

LMSC Development Committee

Policies - Rev. 160718

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) In odd-numbered years, Appendix D may be amended...

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.

Scoring shall only be for full compliance with an individual Standard (1) or non-compliance with an individual Standard (0) even on multi-part standards.

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

C. LMSC Standards score disputes

Allow a 30-day dispute/appeal period, based upon preliminary data, for LMSCs to dispute/appeal results that can potentially be updated and revised (if merited) in the upcoming final report(s).

D. LMSC Standards score publication

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

Summary = High level information (e.j. AA LMSC is compliant with 30 of 32 required standards, 45 of 52 LMSCs are compliant with Standard R6).

Details = Detailed compliance information (e.j. AA LMSC is not compliant with required standards L2 and S2.)

Publish summary of LMSCs' performance against required standards to the Vice President of Local Operations. Provide details of scores as backup information.

Publish each LMSC's scores to that LMSC's officers and the Zone Chair, who shall follow up with each LMSC to review LMSC's scores with that LMSC's officers shortly after publication.

Publish summary of functional area scores without LMSC detail to Standing Committee Chairs as follows: Bylaws to Governance, Registration to Registration, Top 10 to Records & Tabulation, Officials to Officials.

Publish details of all LMSCs' performance to the LMSC coordinator in the USMS National Office.

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.