

LMSC Development Committee

Policies - Rev. 170710

I. Changing USMS code

USMS RULES RELATING TO THE LMSC DEVELOPMENT COMMITTEE:

Ref. 507.1.6 – (excerpt) The LMSC Development Committee may initiate and shall receive, consider and report proposed amendments to Appendix D: Zone and LMSC Boundaries, with the committee's recommendations, at the annual meeting of the House of Delegates in accordance with the provisions of Part 6.

Ref. 601.4.4 – (excerpt) Appendix D may be amended by a majority vote...

Ref. 601.2.3 – (excerpt) The deadline for changes submitted by an LMSC to the chair of the LMSC Development Committee is February 1.

The Chair shall forward the request to the Zone Chair(s) in which the LMSCs are located and acknowledge receipt to the requesting LMSC(s) within 5 days of receipt. All Zone Chairs, LMSC officers and clubs impacted by change request shall be notified in a timely manner.

II. Meeting minutes

A draft version of committee meeting minutes shall be circulated for 7 days among the committee members to catch errors and omissions. Revisions will be collated and voted upon electronically. Approved meeting minutes shall be published to the USMS website.

Committee votes made outside of a regular committee meeting shall be reported in the subsequent meeting minutes.

III. LMSC Standards – compliance review

A. Survey cycle

LMSC survey cycle and scope for the upcoming year will be determined by the LMSC Development Committee at the USMS Annual meeting.

B. Survey contents

Obtain whatever information is available from USMS National Office and/or systems of record to either avoid asking questions about information already known or to complement potential survey information.

Allow Mentoring and Education subcommittees to include questions about LMSC needs and resource utilization within each functional area of the LMSC Standard in a separate section.

Treat all non-applicable standards for an LMSC as compliant.

Treat all non-response(s) as non-compliant for the related Standard(s).

C. LMSC Standards score publication

LMSC Standards reports shall be timely and transparent. Final data will be made available upon request.

Publish all data to the VPLO. Publish individual LMSC data to that LMSC's Chair, VC, Sec, Treasurer and related Zone Chair.

D. Resolution

The LMSC Dvlp Committee and related Zone Chairs may assist the VPLO through the remediation (Standard 2.6) process upon request.

The LMSC Dvlp Committee and related Zone Chairs may assist LMSCs in resolving cases of Target Standard non-compliance.

IV. Convention Financial Assistance to LMSCs

The LMSC Development Committee can make recommendations to the Vice President of Local Operations as to which LMSCs are in need of financial assistance in order to send their allotted delegates to the annual meeting.

LMSC Development Committee will recommend assistance as follows:

A. Perennial assistance

- a. Alaska and Hawaii – \$500 each, unless convention is held in either of those states, as an offset for simply getting to the mainland U.S.
- b. Small LMSCs – with membership:
 - i. Under 50 - \$700
 - ii. 50-99 - \$500
 - iii. 100-150 - \$300
- c. In order to receive the assistance, the LMSC must have sent a delegate for two of the previous three years

B. As-needed assistance

- a. LMSCs may request financial assistance for other circumstances
- b. Requests should be received by the same date that at-large delegate requests are due to the president of USMS
- c. Items to include in request

- i. Name of delegate
 - ii. Reason for requesting assistance
 - iii. LMSC financial information including current assets and liabilities and any forecasted cash flows to help illustrate the financial need
 - iv. Other grants/assistance to which the LMSC is entitled
 - d. LMSC Development Committee will review all as-needed requests and make recommendations to the VPLO within 10 days
- C. Receiving assistance
 - a. All financial assistance will be based on reimbursement and may not exceed actual amount spent on allowable convention expenses per Financial Operating Guidelines
 - b. Requests for reimbursement shall use the USMS Reimbursement Form on the Financial Policies section of usms.org and submitted to the Vice President of Local Operations for approval
 - c. Zone Chairs shall assist as needed with ensuring eligible LMSCs are reimbursed

IV. Amending committee policies

Additions, deletions and changes to committee policies shall not be considered unless they are on the committee meeting agenda.