

# Commission Structure



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# What is a Commission

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A commission is made up of small teams of Members formed to work on an objective, with a specific scope, set of goals, and duration. One person, known as the Chairperson, is the lead and directly responsible for the success and outcomes of that commission.

A commission may not act as or on behalf of the Board of Directors, Executive Board, or Officers for their official duties. A commission may not enact new policies for the Association but may make recommendations to the Executive Board to do so. A commission must follow all policies outlined by the Illinois Shuffleboard Association (ILSA) and operate within the framework of our Constitution, our Bylaws, and any applicable laws.

## Types of Commissions

The Illinois Shuffleboard Association has two types of Commissions:

1. Select Commission - fixed in duration and narrow in scope
2. Standing Commission - continual in duration and variable in scope

Examples of Commissions:

- Election Procedure Commission - a Select Commission with fixed duration and narrow scope formed to make recommendations to the Executive Board on how to better hold elections at the next annual meeting, to be staffed before **October 1st** of each calendar year and to cease to be staffed at the conclusion of the election for which it was staffed
- Commission for an Event - a Select Commission with fixed duration and narrow scope formed to plan and execute a specific event
- Marketing Commission - a Standing Commission with continual duration and broad scope that focuses on the promotion of our Association
- Singles League Commission - a Standing Commission with continual duration but specific scope that handles the day-to-day operations of our singles league

There is expected to be some overlap between commissions; for example, an Event Commission may work with the Marketing Commission to produce designs for print or merchandise.

In addition to commissions, the ILSA Executive Board may establish advisory groups, joint committees, or other groups, to aid in the operations and success of the Association. Such proposals require a majority vote of the Executive Board.

## Why Form Commissions

The ILSA Executive Board wishes to solicit the help of our membership to plan and execute our initiatives so that we can reach a larger set of goals. Forming smaller groups of decision-makers will allow for work to get done quickly and efficiently, and we must ensure these members are empowered to be successful and recognized for their contributions.

## Volunteer-Based

Work done for commissions is done on a volunteer basis and does not constitute employment. Any materials, goods, or intellectual property created or obtained as part of work for the Association, will become and remain property of the Illinois Shuffleboard Association. This work may be licensed to others by ILSA.

## Forming a Commission

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### Identifying a Need

When an Executive Board member or existing commission identifies that a goal, task, or set of related tasks cannot be properly planned and executed on their own, forming a new commission should be considered.

Consideration should be made regarding the proposed larger objective, necessity, scope, duration, and possible overlap with other established groups or initiatives. If a commission is not warranted, the initiative should be assigned to an individual or existing commission. If this consideration strengthens the need for a commission, its scope and duration shall dictate which type is formed or proposed.

### Identifying the Commission Chairperson

The Chairperson is the most important member of a Commission. They are directly responsible for tasks and objectives set forth by the Executive Board. The overarching role of a Chairperson is to plan, delegate and execute tasks whilst providing leadership and supervision. This person must have adequate time to commit, as well as the ability to motivate others. To be effective, they should possess knowledge and interest on the subject. A Chairperson should also exhibit an enthusiasm towards the goals of the Association and the game of shuffleboard.

A Chairperson's responsibilities include scheduling meetings, setting agendas, recording minutes, reporting progress, and ensuring deadlines are met. The Executive Board will commit to empower the Chairperson to make decisions within the scope and objectives of their commission. A Chairperson must know the proper avenues and channels of communication and consult with the Executive Board, other commissions and commission members, our membership base, and community.

A Chairperson is a representative of ILSA and an ambassador for the game of shuffleboard. As such, they must exemplify our Code of Conduct and be a member in good standing.

## Formation

### Forming a New Select Commission

Because of a Select Commission's narrow scope and fixed duration, the Executive Board upon agreement may form this new commission along with selection of its Chairperson. This agreement may take place outside of an Executive Board meeting; however, public acknowledgment of the formation must still happen as per the Onboarding section below. When a Select Commission's objective or duration is completed, it will automatically dissolve (see below).

### Proposing a New Standing Commission

At the next Executive Board meeting, the need for a new Standing Commission along with its objective, scope, set of goals, and proposed Chairperson will be discussed and brought to an Executive Board vote, where a majority is required. If this vote passes, the commission is formed.

### Selection of Commission Members

After formation, the Commission Chairperson will work with the Executive Board to select additional commission members. These people must be ILSA members in good standing.

## Protocol & Procedure

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### Member Onboarding

It is important to onboard and bring potential new commission members up to speed as quickly as possible. Onboarding will help ensure everyone receives a consistent experience and a clear vision of ILSA's mission, values, and objectives. This is a three-step process: Self-Guided Orientation, a short meeting with an Executive Board member, and gaining access to resources. This can happen in advance of being selected for a particular commission so that any member can be proactive and better prepared for joining a commission.

### Self-Guided Orientation

New commission members will watch a series of videos and review important ILSA documents. At a minimum, these videos will cover:

1. Our existing documents and policies, including but not limited to:
  - a. By-Laws

- b. Constitution
  - c. Code of Conduct
  - d. Rules of Play
- 2. Association Structure
  - a. Board Members
  - b. Commission Structure and overview of some Standing Commissions
  - c. Membership and Community
- 3. Mission and Values
- 4. Expense Policy
- 5. Overview of tools used, including:
  - a. Slack
  - b. Google Drive
  - c. The current project planning tool

## Meeting with an Executive Board Member

After completing Self-Guided Orientation, a new commission member will have a short meeting with any Executive Board member to ensure any questions they have are answered. After the conclusion of this meeting, access to resources will be granted.

## Access to Resources

Commission Chairpersons will be granted access to the same tools as the Executive Board, including:

- An @illinoisshuffleboard.org email address to be used to communicate
- Membership in related email groups
- Google Drive
- Full Slack account with access to all public Slack channels
- Project management tools

They will not have administrative access to any of these tools.

Commission members will be granted access to tools used by ILSA, but limited to their commission(s):

- Multi-Channel Guest Slack Account, with access to channels related to their commission(s), along with other channels the Executive Board has deemed appropriate for all commission members
- Access to Google Drive, scoped to their commission(s)
- Access to project management tools, scoped the their commission(s)

Commission Members should use their own email addresses, but they can be added to email groups as needed. The Executive Board may grant additional access to tools, or larger scopes within a tool, as needed.

## Commission Kick Off

A new commission will have a Kick Off meeting with at least one member of the Executive Board. In this meeting, Executive Board member(s) will outline the commission's scope, goals, objectives, and corresponding tasks. Information vital to the success of the commission will be discussed. Attendance at the Kick Off is required, and everyone must have completed onboarding prior to this meeting.

## Correspondence

Commission Chairpersons should be keeping their tasks up to date in project planning tools, and keeping the Executive Board informed with their overall progress. Commission Chairpersons are expected to attend Executive Board meetings when possible or to provide a report to be read to the general membership.

## Evaluation

As ILSA progresses, our objectives and responsibilities may shift as well as the commissions directly responsible for those objectives. Commissions should be reevaluated by the Executive Board on a quarterly basis. In cases where work and responsibilities overlap, those commissions should merge. In cases where work is no longer required, those commissions should dissolve.

Additionally, an evaluation should be conducted by the new Executive Board voted in at the Annual Meeting. This should be done to ensure that the new Board's vision is still aligned with the existing commissions and that existing commission members still wish to participate.

In the event a Select Commission's duration shifts from fixed to continual, the Executive Board may vote to convert that commission to a Standing Commission.

## Commission Membership Removal

The membership of a commission may change over time, and the removal of a Member or Chairperson may be initiated by said Member or ILSA's Executive Board.

### **Member-initiated**

If a commission member decides they no longer wish to be on a commission, they may choose to vacate their position. The Commission's Chairperson and two members of the Executive Board will select a replacement, as detailed above.

If a Commission Chairperson decides they no longer wish to lead a commission, they may choose to vacate their position. If they wish to remain on the commission as a Member, they may do so.. In either case, the Executive Board will choose a new Commission Chairperson,

as detailed above. For Standing Commissions, this will require a majority Executive Board vote.

## **Executive Board-initiated**

If the Executive Board wishes to remove a commission member, including Commission Chairperson, from a commission, they may do so for any reason by majority Executive Board vote. A Chairperson removed in this way will, at the Executive Board's discretion, not gain Member-at-Large status, as defined below.

If a commission member is in violation of the ILSA's Code of Conduct or is working against the established goals and objectives, the Executive Board may suspend them from their role. This includes suspension of any resources they have access to, for up to 30 days. They may then be removed from their position by Executive Board vote, as detailed above.

## **Dissolving a Commission**

An Executive Board member may recommend the dissolution of any commission. This process will require reason or justification, which is presented to the Executive Board. Approval requires a majority vote at an Executive Board Meeting.

Potential reasons to dissolve a commission include:

- Goal met
  - Note that a Select Commission will be automatically dissolved once its objective has been completed and it has debriefed with the Executive Board
- Goal cannot be met
  - A commission can no longer ensure its objectives can be completed
  - Another commission fulfills its scope
- Priorities of the Association change

Upon dissolution of a commission, its Chairperson will meet with the Executive Board to transfer any knowledge and assets in their or their commission's members' possession.

## **Member-at-Large**

A Chairperson becomes a Member-at-Large if they are no longer the head of any commission or a member of the Executive Board. An Executive Board member becomes a Member-at-Large if they are no longer on the Executive Board.

This distinction remains in place for 120 days to give ample opportunity to summarize their work and hand off any remaining tasks. Members-at-Large will continue to have access to accounts and resources during this period. If a new Commission Chairperson is needed, current Members-at-Large should be considered first.

If a Commission Chairperson or Executive Board Member is removed from their position by Executive Board vote, they will not become a Member-at Large. Members-at-Large do not have voting privileges on the Executive Board.

## **Member Offboarding**

When someone no longer has the status of Commission Chairperson or Member-at-Large, or they are a Commission Member that is subject to an Executive Board-initiated removal, they must be offboarded from ILSA. This is a two step process: Access to Resources and Transfer of Knowledge.

### **Access to Resources**

Members will lose access to accounts and resources they had access to. If they had an email address, that should be forwarded to the Executive Board. If their offboarding was not Executive Board-initiated, they may retain access to the same resources that a commission member has, and join commissions.

### **Transfer of Knowledge**

Members should have a debrief meeting with one or more Executive Board members to transfer any knowledge or assets they have access to.