absence" below) from the NBOA may reapply for membership within two (2) seasons and be reinstated to Journeyman status.

If the official's leave of absence was greater than two (2) seasons, the official must then satisfy all testing requirements, and receive a minimum composite rating of 7.00 or better for the most recently completed season.

A Journeyman who is in good standing has one (1) vote in matters brought to the membership for adoption or guidance.

Journeyman – Playoff Qualified

A Journeyman – Playoff-Qualified status member has

- Received at least ten (10) on-field ratings from co-officials, coaches, and observers that average 8.0 or higher at the member's primary position
- Achieved an average written test score of eighty percent (80%) or higher
- Worked a minimum of eight (8) varsity football games
- Be certified

Only the highest ranked officials by position who achieve Journeyman – Playoff Qualified status are eligible to be assigned to a semi-final and/or championship bracket games.

Depending on the number of playoff assignments and availability of Journeyman – Playoff Qualified officials, the highest ranked certified Journeyman status officials may be assigned to playoff games in early brackets.

A Journeyman – Playoff Qualified who is not on probation has one (1) vote in matters brought to the membership for adoption or guidance.

Affiliate

In certain situations, officials from other accredited officials associations may also apply for membership in the NBOA. An Affiliate member:

1. Is recommended by the coordinator or supervisor of the association in which he or she currently is assigned games
2. Provides evaluation(s) of prior experience from the coordinator of the association in which he or she currently is assigned games
3. Pays the required Affiliate Membership Fee, for which he or she receives NFIOA insurance coverage but does not receive rulebooks
4. Attends one (1) scrimmage in the NBOA for evaluation purposes
5. Attends at least one (1) general meeting and, if working youth football, attends the youth football meeting

After one (1) year, the member's status will be assigned accordingly.

An Affiliate has one (1) vote in matters brought to the membership for adoption or guidance.

Inactive

After the maximum roster size has been filled, additional new members must participate in training sessions; attend all new official and general meetings, as well as study groups, preparing for Applicant status as openings occur.

Inactive members pay fifty percent (50%) of the required NBOA membership fees. Inactive members will not be assigned any games.

If the association's needs require, an Inactive member may be activated to Applicant, pay the balance of the annual membership fees for that season, and officiate games as assigned.

Inactive members automatically become active members in their second year, and their status will be assigned accordingly.

An Inactive member has no voting privilege during his or her first season with the NBOA in matters brought to the membership for adoption or guidance.

Incoming Membership Transfer

Officials applying for membership in the NBOA with prior documented experience from another football officials association may be advanced to Journeyman status after one season with the NBOA if he or she:

1. Provides validated, documented prior experience
2. Provides recommendations from one or more prior associations indicating that the official has satisfied the minimum NBOA Apprentice status requirements.
3. Received a composite rating of 7.00 or better during the most recently completed season
4. Achieved a seventy-five percent (75%) or higher score on the NBOA final written examination

Probationary

Except first-year officials, any official who fails to meet the NBOA standard for composite ratings, minimum test scores and meeting attendance requirements for two consecutive years will be placed on probationary status.

A member may also be placed on probationary status for:

- Disciplinary reasons
- Cause Other reasons recommended by the Grievance Committee

By the end of the following football season a member who is on probation must meet the NBOA's standard for composite ratings, minimum test scores and meeting attendance requirements, otherwise his or her membership with the NBOA will be terminated.

A member who is on probation for disciplinary reasons or other reasons recommended by the Grievance Committee (see below) must also take necessary corrective actions as directed by the Assignor(s) and/or the Grievance Committee, otherwise his or her membership with the NBOA will be terminated.

Section Three – Membership Fees

Fees

Membership Fees are intended to offset NBOA operating costs.

Annual Membership Fees for all member-status levels are established and approved by the Board of Directors at the Board's first meeting of the calendar year.

Membership Fees must accompany the membership application submitted to and be received by the designated member of the Board of Directors by May 1st of each year. Any member unable to pay the required Membership Fees due to financial hardship conditions may contact the High School Assignor or the NBOA President.

An annual accounting of the Membership fees and the expenses incurred by the NBOA is available to the general membership upon request.

Non-Payment of Fees

Members failing to pay the required Membership Fees by the date specified in the Membership Application shall be dropped from the membership roster, and shall not be assigned games, provided with rulebooks, or have liability insurance ordered through the National Federation Interscholastic Officials Insurance Program.

Members dropped for non-payment of Membership Fees may seek reinstatement by paying such fees. However, accepting fees that are paid late shall be at the sole discretion of the association's President.

A member who has not paid his or her fees or whose check that is intended to pay his or her fees has been returned for any reason by the bank on which it is drawn is ineligible to vote in matters brought to the membership for adoption or guidance.

Refunds

If a member resigns from the association or whose membership is revoked, Membership Fees are refunded as follows:

- 100% of the Membership Fees will be returned prior to April 15th if the person seeking the refund had paid his or her fees in full by April 1st and the request for a refund was made and received in writing by April 1st.
- 50% of the Membership Fees will be returned by July 15th if the person seeking the refund had paid his or her fees in full by April 1st if the request for a refund was made and received in writing between April 2nd and June 30th.
- No requests for refund of Membership Fees after June 30th will be honored.

Returned Check Charges:

A \$40 charge will be assessed for any check made payable to the NBOA that is returned for any reason by the bank upon which the check is drawn. Membership applications will not be accepted and games for the upcoming season will not be assigned until this charge is paid.

Section Four – Minimum Membership Standards, Disciplinary Action, Due Process and Grievances

To continue as a member of the NBOA, persons other than those holding Applicant and Apprentice status must annually:

- Participate in eighteen (18) hours of training, including:
 - Attending at least two (2) general meetings
 - Attending at least two (2) study group meetings
 - Participating in at least one on-field scrimmage

- Pass all applicable written examinations with a minimum average grade of at least seventy-five percent (75%)
- Achieve a composite rating of 7.0 or better during the most recently completed football season

Any member failing to maintain these minimum standards shall be subject to probation, suspension or have his or her membership rights revoked entirely.

Disciplinary Action and Due Process

A member who has been suspended for cause or who has had his or her membership revoked is entitled to due process and a hearing by the Grievance Committee.

A member of the NBOA who is accused of committing any act that brings discredit to the NBOA is entitled to due process before any disciplinary action is imposed.

Any member of the NBOA who is accused of committing a violation governed by the NBOA Bylaws or other policies or is accused of committing an unethical act for which the Board of Directors, another NBOA member, or outside entity believes disciplinary action is necessary is entitled to due process before any disciplinary action is imposed.

The President and High School Assignor, or if the offense occurs within the purview of Youth Football Assignor, then the Youth Football Assignor, shall immediately undertake a Preliminary Investigation upon becoming aware of the accusation.

If a majority of the Board of Directors so votes, the member may be suspended pending a Grievance Committee Hearing.

Grievances

A member who believes he or she has been treated unfairly or unjustly treated by the one or more members of the NBOA, by an administrator with a high school serviced by the NBOA, by a youth football team serviced by the NBOA, by a co-official or by a coach may file a Grievance, and follow the procedures for a Grievance Committee Hearing.

Preliminary Investigation for Disciplinary Action

If the appropriate Assignor deems that sufficient grounds support that a violation has occurred, the Assignor shall, within twenty-four hours of completing the Preliminary Investigation, advise the accused official by telephone that a "Notice to Show Cause" will be delivered to the accused official by registered mail/return receipt requested, state the specifics of the charge(s) uncovered by the Preliminary Investigation, and describe the Disciplinary Action that will occur if the accused official chooses not to challenge the "Notice to Show Cause."

The minimum disciplinary action for a violation shall be the loss of that official's next two game assignments.

The appropriate Assignor has the authority to impose a penalty more severe than the minimum. That penalty shall be based on the Assignor's assessment of the violation's severity.

If the accused member feels the disciplinary action is unjustified, the accused official may request a formal hearing with the NBOA Grievance Committee. The accused member must submit a request for a hearing in writing to the appropriate Assignor not later than ten (10) calendar days after receiving "Notice to Show Cause."

Grievance Committee

The Grievance Committee is comprised of three (3) members of the NBOA Board of Directors. The member requesting the hearing may select any three current board members for the committee.

Grievance Committee Hearing

It is recommended that the member first requests an Informal Grievance Hearing, which is a conference with both Assignors and a member of the Board. Most issues can be resolved at such a hearing. If the member believes the grievance is not resolved to his or her satisfaction, the member may request a Formal Grievance Committee Hearing.

Once the Grievance Committee is selected, a hearing date will be set. The member and any witnesses will be notified independently.

The Grievance Committee, after conducting a hearing and weighing all the facts presented by the member and any witnesses, shall dismiss the grievance or take appropriate action to resolve, eliminate or otherwise alleviate the member's grievance. In disciplinary hearings, the Grievance Committee shall eliminate or reduce any disciplinary action recommended by the President and appropriate Assignor or otherwise impose such disciplinary action as the Grievance Committee deems appropriate.

Except for those issues that may be appealed to and adjudicated by the North Coast Section (NCS) of the California Interscholastic Federation (CIF), which accredits the NBOA, all decisions rendered by the Grievance Committee are final.

Leave of Absence

Any member may request a Leave of Absence by submitting a written request to the President or the President's designee. If the request is accepted it will be honored for up to two consecutive seasons. Unless there are extenuating circumstances, a member who returns after one or two consecutive seasons will be reinstated to his or her previous status within the NBOA.

Resignation

A member may voluntarily resign at any time. If a member who has previously resigned wishes to reapply for membership, the application may be treated as one from an applicant.

A member who has been asked to resign due to disciplinary reasons or who has failed to meet the NBOA's minimum standards was on probationary status and whose membership was revoked may not reapply for a period of three years. That member, however, is entitled to a hearing with the Grievance Committee,

Section Five – Miscellaneous Member Issues

Independent Contractor Status for All Officials

All members of the NBOA are Independent Contractors. To document each member's Independent Contractor status, each member shall be required to enter into a Service Agreement.

As an Independent Contractor, the NBOA shall not be responsible for any of the following:

- Health and/or Accident Insurance
- Unemployment Compensation Insurance
- Worker's Compensation Insurance
- State Disability insurance
- Any other insurance or employee benefit an employer customarily provides

Liability Insurance:

- Individual Membership Insurance Coverage:
Through Membership in the NBOA and as a part of NBOA member dues, each member becomes a member of the National Federation Interscholastic Officials Association (NFIOA) and, as such, is covered by NFHS Officials Association insurance policy for members. Refer to NFHS Officials Association Insurance Summary.

- Board and Entity Insurance Coverage:
NBOA holds Directors and Officers Liability, Entity Liability Coverage, and Employment Practice Liability Coverage

This coverage is for the NBOA Board and Members for non-property or liability issues such as discrimination, wrongful discharge, etc. The aggregate amount of coverage is commensurate with service agreements the NBOA has with other organizations.

Form W-9:

Each official is required to have a completed Form W-9 on file with the NBOA.

ARTICLE IV OFFICERS

There are seven titled officer position in the North Bay Officials Association:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. High School Assignor
6. YF Assignor
7. Directors

Officer positions, with the exception of Directors, are elected by a majority vote of the Board of Directors. The Secretary position may also be elected by the general membership, as outlined in the By-Laws.

Responsibilities of Officers:

- **President** The President, who is a member in good standing, is responsible for:
 - Presiding over the general meetings
 - Presiding over the board meetings
 - The overall operation of the association
- **Vice President** who is a member in good standing, is responsible for:
 - Presiding over the general meetings in the Presidents' absence
 - Presiding over the board meetings in the Presidents' absence
 - The overall operation of the association in the Presidents' absence
- **Secretary** The Secretary, who is a member in good standing, shall be responsible for keeping minutes of the board and general meetings and other duties as assigned by the president.
 - Attend General and Board Meetings
 - Take minutes at the NBOA Board meetings and distribute to the entire Board for approval.
 - Take minutes of the General Meetings and distribute for presentation and approval at the next Board Meeting.

- **Treasurer** The Treasurer, who is a member in good standing, is responsible for:
 - Attend General and Board Meetings
 - Coordinate the membership mailing, collect dues and invoice purchase orders.
 - Receive and disburse all monies of the Association and keep adequate and appropriate records of such receipts and disbursements.
 - Maintain all Association bank accounts; coordinate the changing of signatories with new elections.
 - Managing the other income and expenses generated by the association, ensuring the association's fiscal solvency
 - Prepare a budget report for the Board; prepare an annual report for presentation to the Association at the Annual Kickoff Meeting.
 - File any required state or federal financial reports.
 - Arrange for an audit/review of the NBOA books at the request of the Board.

High School Assignor

The High School Assignor ("HSA"), who is a member in good standing, serves as an ex officio member of the board, and is responsible for coordinating all high school-related officiating activities. The HSA may concurrently serve the board as an officer in one or more capacities.

The HSA's primary responsibilities are:

- Working cooperatively with coaches and athletic directors to assign officials
- Recruiting new officials
- Providing classroom and on-field training
- Establishing and maintaining an evaluation system to accurately evaluate and assess each member's officiating potential
- Ordering rulebooks, training materials, appropriate insurance, and secure NBOA meeting facilities
- Working in a cooperative manner with fellow officials to assign them football games
- Compiling and tabulating ratings for all officials from game reports from co-officials and coaches
- Ranking officials by position for assigning regular season and post-season games
- Negotiating acceptable fee contracts on behalf of the NBOA membership with high school representatives and any other levels above youth football

- Working with the Youth Football Assignor to establish the agenda of the general meetings

Youth Football Assignor:

The Youth Football Assignor (“YFA”), who is a member in good standing, serves as an ex officio member of the board, and is responsible for coordinating all youth football-related activities. The YFA may concurrently serve the board as an officer in one or more capacities.

The YFA’s primary responsibilities are:

- Working cooperatively with coaches and athletic directors to assign officials
- Ranking each official by position for assigning regular season and post-season games
- Negotiating with youth football representatives acceptable fee contracts on behalf of the NBOA membership
- Developing and administering written tests that members take, and reviewing questions with members after the tests
- Conducting training each meeting, in areas established by the Assignors
- Serving as Chairman of the Mechanics Committee

Board of Directors:

The NBOA Board of Directors (“Board”) shall consist of nine (9) members: the HSA, YFA, IC and **six** Directors. The Board shall govern the NBOA in accordance with the By-Laws and Policies.

The primary responsibilities of the Board are:

- Establishing annual membership fees based upon budget recommendations submitted by the President, High School Assignor, and the Youth Football Assignor
- Establishing a training curriculum annually for the NBOA
- Implementing a fair and comprehensive evaluation system to rank each member by position and assess each member’s potential
- Representing the general membership regarding NBOA policies and procedures
- Establishing the rules, regulations, procedures, and practices, as required or necessary, to effectively operate the NBOA
- Reviewing, offering input about and approving all fee contracts to be negotiated NBOA President, HSA, YFA and other selected Directors
- Serving, as needed, on the NBOA Grievance Committee

Section Two – Nomination, Election and Terms of Officers, Assignors and Directors:

- **Secretary:**

The Secretary is chosen annually from among the directors and or the general membership by a simple majority vote. If the Secretary is chosen from the general membership, then the Secretary is a non-voting member of the board and agrees to adhere to confidentiality as it pertains to all board business.

- **Board Terms:**

The term for board members begins at the board meeting in April or May of each year. At that board meeting, the President, Vice-President, Secretary, Treasurer and Instructional Chairperson will be selected.

Assignor Terms:

The High School Assignor shall serve for a four-year term with no term limit regarding successive terms. The Youth Assignor shall serve for a three-year term with no term limit regarding successive terms. The High School Assignor and Youth Assignor can only be removed from office, other than when their terms expire, when the Board of Directors calls for a referendum vote by the General Membership

(See **Removing an Assignor** below).

Selecting an Assignor:

When a vacancy for either or both Assignor position(s) occur(s) the board may, if necessary may appoint an interim Assignor. The full board of directors shall serve as a nominating committee to solicit and name one or more appropriate candidates from among the NBOA's current members in good standing. The membership shall be notified regarding any vacancy and be encouraged to submit names for consideration.

By a majority vote of the Board of Directors the Board will elect a new Assignor(s) from the submitted names and/or any member of good standing in the Association.

Removing an Assignor

By a simple majority vote, the Board may call for a referendum to remove either Assignor. In the referendum, the General Membership will vote affirmatively or negatively to the question, "Shall the Assignor, (name), be recalled?" A two-

thirds majority vote of the General Membership' who are eligible to vote shall remove the Assignor. Otherwise the Assignor retains his or her position.

The vote to retain or remove the Assignor may also be conducted by mail and email. If so, a two-thirds majority vote of the General membership who are eligible to vote shall remove the Assignor.

If the Assignor is so removed, then the Board may name an interim assignor

Selection of the Instructional Chairperson:

The Instructional Chairperson is an ex officio Board Member who is appointed annually by the board. The Instructional Chair is a voting member of the Board of Directors.

Selection of Directors:

Directors are elected by the general membership to serve three (3) year terms. Two (2) Director Positions expire annually for purposes of continuity. There is no prohibition against a member serving one or more consecutive terms as a Director, other than being elected by the general membership.

To be eligible for a Director position, the member must be an active member in good standing that has achieved Journeyman Status. A ballot listing Director Candidates will be sent to the general membership on or before March 16th of each year. The President must receive completed ballots by mail or email by March 31st of that same year.

The two candidates who receive the most votes will be deemed Directors for three-year terms.

If candidates who receive the most votes for one or more Director Positions also receive an equal number of votes, it shall be deemed a tie. A tie shall be broken in a runoff election only between those candidates who tied with the most votes. The general membership will decide by re-voting for the candidates who have tied, and a majority vote will determine the winner. The runoff will be held as promptly as possible.

Results of the election will be sent by email to general members on April 1st of that year. Newly elected Directors will officially take office at the April-May board meeting.

Replacing Director Who Resigns Before Term Expires:

Should one or more director(s) resign, the board may elect one or more interim director(s) by a majority vote at a board meeting. The interim director(s) shall serve until the next director election.

Selection of the Instructional Chairperson:

The Instructional Chairperson is an ex officio Board Member who is appointed annually by the board. The Instructional Chair is a voting member of the Board of Directors.

Selection of Directors:

Directors are elected by the general membership to serve three (3) year terms. Two (2) Director Positions expire annually for purposes of continuity. There is no prohibition against a member serving one or more consecutive terms as a Director, other than being elected by the general membership.

To be eligible for a Director position, the member must be an active member in good standing that has achieved Journeyman Status. A ballot listing Director Candidates will be sent to the general membership on or before March 16th of each year. The President must receive completed ballots by mail or email by March 31st of that same year.

The two candidates who receive the most votes will be deemed Directors for three-year terms.

If candidates who receive the most votes for one or more Director Positions also receive an equal number of votes, it shall be deemed a tie. A tie shall be broken in a runoff election only between those candidates who tied with the most votes. The general membership will decide by re-voting for the candidates who have tied, and a majority vote will determine the winner. The runoff will be held as promptly as possible.

Results of the election will be sent by email to general members on April 1st of that year. Newly elected Directors will officially take office at the April-May board meeting.

Replacing Director Who Resigns Before Term Expires:

Should one or more director(s) resign, the board may elect one or more interim director(s) by a majority vote at a board meeting. The interim director(s) shall serve until the next director election.

At the next election, the two (2) board positions that are regularly open for election as well as any vacant director's position or any director's position to which a member was appointed shall be handled in the regular manner.

When the members' votes are tallied, the two candidates with the highest number of votes will serve the three-year terms and the candidate with the third highest number of votes will complete the unexpired term to the open director position. If candidates who receive the most votes for one or more Director Positions also receive an equal number of votes, it shall be deemed a tie. A tie shall be broken as described above.

Section Three – Vacancies:

When any officer or board member who misses three (3) consecutive board and or general meetings with unexcused absences, his or her position will be considered vacated. If a position is vacated, the board may adopt a vacancy declaration with a two-thirds majority vote. The board may then fill the vacant position following the procedures described above.

ARTICLE V Meetings

Robert's Rules of Order shall govern all business meetings of the NBOA.

Section One – Board of Directors Meetings:

The Board shall meet at least four (4) times each year. Meeting dates are established annually at the Board's first calendar meeting of the year. At the discretion of the President additional meetings may be scheduled.

A quorum of the Board shall consist of five (5) members, one of whom must be the President, HSA, or YFA.

All votes of the board shall be carried by at least a majority of the members present, unless specifically stated otherwise in the Bylaws.

Section Two – General Membership Meetings:

There shall be four general meetings held annually, the schedule for which shall be established at the Board's first calendar meeting of the year. They include:

- The annual Kick-Off meeting, which will generally be held on the second or third Saturday in August.
- Three evening meetings, one of which will generally be held the first Wednesday in September. The second evening meeting will be held two or three weeks after the first evening meeting, and the third evening meeting will be held two or three weeks after the second evening meeting.

These general meetings shall occur at such times and places determined by the Board. Unscheduled Membership Business Meetings shall be announced a minimum of thirty days prior to the meeting. A quorum of the General Membership shall consist of one-half (1/2) of the active members, based on the current roster. A quorum is required to transact business.

Section Three – Amending the Bylaws

Amendments to the NBOA's Bylaws will generally be brought to the membership as recommendations from the Board. However, any member may bring an amendment to the General Membership for discussion and consideration. All proposed changes must be submitted in writing with sufficient copies available to distribute to the membership or presented for the membership's consideration via the NBOA website at www.nboafotball.org.

If the amendment is voted on during a general meeting, its passage requires a two-thirds majority vote of the members present and eligible to vote. If the amendment is presented via the association website, the amendment's passage shall require a two-thirds majority vote of the eligible members who vote.

Section Three – Minimum Attendance Requirements for Meetings and Training:

A member's status within the NBOA determines the number of meetings the member must attend to maintain his or her good standing. Generally, every member must attend four (4) general meetings, one (1) pre-season scrimmage, and two (2) study group sessions.

Additional NBOA training requirements are:

- All **Applicants** must attend **one** additional scrimmage, **one** week prior to the pre-season scrimmages for other returning officials.
- All **Applicants** must attend **three** additional classroom-training meetings and **two** additional on-field training sessions prior to the first general meeting.
- **Apprentice** members in their second year must attend **two** additional classroom-training meetings and **one** additional on-field session prior to the first general meeting.

*All officials working Youth Football games **should** attend **one** special meeting devoted to the review certain rule differences, policies and related issues unique to the Youth Football program.

Meeting Format:

The annual clinic will generally be held in August. Training format will differ from year to year.

The format of the other General Meetings is:

- Business Meeting
- Training Session
- Test Review
- Discussion and Wrap-Up

Breakout Sessions *:

Breakout Sessions are small meetings conducted by highly rated officials who are appointed by the board. These sessions cover Rules 1 through 10, mechanics and other related material.

The sessions are held during the three evening general meetings. Each session has a specific lesson plan that is prepared by the Instructional Chairperson and reviewed with the session leader at least seven (7) to ten (10) days prior to the respective breakout session.

Rules 1-4 and mechanic training by position are generally covered in the breakout session at the first evening meeting, Rules 5-7 are generally covered in the breakout session at the second evening meeting, and Rules 8-10 are generally covered in the breakout session at the third evening session. Breakout sessions also are used for other training, such as coach/official communication, pre-game conferences, evaluations/ratings, penalty enforcement and other related topics.

Section Four – Study Group Meetings:

Study Group Meetings are small meetings consisting of seven (7) to ten (10) members. Highly rated Journeyman-Playoff Qualified officials who are appointed by the board conduct these meetings. The Study Group Meetings are off-site meetings, and generally held the week prior to the four General Meetings. Each Study Group Meeting has a specific lesson plan that is prepared by the Instructional Chairperson and reviewed with the study group leader at least seven (7) to ten (10) days prior to the respective study group meeting.

Study Group Meetings cover current Case Book play situations, the National Federation Football Rules Examination Parts 1 and 2, Officiating Mechanics and a general review of the test material that will be used on the Final Exam.

Section Five – Canceling Meetings:

General Meetings:

The President may cancel one or more General Meetings due to inclement weather, national emergency or other reasons deemed appropriate by the President. If so, members will be notified by email and/or telephone as soon as possible regarding the cancellation. Similarly, members will be notified by email and/or telephone regarding where and when the next General Meeting will be held.

Study Group Meetings:

The President may cancel one or more Study Group Meetings due to inclement weather, national emergency or other reasons deemed appropriate by the President. If so, members will be notified by email and/or telephone as soon as possible regarding the cancellation. Similarly, members will be notified by email and/or telephone regarding where and when the next Study Group meeting will be held.

Individual Study Group Leaders may also cancel a Study Group Meeting due to inclement weather, national emergency or other reasons deemed appropriate by the Study Group Leader. If so, study group members will be notified by email and/or telephone as soon as possible regarding the cancellation. Similarly, members will be notified by email and/or telephone regarding where and when the next Study Group meeting will be held.

Committees:

The President shall appoint a member of the board to serve as Committee Chairman as committees are deemed necessary by the board. Committee Chairmen may or may not form a sub-committee to assist them.

The Committee Chairman of each committee will make a detailed report of the committee's status at each board meeting.