



# POLICIES & PROCEDURES



***Special Olympics***



*This document is maintained by the  
LETR International Executive Council's Policies and Procedures Committee  
on a continuing and ongoing basis.*

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# **I Mission and Vision Statements**

## **Special Olympics**

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

## **Law Enforcement Torch Run**

The mission of the Law Enforcement Torch Run for Special Olympics is to increase public awareness and generate resources for the Special Olympics movement worldwide.

The vision to further the Special Olympics mission will be accomplished by law enforcement carrying the torch, representing the "Flame of Hope," and dedicating itself to the goals of continually increasing awareness of, and generating resources for, Special Olympics athletes worldwide.

# **II Purpose**

The Law Enforcement Torch Run International Executive Council (hereinafter, "The Council") is authorized by Special Olympics, Inc. ("SOI") and is endorsed by our founding law enforcement organization - the International Association of Chiefs of Police (IACP) for the purpose of encouraging, promoting, supporting and providing technical guidance to Special Olympics Programs and Torch Run volunteers in planning and coordinating Torch Run events and activities worldwide, facilitating the expansion of existing Torch Run activities and programs, and planning for the development of new Torch Run Initiatives and events.

Special Olympics is a movement that daily reaffirms the belief that with hope, love and dedication, any Individual can realize achievement and self-worth and through which persons with intellectual disabilities, by their Involvement In Special Olympics, can show the global community the true meaning of sport and a pure joy towards life.

The Council shall conduct its business in accordance with these policies and procedures, as approved by SOI, and consistent with the Special Olympics Official General Rules.

### III Definitions

- A Law Enforcement Agency.** Federal, national, state, provincial, tribal, military, municipal, county, city, local, or corrections agency that is responsible for enforcing statutes, regulations or ordinances. This definition is intended to be broad in order to include organizations similar to those described in the preceding sentence In areas outside North America as may be determined by the Council.
- B Law Enforcement Member.** Any person who is a sworn or commissioned member of or retired in good standing from a Law Enforcement Agency and who volunteers to be a Law Enforcement Torch Run volunteer.
- C Quorum.** A simple majority of the total number of voting members then constituting the Council shall constitute a quorum for the transaction of business unless otherwise specified in these Policies and Procedures.
- D SOI Torch Run staff.** SOI Torch Run staff are SOI employees who provide administrative, logistical and other support to the Council and Law Enforcement Torch Run activities.
- E Special Olympics Program.** A Special Olympics Program accredited by SOI.
- F Special Olympics Program Representative.** A person currently employed by a Special Olympics Program or by SOI.
- G Torch Run Director.** A person elected or otherwise selected by the membership of the Torch Run Program. The Torch Run Director has responsibility for leadership and direction of the activities of the program.
- H Special Olympics Torch Run Liaison.** A person designated by a Special Olympics Program as the principal point of contact with the Torch Run Director for that Program.
- I Torch Run Program.** A group of Law Enforcement Members within a Special Olympics Program, with an Executive Council or Committee that includes a Torch Run Director, that has amongst its primary aims the goals of raising funds for and awareness of Special Olympics.

## **IV Responsibilities of the Council**

The Council shall:

- A** Further the mission and purpose of the Law Enforcement Torch Run.
- B** Set goals and objectives for the Council that are reviewed and updated annually.
- C** Implement and comply with the Council policies and procedures.
- D** Submit an annual Council budget for approval by SOI and inclusion in the SOI budget.
- E** Schedule meetings and conference calls as necessary to carry out the mission, purpose and business of the Law Enforcement Torch Run.
- F** Establish and oversee Council committees.
- G** Oversee and coordinate the annual Law Enforcement Torch Run International Conference.
- H** Oversee and coordinate Torch Run Final Legs in conjunction with Special Olympics World Games.
- I** Identify and establish a sufficient number of Law Enforcement Torch Run regions to represent all Law Enforcement Torch Run participants worldwide.

## **V Council Membership and Positions**

### **A Composition**

The Council shall be composed of the members listed below, each of whom shall have full membership and voting privileges as a Council member.

- 1 One (1) Chairman.
- 2 Two (2) members appointed by IACP.
- 3 Two (2) members appointed by SOI.
- 4 One (1) member appointed by the National Association of Attorneys General (NAAG)
- 5 Two (2) members appointed by the Council.
- 6 Three (3) Law Enforcement Members elected at-large by Torch Run Programs. Special Olympics Program representatives are not eligible for election to a Law Enforcement at-large position on the Council.
- 7 Three (3) Special Olympics Program representatives elected at-large from Special Olympics Programs. Two of the at-large positions shall be Special Olympics Program Representatives who hold the position of Program Chief Executive Officer (or equivalent). One at-large position shall be a Special Olympics Program Representative who is Identified as a Special Olympics Torch Run Liaison as defined by these Policies and Procedures.
- 8 Fifteen (15) Regional Coordinators, one elected from each Law Enforcement Torch Run region (except Region IX- Europe/ Eurasia which has two elected coordinators), each of whom must be a Law Enforcement Member. Special Olympics Program representatives are not eligible for election to a Regional Coordinator position on the Council.
- 9 One (1) Special Olympics athlete elected by the Council.
- 10 The Chairman Emeritus, Chief Richard LaMunyon.



## **B Positions**

- 1 **Chair** - Only Law Enforcement Members of the Council who have been active in the Torch Run for at least five (5) years and have served at least one year on the Council are eligible to be elected Chair. The Chair shall be elected for a three-year term and subject to terms limits of two consecutive full terms, which shall run from one Torch Run International Conference to the next. Council Chair is a stand-alone position on Council with the elected member vacating their previously held position. The appointment to the vacated position previously held by the Chair will be filled in accordance with Section VII, Sub Section D.
- 2 **Vice Chair** - Only Special Olympics Program members, SOI members, and Special Olympics athlete members, of the Council who have served at least one year on the Council are eligible to be elected Vice Chair. The Vice Chair shall be elected for a two-year term, which shall run from one Torch Run International Conference to the next

## **VI Appointed and Elected Positions**

### **A IACP Appointed Members**

Each member appointed by the IACP shall serve for a term of two (2) years from one Torch Run International Conference until the Torch Run International Conference two years following.

The IACP shall appoint or reappoint one member each year, unless an IACP-appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case the IACP may appoint a replacement to serve the remainder of the appointee's term.

The IACP shall notify the Chair of the Council of the identity of each year's IACP-appointee prior to the International Torch Run Conference.

## **B SOI Appointed Members**

Each member appointed by SOI shall serve a term of two years from one Torch Run International Conference until the Torch Run International Conference two years following.

SOI shall appoint, or reappoint, one member each year, unless an SOI- appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, In which case SOI may appoint a replacement to serve the remainder of the appointee's term.

SOI shall notify the Chair of the Council of the identity of each year's SOI- appointee prior to the International Torch Run Conference.

## **C NAAG Appointed Members**

Each member appointed by the National Association of Attorneys General (NAAG) shall serve for a term of two (2) years from one LETR International Conference until the LETR International Conference two years following.

The NAAG shall appoint or re-appoint one member every second year, unless the NAAG appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case the NAAG may appoint a replacement to serve the remainder of the appointee's term.

The NAAG shall notify the Chair of the Council of the identity of the NAAG appointee prior to the LETR International Conference every second year.

## **D Council Appointed Members**

Each member appointed by the Council shall serve a term of two years from one Torch Run International Conference until the Torch Run International Conference two years following.

The Council shall appoint, or reappoint, one member each year, unless a Council Appointed Member cannot for any reason complete his or her term or is removed prior to the end of his or her term, in which case the Council may appoint a replacement to serve the remainder of the member's term.

## **E Law Enforcement At-large Members**

Law Enforcement At-large members shall serve three (3) year terms.

One Law Enforcement At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

## **F Special Olympics At-large Members**

Special Olympics At-large members shall serve three (3) year terms.

One Special Olympics At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

## **G Regional Coordinator Members**

Each Regional Coordinator member elected to the Council shall serve a three (3) year term from one Torch Run International Conference to the Torch Run International Conference three years following.

Each Regional Coordinator shall be elected by the Torch Run Directors from the Special Olympics Programs within a Torch Run Region.

A Regional Coordinator must be an active current member of his or her home Torch Run Program for at least three (3) years.

## **H Special Olympics Athlete Representative**

The Special Olympics Athlete representative shall serve a two (2) year term.

Nominations for the Special Olympics Athlete representative shall be solicited from Special Olympics Programs by the Council on even numbered years prior to the Torch Run International Conference.

The Council, by a majority vote, shall elect the Special Olympics Athlete member during the Torch Run International Conference.

## VII Election and Appointment Process

### A Elections to the Council

**Elections.** Elections to the Council will be held during the Torch Run International Conference or at such time and/or place as the Council may designate.

**Candidacy.** Qualified persons interested in seeking election to the Council shall submit an application, which is distributed by the Elections Committee to the Torch Run and Special Olympics Programs. Applications must be in writing and received by the Elections Committee Chair by a date specified by the Elections Committee.

**Torch Run Directors.** The Torch Run Director of each Torch Run Program shall have one (1) vote for each elected Law Enforcement At-Large position and for each Regional Coordinator from that Program's Region.

**Special Olympics Programs.** Each Special Olympics Program with a Torch Run Program will appoint a person who will have one (1) vote for each Special Olympics Program At-Large position.

**Ballots.** All ballots must be returned to a member of the Elections Committee to be valid.

**Proxies.** A person who is appointed to vote on behalf of their Torch Run Program or Special Olympics Program may give their proxy to another person from their Program as long as it is signed and in writing, and received by the Elections Committee Chair not less than twenty-four (24) hours prior to the actual election.

**Absentee Voting.** Absentee voting may be utilized in any election to the Council, including the use of electronic or email ballots, using procedures developed by the Elections Committee and approved by the Chair and the Vice-Chair of the Council, and the Chair of the Policies and Procedures Committee.

Programs in attendance at the Torch Run International Conference shall submit their votes at the time of the election process.

Any program who will not be present at the Torch Run International Conference may utilize the absentee voting process. To utilize the absentee voting process, the absent program shall submit a request for an absentee ballot from the Elections Committee.

The Elections Committee shall provide a due date for the absentee ballots. Absentee ballots must be received by the Elections Committee by the specified due date, and time in order to be considered valid.

**Election Vote.** All elections to the Council shall be determined by the person receiving the largest number of votes cast of those present and voting, including absentee votes permitted by these Policies and Procedures.

**Uncontested Elections.** In the event that there is only one qualified candidate running for an elected office, i.e., Regional Coordinator, Law Enforcement at Large and Special Olympics at large, The Executive Council will approve the election of said candidate for the stated position and stated term and the candidate shall be installed in office at the conclusion of the election process.

## **B Appointment Process for the Council's Appointed Member Positions**

**Candidacy.** Qualified persons who are Law Enforcement Members or Special Olympics Program Representatives interested in seeking appointment to the Council shall submit an application on a form distributed by the Elections Committee to the Torch Run and Special Olympics Programs. Applications must be in writing and received by the date specified by the Elections Committee.

### **Appointment Process.**

#### **1 Candidate Recommendations.**

The Chair of the Council and the Elections Committee shall review all applications, to prioritize the top three candidates, and to recommend a candidate to the Council. All members of the Council will receive application materials for the top three candidates for review, discussion, and appointment of one candidate.

#### **2 Election**

The appointment of a candidate shall be approved by a vote of those Council members present in person and voting. Candidates shall be presented for approval in rank order. The first candidate presented who receives 51% of the votes shall be appointed.

## **C Election to Council Positions**

**Quorum.** At least two-thirds of all Council members must be present in person to elect the Chair or Vice Chair positions.

**Nominations.** Any Council member may nominate an eligible member for election.

**Election vote.** Elections will be determined by the vote of those Council members present in person and voting. A candidate who receives the largest number of votes cast shall be elected. Absentee votes shall not be permitted in any election to the Council positions.

If the election vote results in a tie, a run-off election shall be held until a candidate receives the largest number of votes, who then shall be elected.

**Voting Process.** In a contested election, the vote shall be by secret ballot under the supervision of a member of the Elections Committee.

## **D Vacancies**

In the event an At-large, Special Olympics Athlete, or Regional Coordinator member of the Council cannot complete his or her term, the Chair may nominate an eligible person to fill the vacancy for the remainder of the term.

The nomination must be approved by a vote of the Council.

The Chair may choose not to fill the vacancy if the next regular election is within six (6) months.

Vacancies that may occur with the IACP, SOI or NAAG appointed member positions shall be filled in accordance with procedures set forth in Article VI.

## **VIII Duties and Responsibilities**

### **A Chair**

- 1 Represent the Council at Torch Run events.
- 2 Preside at and manage all meetings of the Council.
- 3 Act as official spokesperson for the Council in communications with SOI and the IACP.
- 4 Appoint ad hoc Council committees as needed to conduct the business of the Council and to further the Torch Run.
- 5 Nominate committee chairs for Council approval.
- 6 Propose annual Council goals and objectives.
- 7 Establish an agenda for each meetings and conference call of the Council.
- 8 Set the date and time for Council meetings and/or conference calls in collaboration with other Council members and SOI Torch Run staff.
- 9 Other duties as directed by the Council.

### **B Vice-Chair**

- 1 Work with and provide assistance to the Chair in connection with Council business and operations.
- 2 Assume the duties and responsibilities of the Chair during the Chair's absence.
- 3 Serve as interim Chair in the event the Chair does not complete his or her term of office until a new Chair Is elected.
- 4 Chair the Finance Committee.
- 5 Perform other duties as directed by the Chair or Council.

## **C Regional Coordinators**

- 1 Provide operational and consulting assistance to the Torch Run Programs in their Region.
- 2 Have direct and regular contact with Torch Run Directors and Special Olympics Liaisons within their Region.
- 3 Communicate to each of the Torch Run Programs in their Region information about the activities and decisions of the Council.
- 4 Report to the Council on the strengths and weaknesses of each Torch Run Program in their Region.
- 5 Provide an annual written report and proposed Regional Coordinator budget as directed by the Chair of the Council.
- 6 Assist in organizing, promoting, and facilitating Torch Run growth within their Region.
- 7 Assist in organizing, promoting and facilitating Regional Games Final Leg runs.

## **IX Notification**

### **A Notice**

All Council members will receive notification by e-mail, phone, fax or mail of any regularly scheduled or special meeting or conference call no less than seven (7) calendar days prior to a meeting or conference call.

### **B Special Meetings**

Six (6) members of the Council may request, by e-mail, fax, or in writing, that the Chair of the Council call a special meeting of the Council for any appropriate purpose. Within five (5) days after receiving such a request, the Chair shall call a meeting to be held within thirty (30) days following the Chair's receipt of such request.



## **X Committees**

Only Council members may be committee chairpersons. Each committee chairperson shall appoint a vice-chairperson. The vice-chairperson does not need to be a member of the Council. Committees may include members of the Council and other persons from the Law Enforcement Torch Run community and from the Special Olympics community, who have experience or knowledge that would assist the committee.

The IACP may appoint a non-voting member to each committee.

### **A Affiliates Committee**

- 1 Identify associations, organizations, and groups that have a connection with law enforcement.
- 2 Encourage each such association, organization, or group to participate in and support Torch Run activities and Special Olympics.

### **B Communications Committee**

- 1 Develop and maintain communications strategies to enhance the level of knowledge and understanding of LETR activities through various means including The Guardian newsletter, LETR websites and social media platforms.
- 2 Publish The Guardian, the electronic newsletter of the Executive Council, for worldwide distribution. The purpose of The Guardian is to help create awareness for the Council's on-going efforts and initiatives and to highlight the efforts of the Law Enforcement Torch Run and the Special Olympics movement worldwide. Work collaboratively with SO/SOI staff to solicit input and content relevant to The Guardian.
- 3 Maintain and update the LETR website.
- 4 Seek, develop, maintain and update any social media platforms that can further the mission of the LETR.

## **C Elections Committee**

- 1 Composed of at least three (3) members of the Council who are not eligible for re-election during the current year.
- 2 Shall determine the time, place and manner in which elections shall be held after approval of the Chair and Vice-Chair of the Council and the Chair of the Policies and Procedures committee.
- 3 Oversee the elections for At-large, Regional Coordinator, Chair, and Vice Chair positions for the Council.
- 4 Prepare ballots for elections.
- 5 Certify eligibility of candidates for positions.
- 6 Certify election results and report them to the Chair of the Council.
- 7 Seek nominations and make recommendations regarding the Special Olympics Athlete representative and the Council appointed positions on the Council.

## **D Final Leg Planning Committee**

- 1 Responsible for planning and coordinating Law Enforcement Torch Run Final Legs for Special Olympics World Summer and Winter Games and other Final Leg events as deemed appropriate by the Council.
- 2 Work with SOI staff and the relevant Games Organizing Committee to determine the expenses for each Final Leg subject to the applicable Council/SOI budget and the terms of the Games Agreement.
- 3 The Final Leg Committee will include Special Olympics athletes as active participants in every Final Leg.

- 4 Every active Torch Run Program has the right to have a representative on each World Games Final Leg Team subject to established and announced financial requirements.
- 5 The Final Leg Committee will:
  - Collaborate with the Games Organizing Committee and Host Torch Run Program (if applicable) to help plan Final Leg logistics.
  - Provide oversight of the planning process.
  - Provide technical support to the Games Organizing Committee and Host Torch Run Program (if applicable).
  - Provide support and collaboration to SOI on the Global Torch Run.
  - Assist in preparation of a proposed budget for the Final Leg.
  - Establish criteria for the selection of Final Leg runners to include Special Olympics athletes.
- 6 The Chair of the Final Leg Committee will identify a Team Captain for the Final Leg. The Chair may serve as the Final Leg Team Captain. The Team Captain shall be responsible for all communication related to the Final Leg. The Team Captain, in conjunction with the Committee, will identify and select the Final Leg support team and running team leaders.

## **E Finance Committee**

- 1 Develop a proposed budget for Council and SOI review and approval.
- 2 Provide regular written reports on expenses and revenue.
- 3 Monitor expenditures to ensure they are appropriate, within budget and are in compliance with Council and SOI policies.
- 4 Review and make mid-year budget forecasts to the Council.
- 5 Work with the Committee Chairs and Regional Coordinators to prepare their annual budgets.
- 6 Provide a year-end financial report to the Council.

## **F IACP Committee**

- 1 The Chair will be chosen from one of the two IACP appointees to the Council.
- 2 Serve as liaison between the Council and the IACP.
- 3 Work with the Priority Programs Committee using IACP members and contacts in areas without Torch Run Programs.
- 4 Assist the IACP with the facilitation of the Annual IACP Law Enforcement Torch Run Photo Contest.
- 5 Promote the goals of the Law Enforcement Torch Run, the Council, and Special Olympics in the IACP community.

## **G International Conference Planning Committee**

- 1 Responsible for coordinating with SOI staff and the host Torch Run and Special Olympics Programs on all aspects of the annual LETR International Conference, including planning and conducting the conference within budget.
- 2 Identify and propose to Council host sites and locations for the annual LETR International Conference.
- 3 Recommend potential agenda and schedule of the LETR International Conference to the Council.
- 4 Work with SOI, the conference planner and the host Torch Run and Special Olympics Programs to review and recommend terms for conference contracts between SOI and other parties.

## **H Marketing and Development Committee**

- 1 Work with SOI staff to identify, develop and cultivate sponsors and fundraising ideas that will assist all Torch Run Programs.
- 2 Work with the SOI Staff to develop sponsorship packages.
- 3 Collaborate with SOI staff to make presentations to potential sponsors.
- 4 Work with the Council to meet sponsor expectations in accordance with sponsorship agreements between SOI and sponsors.
- 5 Conduct training for Torch Run fundraising strategies in collaboration with SOI staff.

## **I Military Initiatives Committee**

- 1 Develop and maintain strategies to promote the Law Enforcement Torch Run within the global military community.
- 2 Identify and engage senior military personnel as advisors to the committee.
- 3 Represent the Council at military conferences and events to enhance the knowledge and understanding of Law Enforcement Torch Run by military personnel.
- 4 Increase military participation in Law Enforcement Torch Run events.

## **J Policies and Procedures Committee**

- 1 Responsible for maintaining these Policies and Procedures for the Council.
- 2 Work with the SOI Torch Run staff and Legal Department on proposed amendments to these Policies and Procedures to ensure compliance with the Special Olympics General Rules.

## **K Priority Programs Committee**

The primary focus of the Priority Programs Committee is to pursue LETR program development in those areas of the world that are strategically identified by the Council in alignment with SOI initiatives and interests ("Priority Programs").

## **L Regional Coordinators Committee**

The Regional Coordinator Committee shall support and assist the Regional Coordinators by:

- 1 Being a strong communication conduit with all the Regional Coordinators, the Council and the Chair.
- 2 Identifying programs that are successful and model their success.
- 3 Maintaining a working relationship with SO/SOI staff.
- 4 Providing a mentoring program for all new Regional Coordinators.

## **M Training Committee**

- 1 Responsible for the development and maintenance of training material and resources that support the mission of the Law Enforcement Torch Run and the Council.
- 2 Collaborate with the Communications Committee to ensure that relevant examples of best practice in fundraising and community awareness activities are collected from and disseminated to Torch Run Programs.

## **N Richard LaMunyon LETR Hall of Fame Committee**

- 1 The Richard LaMunyon LETR Hall of Fame recognizes outstanding individuals who have significantly contributed to the worldwide success of the Law Enforcement Torch Run.
- 2 There may be up to three (3) inductees each year.
- 3 All nominations will remain in effect for two (2) years or until sooner selected. Each year the committee may receive additional information about any nominee. Additional information submitted for any candidate will not make the candidate eligible for any more years than he/she is eligible for from the original nomination.
- 4 To be eligible for induction, a nominee must have participated for at least seven (7) years in the Law Enforcement Torch Run and have demonstrated an outstanding achievement in Law Enforcement Torch Run development, organization or fundraising success on a state/province/country, and regional/international levels or has been instrumental in creating and sustaining a program or initiative that has led to significant sustainable growth of the movement in both human or monetary resources.
- 5 Individuals, Torch Run Programs, and Special Olympics Programs may submit nominations.
- 6 All members of this committee must be members of the Richard LaMunyon LETR Hall of Fame.
- 7 The Chair of the Council shall be the Chair of this committee unless he or she is not a member of the Hall of Fame; then the Vice Chair shall be the Chair of this committee. If neither the Chair nor the Vice Chair is a Hall of Fame member, the Chair shall appoint an Executive Council member who is a member of the Hall of Fame to chair this committee.

- 8 If a member of the committee nominates a person for the Hall of Fame, that committee member must abstain from being involved in the voting process for that person.
- 9 Chief Richard LaMunyon will be a standing member of this committee.

## **O John Carion "Unsung Hero" Award Committee**

- 1 The John Carion "Unsung Hero" Award is awarded to a person who has exemplified the spirit of John Carion, a Torch Run Regional Coordinator who in 1994 was tragically killed in a plane crash.
- 2 The John Carion "Unsung Hero" Award is given to recognize persons who have been instrumental in the success of their local Torch Run Program.
- 3 The John Carion "Unsung Hero" Award is presented at the annual LETR International Conference.
- 4 Each year, the committee shall collect and review nominations from Torch Run Programs and select up to three (3) awardees from among the nominations submitted.
- 5 Each nominee must have participated for a minimum of five (5) years in the Law Enforcement Torch Run.
- 6 All nominations will remain in effect for two (2) years after receipt by the committee or until sooner selected. Each year the committee may receive additional information about any nominee. Additional information submitted for any candidate will not make that candidate eligible for any more years that he/she is eligible for from the original nomination.
- 7 The Chair and members of the John Carion "Unsung Hero" Award Committee shall be comprised of law enforcement representatives currently serving on the Council.



## **P Program Excellence Awards Committee**

- 1 Shall be responsible to coordinate and work with the SOI staff to collect all necessary information to determine the awards recipients that are given by the Council.
- 2 These awards shall include and are not limited to: the Council Athlete Awards, the Awards of Excellence, and Program Awards.
- 3 The John Carion "Unsung Hero" and the Richard LaMunyon Torch Run Hall of Fame committees shall always remain separate and apart from the Program Excellence Awards Committee.

## **XI Amendment of the Policies and Procedures**

- A** Any Council member may propose amendments to these Policies and Procedures.
- B** A two-thirds affirmative vote of the Council is required to approve a proposed amendment to these Policies and Procedures for submission to SOI.
- C** Each proposed amendment approved by the Council shall be submitted to the SOI Legal Department for review and approval and shall not take effect until approved by the Legal Department.

## **XII Removal of a Member of the Council**

- A** A Council member may be removed for cause, which may include, but is not limited to, termination from employment by a Law Enforcement Agency, a Special Olympics Program, or SOI (as the case may be), being arrested for, charged with or convicted of a crime, conduct involving moral turpitude, or malfeasance.
- B** A member of the Council may be removed upon petition to the Chair by another Council member, a Torch Run Director, a Special Olympics Program representative, or SOI. Once a petition is received, the Chair will appoint, from the members of the Council, a person to investigate the charges and present their findings to the Council. The Chair of the Council may suspend a member of the Council pending completion of the investigation.
- C** Removal of a member of the Council requires a three-fourths affirmative vote of the other members of the Council.
- D** A member of the Council appointed by SOI or elected as a Special Olympics At-large member shall be automatically removed from the Council if that member ceases to be an employee of SOI or of a Special Olympics Program. Any Law Enforcement Member on the Council shall be automatically removed from the Executive Council If that person ceases to be a Law Enforcement Member.

## **XIII Torch Run Regions**

The Torch Run Programs around the world shall be divided into Regions, which shall be determined by the Council and subject to periodic review and adjustment as the Council may deem appropriate.

The Torch Run Regions consist of the Torch Run Programs in the geographic areas listed below:

- A** Region I: Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont.
- B** Region II: the District of Columbia, Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia.
- C** Region III: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee.
- D** Region IV: Illinois, Indiana, Kentucky, Michigan, and Ohio.
- E** Region V: Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin.
- F** Region VI: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas.
- G** Region VII: Arizona, Colorado, Hawaii, Nevada, New Mexico, Northern California, Southern California, Utah, and Guam.
- H** Region VIII: Alaska, Idaho, Montana, Oregon, Washington, and Wyoming.
- I** Region IX: Europe / Eurasia
- J** Region XI: Canada.
- K** Region XII: East Asia.
- L** Region XIII: Caribbean.
- M** Region XIV: Oceania.
- N** Region XV: Latin America

## **XIV      LETR Program Year-End Reports**

- A** The Council shall be responsible for the distribution and collection of a LETR Program Year-End Report.
- B** The Report shall be distributed to all of the Torch Run Programs with an assigned return date.
- C** The results of the Year-End Reports shall be provided to the Council during the LETR International Conference.

## **XV      Creating New Torch Run Regions**

- A** A new Torch Run Region may be made up of several active Torch Run Programs in one or more countries either in an area of the world not currently included in any other Torch Run Region or completely or partially within one or more existing Torch Run Regions.
- B** A proposed new Torch Run Region should conform to or be wholly within an existing Special Olympics Region to the extent possible.
- C** At least two Torch Run Programs within a proposed new Torch Run Region shall have conducted a Law Enforcement Torch Run, awareness campaign, and fund raising efforts during each of the previous two years.
- D** The Priority Programs Committee may propose that the Executive Council create a new Provisional Torch Run Region that meets the criteria in this Article XV. If the Council approves the creation of the Provisional Torch Run Region, the Council shall then appoint a Provisional Regional Coordinator for the Region. The Provisional Regional Coordinator will be invited to attend all Council meetings, but will not be a member of the Council.

- E** After one year, the Provisional Regional Coordinator may petition the Council to grant the Region official Torch Run Region status. The petition shall describe the accomplishments of the Provisional Torch Run Region, shall be signed by the Provisional Regional Coordinator, the Torch Run Directors and Liaisons from each Torch Run Program, and the Chief Executive Officer or Program Director within the proposed Torch Run Region, and shall include the commitment of each signatory to continue with the Law Enforcement Torch Run for Special Olympics. The Council shall review the performance of the Provisional Torch Run Region and vote on whether to approve the petition.
- F** As part of the approval process for a new Torch Run Region, the proposed new Torch Run Region shall be submitted, in writing, to the SOI Chief Executive Officer for approval of the new Regional Coordinator position. Once approved by the SOI Chief Executive Officer, the proposed new Torch Run Region shall be presented to the Council for a vote and approval. A two-thirds vote by the voting members present shall be required to approve creation of a new Torch Run Region.

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## **ENDORSEMENTS AND APPROVALS**

*This document has been electronically signed by the following officers using the DocuSign System:*

Angela Ciccolo, Chief Legal Officer & Secretary  
Pat Hoey, Chair, Policies & Procedures Committee  
Scott Whyte, Chairman, LETR International Executive Council

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