

MISSION STATEMENT:

The North Sound Junior Football Leagues (NSJFL) mission is to provide youth in Western Washington the opportunity to participate in safe tackle football. We are a "High School Feeder" model youth football league in which our member organizations are committed to providing an opportunity for every youth participant, kindergarten through 8th grade to learn the game of football, while focusing on maximum community participation and collaborating closely with their local high school football programs. Each local organization operates independently and cooperatively with each other to provide a positive athletic experience for each participant, to allow each participant to play in a youth football league that is a competitive and fair environment to develop youth football players.

Definitions:

- North Sound Junior Football League – Governing body whose executive members are elected by the associate board of North Sound organizations and whose boundaries encompass all member organizations boundaries. Shall be identified as NSFJL going forward in this document.
- Organizations – All member organizations that comprise north sound junior football league. It must have a President, Secretary, and Treasure (Or equivalent title). Each organization in NSJFL will operate and maintain their franchises and be responsible for their own sign-up registrations, insurance, equipment, fields, and coaches. NSJFL organizations will operate their own boards, fund- raisers, and maintains their own separate finances.
- Associate Board – All current member organization Presidents of the NSJFL or person designated by the President.
- Executive Board – NSJFL representatives elected by the Associate board to carry out and execute contracts, policies and decisions as approved by the NSJFL Associate Board.
- Boundaries – A member organizations High School boundaries into which players will attend.
- Out of district – A player not within NSJFL Boundaries.
- In District – A player within NSJFL boundaries and a member organization of NSJFL’S boundaries.
- High School Feeder - The school that students follow as they progress from one level to the next.
- Grade Division – A division made up by the grade(s) it represents. I.E. Pee Wee, 89er, Jr’s, Bantam’s, Sr’s

Governing Body:

The NSJFL Associate Board and Executive Board shall follow Roberts rules of Order while conducting all Business and Board Meetings. See Appendix A: Roberts Rules of Order

Any issue that may arise not described in NSJFL bylaws shall be determined in session within the NSJFL Board where custom, and precedent apply.

SECTION I - NSJFL ADMINISTRATION

Executive Board Member Expectations:

- Promote NSJFL Football in each organizations Community.
- Recruit for all levels of Football.
- Support and comply with NSJFL Bylaws, policies, and Mission Statement.
- All Associate Board members report to the Executive Director and Executive Board with issues and concerns.
- Act in a professional manner when conducting league business.
- Act impartial, non-bias, non-judgmental and non-subjective at all times when determining league business both internally and external.

1. NSJFL will be comprised of organizations that are independent with their own board of directors and financial resources to fund their own program. The board of directors must include at least a president, secretary, and treasurer. (Or equivalent title)

2. All NSJFL members must sign the "Compliance Agreement" clause in Section XV of this document. Failure to sign this agreement will result in the exclusion of the organization from the NSJFL.

3. The name, North Sound Junior Football League refers to the league. Organizations operate under their own name with their own identity. NSJFL allows organizations and their franchises to share in the planning and decision making while playing under the same rules and regulations.

4. The NSJFL will consist of each member organizations president or designee, as well as the Board. The NSJFL Board will also participate in other areas as outlined in Sections VII, XI, XII, XIV.

The 2023 voting organizations:

- Lake Stevens (Vikings)
- Kamiak (Fighting Knights)
- Mariner (Marauders)
- Meadowdale (Mavericks)
- Monroe (Bearcats)
- Snohomish (Panthers)
- Everett (Wolfpack)
- Glacier Peak (Grizzlies)

The 2023 non-voting organizations (Section I, Voting Rules #3):

- Edmonds-Woodway(Warriors)

Voting Rules:

1. The following league structural items will have a Parliamentary Voting model of one vote per organization in North Sound and require a super-majority (2/3) vote change:

- a. Division Ages (Pee-Wees, 89ers, Juniors, Bantam, Seniors)
- b. Unlimited Weight Model
- c. Franchise boundaries aligned with high school boundaries (Feeder Model)
- d. Franchise development of rosters (no NSJFL league rules imposed)
- e. Minimum Playtime Rules at the League Level (no NSJFL league rules imposed)
- f. Implementation of a re-calibration scheduling model with bowl games (it would take a super-majority "house" vote to remove model...how it is implemented will be based on simple majority vote - 1 vote/franchise).
 - f.1 The associate board shall decide upon the Pee Wee level playoffs and Bowl games.

g. The Associate Board in Custom and Policy shall be governed by Roberts Rules or Order. (Appendix A)

2. All other items will be simple majority vote. Each organization which holds an independent 501(c)(3), shall have one vote. If no 501(c)(3), then no voting privilege. A simple majority shall prevail. In event of a tie, league president breaks the tie. If co- presidents, the co-presidents must agree to break tie.

3. Any current NSJFL organization that has missed two or more meetings in a row will forfeit their voting rights for the season. Any current NSJFL organization that has missed two or more meetings in a row after the halfway point will forfeit their voting rights for the following season. (Voted in Jan/2019 14Yes-0No)

North Sound Junior Football League Executive Board

A. The Executive Board Shall be comprised of The NSJFL President, NSJFL Vice President, NSJFL Compliance Coordinator, NSJFL Referee Coordinator, NSJFL Scheduler, NSJFL Treasurer, NSJFL Field Monitor, NSJFL Webmaster and NSJFL Secretary.

B. **Executive Board votes shall be as follows:**

1. NSJFL President (Shall have no vote, with the exception of a tie)
2. NSJFL Vice President (1 Vote)
3. NSJFL Compliance & Safety Coordinator (1 Vote)
4. NSJFL Treasurer (1 Vote)
5. NSJFL Scheduler (1 Vote)
6. NSJFL Referee Coordinator (1 Vote)
7. NSJFL Field Monitor (Non-Voting)
8. NSJFL Secretary (Non-Voting)
9. NSJFL Webmaster (Non-Voting)

C. **Purpose:**

1. Handle the day-to-day Business of the NSJFL.
2. Call Emergency Executive Board Meetings
3. Act on behalf of the Associate Board.
4. Provide Direction to the Board.
5. Conduct research, strategic planning, cost analysis and set NSJFL Goals.
6. Create and assign Executive Committees.
7. Must Report activities, votes, determinations, purpose of the meeting, to the Associate Board within 5 days of the meeting date. (Provided by Secretary or President to Associate Board)

D. The Associate Board may overturn any Executive Board decision by a majority vote.

1. An Immediate or Emergency determination made by the Executive Board must be communicated to the Associate Board within 1 hour of the determination.
2. In the case of an Immediate or Emergency determination by the Executive Board, a voting member of the Associate Board will have a two-hour window from the time of the determination to make a motion to overturn the Executive Boards decision. The motion to overturn the executive board's determination will be a majority vote by the Associate Board.

1. NSJFL President – The president will preside over league meetings and mediate grievances brought to the league. The president will also work with NSJFL Board members and organizations members to ensure all league requirements will be followed and all organizations are clear as to what the requirements are. The president will have no vote in any league matter with one exception; If a vote results in a tie in the associate board or executive board, then the president will cast the determining vote.

1.A - NSJFL Vice President – Carries out the duties of the president when absent. Support the President in all Presidential duties. The NSJFL Vice President will have no vote in any league matter, with the exception of the Executive Board. In the President’s absence, the Vice President shall cast a vote only if an Associate board vote results in a tie.

2. NSJFL Scheduler - NSJFL Scheduler will work with participating NSJFL organizations to secure qualified fields for all NSJFL games, develops the schedule for the season, and implements recalibration and post-season schedules based on the NSJFL rules and bylaws. The NSJFL Scheduler may also collaborate with each member organization field manager to ensure all field requirements are met. The NSJFL Scheduler will have no vote in any league matter, with the exception of the Executive Board.

3. NSJFL Referee Coordinator - NSJFL Referee Coordinator will secure qualified referees for all NSJFL games. The NSJFL Referee Representative will collaborate with the official’s association representative to ensure all fees are paid, all schedules agreed to, and all requirements are met. The NSJFL Referee Coordinator will collaborate with the President on league matters. The NSJFL Referee Coordinator will clarify NSJFL rules to member organizations and their coaches when questions arise concerning a rule or regulation. The NSJFL Referee Coordinator will have no vote in any league matter, with the exception of the Executive Board.

4. NSJFL Compliance & Safety Coordinator - NSJFL Compliance Coordinator is responsible for the compliance of all rules set forth by the NSJFL for all league member organizations and teams representing each member organization. In coaches’ meetings the NSJFL will outline the NSJFL rules package as well as the Code of Conduct to ensure every coach fully understands what is expected in NSJFL. The NSJFL Compliance Coordinator will have no vote in any league matter, with the exception of the Executive Board.

5. NSJFL Treasurer – The treasurer is responsible for assisting in any financial matters regarding the league. The treasurer will have no vote in any league matter, with the exception of the Executive Board.

6. NSJFL Secretary – The secretary is responsible for taking notes during league meetings and helping with any communications to the member organizations. The secretary will have no vote in any league matter.

7. NSJFL Webmaster – The webmaster ensures the league website is up to date, including adding schedules and standings information on a timely manner. The webmaster will have no vote in any league matter.

8. NSJFL Board Meetings – The NSJFL board will hold meetings the first Sunday of the month, no less than every other month. A special August meeting will take place with all organizations to create a game schedule for all levels of play. Note: It is up to the organization to contact a league official when a question arises, or a situation develops. Member organizations hold responsibility to support the league when other organizations need help with an answer. Do not always assume that every member organization interprets rules, codes or protocol the same as you do. Talking is the best way to keep informed.

North Sound Junior Football League Associate Board

- Lake Stevens (Vikings)
- Kamiak (Fighting Knights)
- Mariner (Marauders)
- Meadowdale (Mavericks)
- Monroe (Bearcats)
- Snohomish (Panthers)
- Everett (Wolfpack)
- Glacier Peak (Grizzlies)
- Edmonds-Woodway (Warriors)

SECTION II - FRANCHISE COSTS

1. There will be no yearly fee to be a member of the NSJFL Football League.

1A. Any funds in the form of Grants, Donations, Sponsorships or any other funds received to the NSJFL will be split among the organizations equally or as the Associate Board determines by a majority 2/3 vote.

2. Each NSJFL Football organization will pay their share for officials based on the number of teams they field for the current year. The per team charge will be the total overall cost divided by the total number of teams in NSJFL. That figure will be multiplied by the total number of teams that an organization fields in NSJFL for the total organization cost. The NSJFL Referee Coordinator will calculate each organizations officials cost and communicate and collect payment from each member organization. The NSJFL Referee Coordinator will then deliver these checks to the Snohomish County Officials Association (SCFOA). Timely payment to the SCFOA is critical for our league to be able to maintain the working relationship with the officials we need to offer great football to the youth of Snohomish County. If an organization is late in making payments, they are subject to being put on probation for a period of one year.

3. Each NSJFL organization will pay their share for services or merchandise considered a combined league wide cost agreed to by the NSJFL board. These costs could include 501(c)3, Website, Advertising, Trophies, Apparel, Banquets, or any costs where all organizations participate and benefit. It will be based on the number of teams they field for the current year. The per team charge will be the total overall cost divided by the total number of teams in NSJFL. That figure will then be multiplied by the total number of teams that an organization fields in NSJFL for the total organization cost. The organization will then pay the NSJFL treasurer that will in turn pay the costs with one check.

4. The Hosting of an NSJFL Jamboree must be applied for by an organization and voted on by the associate board. An organization must apply no later than February of the current season. The organization that carries the most votes will host the NSJFL Jamboree. This event is a league wide event, so therefore, all "hard" costs associated with the event (facility costs, utility costs, etc.) will be shared by all teams participating in the NSJFL for that season. Each organization will have the option to have concessions (or a revenue generating "booth") at the Jamboree, but in exchange, must also assist the hosting organization with volunteers to assist in running the event. If an organization does not want to provide volunteers, they lose their right to have a booth at the event but must still participate in the shared costs of the event.

5. The Hosting of an NSJFL playoff event, bowl event, or championship must be applied for by an organization and voted on by the associate board. Hosting a NSJFL playoff event, bowl event, or championship event will rotate between organizations. An organization must apply no later than February of the current season. The organization that carries the most votes will host the NSJFL playoff event, bowl event, or championship. If an organization is unable to take their turn for the current year, any other organization may volunteer to host these events if they choose. If an organization hosts a championship or post season competition at their home field, that organization will pay those fields costs unless otherwise agreed to by the other members of the NSJFL. They will keep all revenue generated at those games by their own concessions, their own merchandise, or other means. The host team will allow any visiting organization to set up a booster area to foster team spirit.

6. All home field costs are the responsibilities of each organization, which secure those fields.

SECTION III - ORGANIZATION ELIGIBILITY

1. NSJFL will be comprised of independent organizations playing together as a league. Any organization that wishes to play in NSJFL will be welcome to join as a member organization if agreed upon by a vote of current NSJFL board.

2. Any vote on a new organization admitted to the league will be taken after the current season but before a new season. A simple majority vote is needed to accept a new organization into NSJFL.

3. Each new member organization will be on a one-year probationary season. At the end of the probationary season the league members will then take a vote at the December meeting. A majority vote will be required to give the new member organization permanent status.

4. No organization may be expelled from NSJFL without a motion for expulsion from the Associate Board and carry a unanimous vote from all organizations on the Associate board (with the exception of the organization that has been motioned against for expulsion). The organization that has been motioned against for expulsion shall have no vote in the explosion vote. The organization motioned against for expulsion will be excused from the room while the associate board debates and votes on expulsion. If the motion carries and an organization is expelled from NSJFL, the NSJFL President will inform the expelled Organization.

4a. The associate board shall also have within its rights to motion for expulsion of an individual team in the NSJFL and follow Section III – parts 4 and 6.

4b. If a NSJFL organization chooses to leave the NSJFL of their own volition and wish to return, they must re-petition NSJFL Association and Associate/Executive board. The Executive Board will inform the associate board of an organizations intent to re-petition to join in a timely manner. If a 2/3 majority vote passes, the organization rejoining NSJFL will follow Section III – 3, and be considered a new organization.

5. For NSJFL organizations, Team Liability/Medical insurance is mandatory. Proof will be provided to the President on or before Jamboree.

6. A vote to expel an organization can be called only after these conditions are met:

a. An organization shows a repeated disrespect for the rules and codes set forth in the NSJFL or takes action(s) that compromise the integrity of the league. This can be quantified by an unusually high number of grievances brought against an organization and formally submitted to the President.

b. The President and NSJFL Compliance Coordinator make repeated attempts to get the offending organization into compliance and the offending organization refuses to correct the problems.

c. At the November meeting or an emergency called meeting with the NSJFL Associate Board attending. The issue is debated and discussed with the NSJFL Associate Board and organization in question. An agreement can be reached to correct the problems, or the President will call a silent majority vote if no agreement can be reached. The result of the vote will be final.

d. If an organization is expelled, a letter from the President will be sent to the expelled organization president detailing the reasons.

e. An expelled organization can re-apply for membership after a one-year period has gone by.

7. If an organization loses its hosting field during regular season play and another organization is able to provide a field for the hosting organization. The hosting organization that lost its field will pay the costs of the field use to the organization that provided the field, for that duration of field use. Each hosting organization must provide its own field monitor.

*I.E. – Club A loses its fields, club B provides fields for club A. Club A reimburses club B for the duration of field use, per hourly cost of the field.

8. If an organization is in arrears in payments to NSJFL or another club for Field costs, Jamboree or other expenses, the Organization at arrears will not be scheduled for Jamboree or any games until full payment or other arrangements are made. The organization may appeal to have its case heard by the associate board for a determination. Once a determination is reached by the associate board, it is final. NSJFL Treasurer will oversee payments and arrangements are carried out and report any defaults or changes to the NSJFL President.

SECTION IV - PLAYER DIVISIONS, PLAYER ELIGIBILITY, ROSTERS, COACHES ELIGIBILITY

1. **NSJFL DIVISIONS** - will be based on the following (5) determined by Grade, with exceptions noted in Section IV #4. The Players grade will be determined as the grade entered in September of the current year.

A) Grade - A player may play up a grade but not down. As determined by each individual organization.

- * Peewees - K, 1st, 2nd
- * 89'ers. -3rd, 4th
- * Juniors - 5th, 6th
- * Bantams - 7th
- * Seniors. - 8th

B) The player's age on July 31st shall be the player's league age for the current season. No fifteen- (15) year olds or ninth (9th) graders are allowed to play in NSJFL. Any 14 year old playing also must not turn 15 before December 1st. No 9 year old is allowed to play Pee Wees, no 11 year old is allowed to play 89ers, and no 13 year old is allowed to play Junior's. Any Rosters or NSID rosters that show a players age outside of their division must be brought before the NSJFL Associate and NSJFL Executive boards. Shall be disclosed by the organization whose players age is outside the division age and the NSJFL Compliance & Safety Officer.

2. **Required Documentation for Each Players Registration:** a. School Report Card or Letter signed on original letterhead from school or Declaration of Intent to Provide Home Based Instruction (Home School) Form - 106 (Found on the NSJFL website under forms)

b. Copy of Utility Bill with Parents/Legal Guardians name on it or proof of address.

b.1 Must be the player's legal parent/guardians and the home address of residence. No family members outside of the legal parent/guardians, persons or any other address may be used. If a player or organization is found in violation it shall be brought before the NSJFL Associate & NSJFL Executive boards.

- If any organization is found to be in violation with a player on one of their teams. That team will forfeit any of the games it has played and will continue to forfeit if the player continues to play in games.
- The organization found in violation with a player will have until the next game to remove the player but must do so before the current week's game.
- The player in violation may be denoted as a practice player for a team. They may not suit up and must check in with Field Monitor by the team's HC.
- The Associate board shall determine any disciplinary action against the offending team and organization. Up to probation and including expulsion in Section III parts 4 and 6.

3. 7th & 8th graders will be allowed to play in NSJFL while playing for their local school as long as they meet all league rules and requirements.

4. Weight Limits- There will be no weight limits for each division!

5. A player can play in only one division and on one team per season.

6. All official rosters, **Form 105**, will be set by the Friday before the second regular season game. No additional players may be eligible if not on the final Form 105 submitted by the due date. A signed copy must be on file with the NSJFL President by that date. Head coaches must have their team's official roster with player's name, grade, age, and game jersey number available on game day to verify player's eligibility if needed. Only the opposing head coach can challenge a player's status. The head coach must then follow the protest and grievance rule, Section VII, 10.1 of these documents.

7. All coaches must submit to a Washington State background check before having contact with players. Proof of this must be on file with the organization head. All head coaches are required to be trained in CPR and First Aid and hold a valid current card or have a medical professional available at games. They will have a properly stocked first aid kit on the sidelines of all NSJFL games and practice. Coaches may be expelled from NSJFL for not always having the proper first aid kits available.

8. All NSJFL coaches are required to attend the preseason coach's orientation meeting. All sideline passes will be issued to the coaches by their respective organizations. Each coach must be familiar with and in compliance with all NSJFL Rules, Regulations and Codes of Conduct as a condition to being issued a sideline pass. No one is allowed on the sidelines of any NSJFL game without an approved sideline pass. The meeting will be held prior to Jamboree of the current football season.

9. Jamboree Check in Process. Rosters shall be submitted a week before Jamboree to the NSJFL Compliance Coordinator & NSJFL President. A NSJFL check in booth area will be designated by the club hosting Jamboree. Each team will bring NSJFL Roster Form – 105 and corresponding documents. Each NSJFL Executive or Associate board member must check teams rosters against "SECTION V – BOUNDARIES, 3. Organization Boundary Maps & Zip Codes:". NSJFL Executive or Associate board member must take note of any exceedance on waivers or out of boundary players and submit to the NSJFL executive and associate Board.

10. All team rosters submitted by each organization to the NSJFL Compliance & Safety coordinator, shall be shared and made available for the Associate board. All rosters shall include players First Name, Last name, Address provided as residence via utility bill, legal parent/guardian, school attended, organization, division, and team. NSID rosters shall be made available to all Associate & Executive board members upon request.

SECTION V - BOUNDARIES

1. Each organization must field teams where the players on those teams reside within the boundaries of the high school they represent. If not, they must meet the eligibility criteria outlined below:

Boundary Exceptions:

- A player living outside of North Sound boundaries, attending a school within the defined boundaries of a North Sound organization can play for that organization. Would not constitute a waiver for the players chosen organization/team.
I.E. Player lives in area C outside of North Sound Boundaries, but attends school in organization A's, North Sound boundaries. That player may play for Organization A.
- A player living inside North Sound Boundaries, in one organization's boundary but attending school in another organization's boundaries may choose to play for either organization. Would not constitute a waiver for the players chosen organization/team.
I.E Player lives in organization A's boundary but attends school in organization B's Boundary. The player can choose to play for either Organization A or Organization B.
- A player living in North Sound Boundaries, within an organization's boundaries and attending school outside of North Sound Boundaries can play for the organization's boundaries they live within. Would not constitute a waiver for the players chosen organization/team.
I.E. Player attends school in area C outside of North Sound Boundaries but lives in organization D's boundaries. That play may play for Organization D.
- A player living in North Sound Boundaries, whose parents share custody and live in two different organizations boundaries may choose to play for either organization. Would not constitute a waiver for the players chosen organization/team.

I.E. Parent A in organization A's Boundary, Parent B in organization B Boundary, the player may play for either Organization A or Organization B.

- A player living outside of North Sound Boundaries, whose parents share custody and one parent lives within North Sound Boundaries and within an organization's boundaries may play for the organization in which one of their parent's lives. Would not constitute a waiver for the players chosen organization/team.

I.E. Player lives in Area C outside of North Sound Boundaries with one parent and the other parent lives in Organization B's Boundaries. The player may play for organization B.

- A player in home school or private school, in North Sound Boundaries, within an organization's boundaries may play for that organization. Would not constitute a waiver for the players chosen organization/team.
- A player living in Organization A's boundary and attending school in organization A's boundary and has a city address of neighboring Organization B's city, shall constitute a waiver, and must be denoted on the team roster and declared as a waiver.

I.E. Player with a Snohomish city address living in Glacier Peak boundaries and wanting to play for Snohomish Panthers would have to be noted on the roster and declared as a waiver. A player with a Lake Stevens address but living in Snohomish Panther boundaries and wanting to play for Lake Stevens would have to be noted on the roster and declared as a waiver.

- A player living outside of, attending school outside of, legal guardians living outside of NSJFL boundaries, wanting to play in NSJFL and having a youth organization to play in their community in another league separate from the NSJFL shall constitute a waiver and must be denoted and declared on the official NSJFL roster Form – 105.

I.E. Player in Woodinville, which has a youth football program and wants to play for Monroe or Glacier Peak shall constitute a waiver.

- If two or more NSJFL Organizations don't have enough to make a team at a division, the organizations may merge to create a single team. The organizations merging will decide amongst themselves which organization the team will play under. The Associate board shall be informed by both organizations and a vote to be taken by the Associate board for approval. If approved by the board these exceptions shall only last the current season and not carry over to the following season.
- If an NSJFL team at a division, folds and the players wish to continue to play, the NSJFL organization whose team has folded shall bring it to the NSJFL Associate Board. Shall provide a list of players that wish to continue to play, the Associate board shall take a vote to approve the players that will finish out the year on another organization's team. If approved by the board these exceptions shall only last the current season and not carry over to the following season.

Anything outside of the above listed exceptions would need to be designated on a waiver on the official roster Form – 105 or any non-listed exceptions above submitted to the associate board to be heard and voted on for a determination. Anything not listed above is not an exception or exemption from the bylaws and must be brought before the Associate board. Acting in a clear manner outside of the intent of the bylaws may result in probation or expulsion as determined by the Associate board.

- Further waiver considerations or exemptions for a player or team must be submitted to the Executive Board. The Executive Board must inform the Associate board. The Associate Board shall vote to approve or deny.

Grandfathered Rules:

- For organizations that have recently added a new high school within their school district, that organization is allowed to operate under its current structure until such a time that the organization decides to establish a new program for the new high school. The new high school and old high school organizations shall have three years to separate, establish separate programs from the time the new high school is complete and operational.

- If one of these “grandfathered” players decides to play for the organization that they reside in, play for an organization outside of the league, or choose not to play for a season at any point going forward, they will no longer retain their “grandfathered” eligibility.
- Any out of district player may play for a neighboring organization if the players district does not have a submitted team for the current season once the request has been submitted by the incoming organization to the Associate board for approval
- If a new high school program is rolled out within a school district, any player playing for a “legacy” programs team will be deemed “grandfathered” and allowed to finish their playing time in the league for that program’s team. If one of these “grandfathered” players decides to play for the organization that they reside in, play for an organization outside of the league, or choose not to play for a season at any point going forward, they will no longer retain their “grandfathered” eligibility.

(Voted in 3-2019 10Yes-4 No)

2. Waivers - Each team, per organization can have a maximum of 2 players on their roster/a season from outside their boundaries. Waivers cannot be traded.

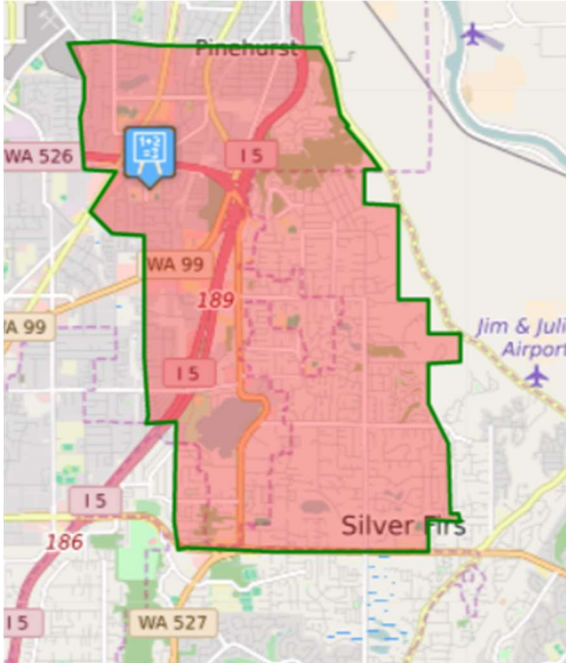
- Additional Waivers may be requested by an organization for one or more of an organization’s teams.
- Any additional Waiver requests must be submitted and voted on by the associate board.
- Any Player not meeting the Boundary Exceptions or Boundary map with listed schools will be considered a Waiver for whichever Organization/Team roster the player is submitted on.
- Waivers do not grandfather a player into an organization for following consecutive seasons. Any player not meeting section 1 of the Boundaries or other requirements in the NSJFL bylaws must be denoted on the team roster and declared as a waiver.

3. Organization Boundary Maps & Zip Codes:

- Any player not meeting the exceptions in “SECTION V - BOUNDARIES 1.” will be considered a waiver and must be denoted on Form – 105 If they are outside of their organizations district with (*v)
- Zip codes may cover part of another organization’s boundaries and do not give exceptions to play in another organization’s boundaries. A player will still have to be denoted as a waiver if they choose to play for another organization outside of their boundaries on Form – 105 with (*v).
- Each organization is responsible for informing N.S.J.F.L. of any new or missing schools within their boundaries.

Everett School District

Cascade Boundaries



Cascade Zip Codes:

98208

98203

98296

Cascade Feeder Schools or within Boundaries:

Elementary:

Silver Lake

Penny Creek

James Monroe

Emerson

Middle School:

Eisenhower

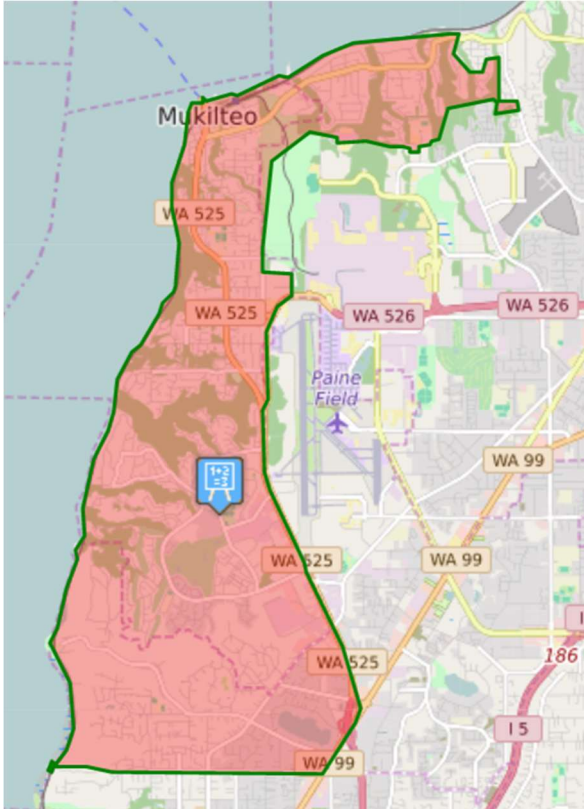
Evergreen

Private:

Cedar Park Christian @ 13000 21st Dr se, Everett, Wa 98208

Mukilteo School District:

Kamiak



Kamiak Zip Codes:

98203

98275

Kamiak Feeder Schools or within Boundaries:

Elementary:

Mukilteo

Columbia

Endeavour

Picnic Point 1

Serene Lake

Fairmount

Middle School:

Olympic View

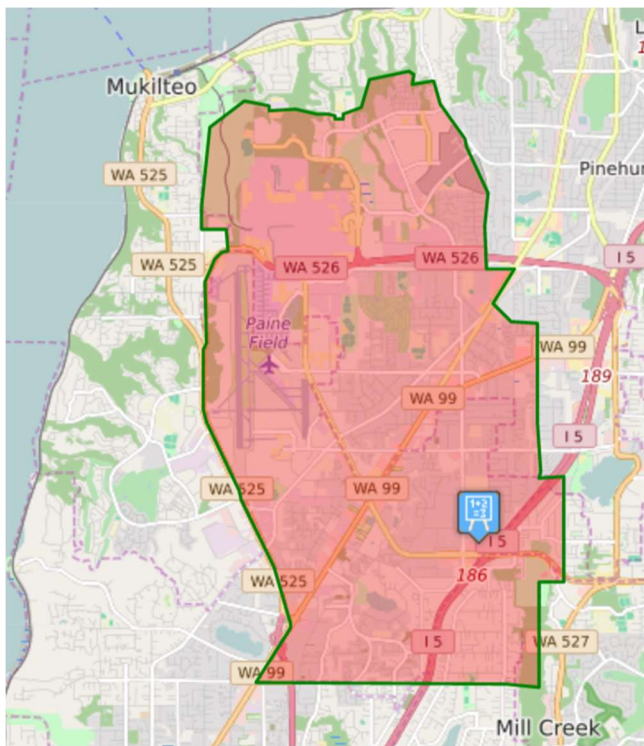
Harbor Pointe

Private Schools:

Northshore Christian Academy

Mukilteo Academy

Mariner Boundaries



Mariner Zip Codes:

98204

98037

98208

Mariner Feeder Schools or within Boundaries:

Elementary:

Horizon

Challenger

Olivia Park

Discovery

Odyssey

Lake Stickney

Middle School:

Explorer

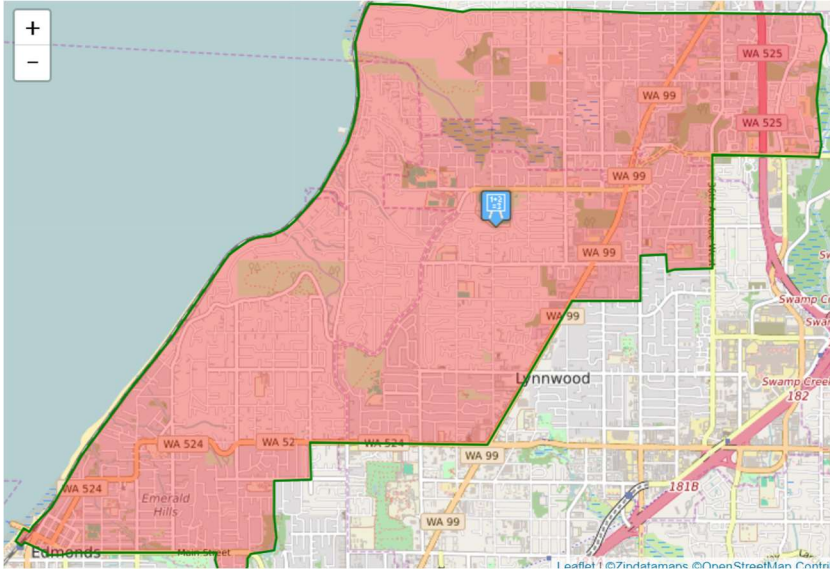
Voyager

Private:

Pathfinder Kindergarten Center

Edmonds School District

Meadowdale Boundaries



Meadowdale Zip Codes:

98206 98012
98020 98087
98036 98043
98037

Meadowdale Feeder Schools or within Boundaries:

Elementary:

Beverly
Edmonds
Lynndale
Meadowdale
Seaview
Spruce

Mountlake:

Brier
Cedar Way
Mountlake Terrace
Terrace Park School

Lynnwood:

Cedar Valley Community
Hazelwood
Hilltop
Lynnwood
Martha Lake
Oak Heights

Middle School:

Meadowdale
Madrona K-8

Mountlake:

Brier Terrace Middle School
Alderwood Early Childhood

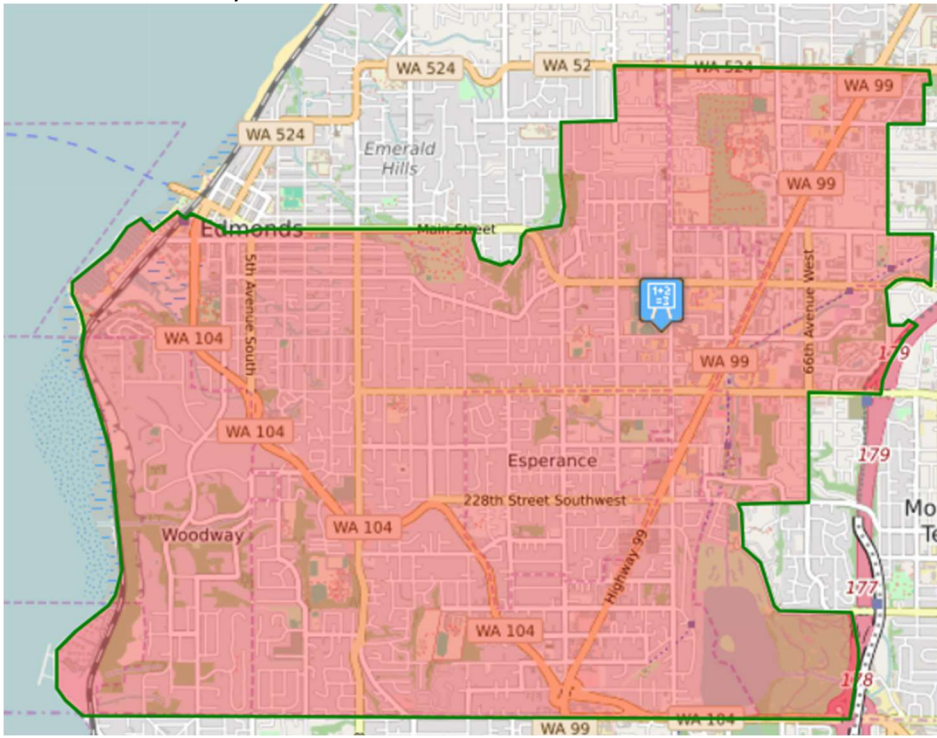
Lynnwood:

Alderwood Middle

Private:

Edmonds Heights K-12
St. Pias
St. Thomas Moore
Kings
Holy Rosary

Edmonds-Woodway Boundaries



Edmonds-Woodway Zip Codes:

- 98020
- 98026
- 98036
- 98043
- 98037
- 98087

Edmonds-Woodway Feeder Schools or within Boundaries:

Elementary:

- Chase Lake Community School
- College Place Elementary
- Sherwood Elementary
- Westgate Elementary

Mountlake:

- Brier
- Cedar Way
- Mountlake Terrace
- Terrace Park School

Lynnwood:

- Cedar Valley Community
- Hazelwood
- Hilltop
- Lynnwood

Middle School:

- College Place Middle
- Madrona K-8
- Maplewood K-8
- Edmonds Heights K-12

Mountlake:

- Brier Terrace Middle School
- Alderwood Early Childhood

Lynnwood:

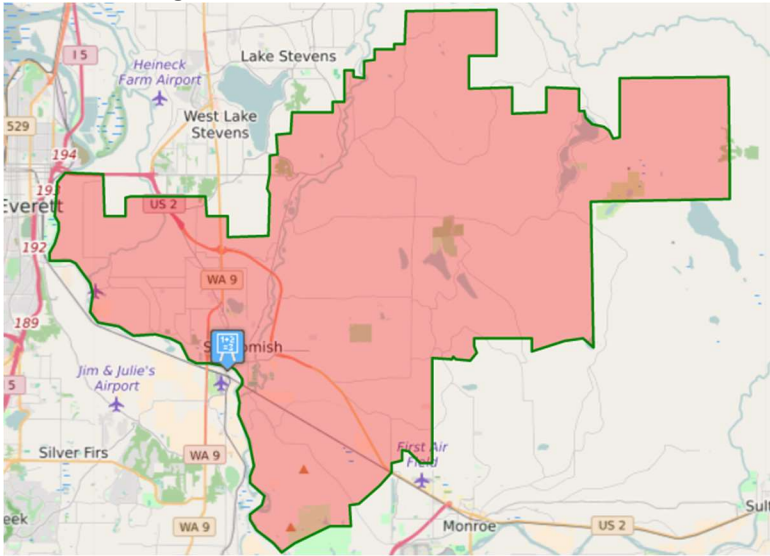
- Alderwood Middle

Private:

- St. Pias
- St. Thomas Moore
- Kings
- Holy Rosary

Snohomish School District

Snohomish High School Boundaries



Snohomish Zip Codes:

98290

98252

98205

98258

Snohomish Feeder Schools or within Boundaries:

Elementary:

Cascade View

Central Emerson

Dutch Hill

Machias

Riverview

Middle School:

Centennial

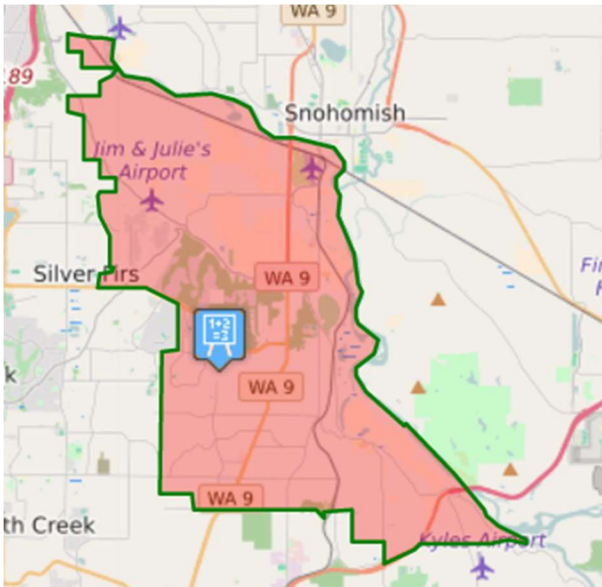
Private:

St Michael Catholic School

Light House Christian Academy

Kardia Classical School

Glacier Peak High School Boundaries



Glacier Peak Zip Codes:

98296

98012

98208

98077

Glacier Peak Feeder Schools or within Boundaries:

Elementary:

Cathcart

Little Cedars

Seattle Hill

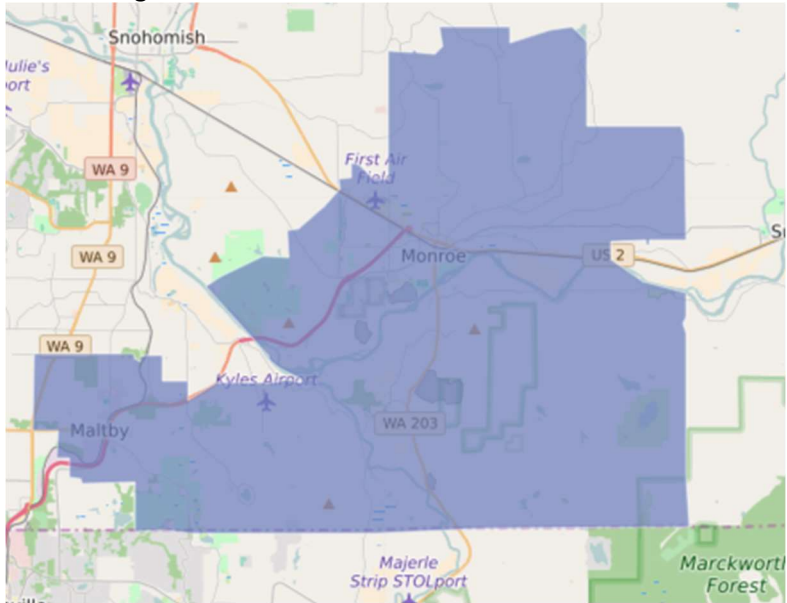
Totem Falls

Middle School:

Valley View

Monroe School District

Monroe High School



Zip Codes:

98272
98294
98296
98072
98077
98290

Feeder Schools or within Boundaries:

Elementary:

Chain Lake
Frank Wagner
Freylands
Maltby
Salem Woods

Middle School:

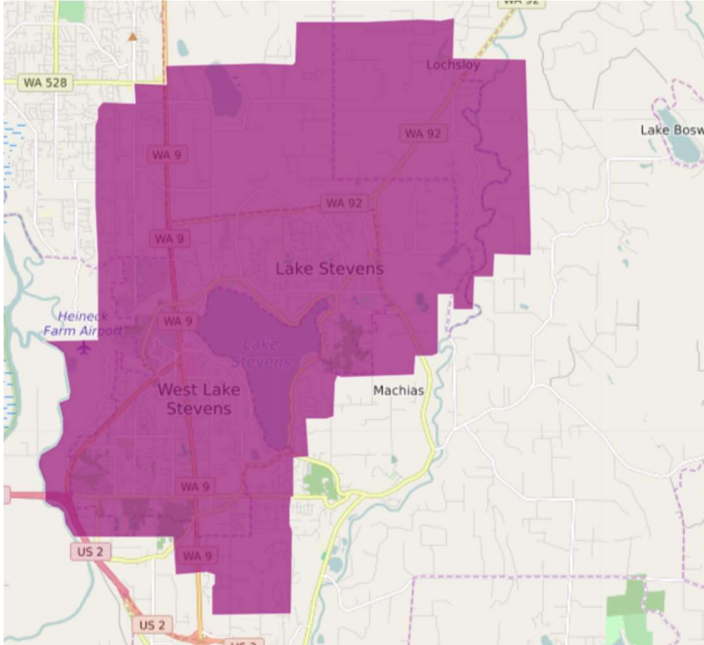
Park Place
Hidden River

Private:

Monroe Christian School
Sky Valley Adventist School

Lake Stevens School District

Lake Stevens High School



Lake Stevens Zip Codes:

98205
98258
98270
98233
98252
98290

Lake Stevens Feeder Schools or within Boundaries:

Elementary:

Glenwood
Highland
Hillcrest
Mt Pilchuck
Skyline
Stevens Creek
Sunny Crest

Middle School:

Lake Stevens
North Lake
Cavelero

Private:

Zion Lutheran

4. Boundary Enforcement

- If any organization is found to have a non-waivered or out of boundary player on one of their teams. That team will forfeit any of the games it has played and will continue to forfeit if the player continues to play in games.
- The organization with a non-waivered or out of boundary player will have until the next game to remove the player but must do so before the current week's game.
- The non-waivered or out of boundary player may be denoted as a practice player for a team. They may not suit up and must check in with Field Monitor by the team's HC.

5. No team at a Grade Division

- If no team exists for a player(s) in their schools feeder program boundaries. The player(s) must choose to play for a neighboring organization(s) within the same school district's boundaries and will not be a waiver. I.E. Snohomish does not have a Jr team, the players must go play for GP, if GP has a Jr team.
- If the player(s) choose to play outside the school district boundaries for another organization and an organization exists within school district boundaries, the organization outside the school district boundaries will have to denote the player(s) as a waiver.
- If no team exists in school district boundaries, the player(s) must play for an organization that is adjacent to their school district/organization and will not be a waiver.
- All the aforementioned in part 5 must be approved by the associate board.

6. Registration Full and Closed.

If an organization's registration is closed, a player(s) may register for another organization and will not be counted as a waiver. Must follow SECTION V - BOUNDARIES #5 and be approved by the associate board.

7. Assigned boundary areas – In a good faith effort to support NSJFL organizations that are struggling with numbers and to give youth in NSJFL the opportunity to play youth football. The Associate Board may grant additional boundary areas to an organization. If granted, any players would not count as a waiver for that organization, normal boundary rules would apply.

8. Team Folds in Season.

If a team folds it must be brought to the attention of the NSJFL associate board. If any of the player(s) on the team want to continue to play, the players must follow SECTION V - BOUNDARIES #5 and be approved by the associate board.

9. If two or more organizations do not have enough for a team at any age level, those organizations may merge players together to form a team. It will be upon the organization to decide under which organization the team will play. These players would not count as waivers but will be denoted on the rosters with an (*m) next to the players names playing out of boundaries. The Executive Board shall inform the Associate Board of organizations at any level that have merged to form a team.

SECTION VI - GAME & PRACTICE REGULATIONS / OFFICIALS

1. Each organization will provide their own home field and will be responsible for chains, yard markers, chain crew, and field supervision. It will be mandatory that the field be roped off (or equivalent system) to keep spectators at least five yards away from the field of play. Field Supervisors must be present throughout the event, which is identified by an orange vest or another clearly identifiable clothing. It is also required of all home fields to have access to toilet facilities or Honey Buckets for all participants.

2. The NSJFL Referee Coordinator will be responsible for scheduling referees for each NSJFL game. All organization heads must promptly respond to any communication from the NSJFL Referee Coordinator during the season regarding scheduling conflicts.

3. Each organization that does not have an operating score board will have the referee keep time on the field.

4. If the officials have not arrived at the field thirty (30) minutes after the scheduled start time of a game, the game must be rescheduled.
5. The visiting team is responsible to make sure that they do not have the same-colored jerseys as the home team. Each franchise can have concessions. All teams must make sure that their sidelines are clean after each game.
6. Game times will be set at the time the schedule is made. Field availability at each home field will also determine game times.
7. A game schedule meeting will take place in July or August prior to the first game of the year to establish a schedule for all games and playoffs. One member of each organization is required to be at the meeting with their field and game time information. The NSJFL President will determine time and place of the meeting and will notify all member organization one-week before the meeting by telephone or in person.
8. 2023: 1st non-padded practice will be July 31st. 1st padded practice will be August 3rd. Each organization can practice up to five (5) days a week until the week before school starts, including Saturday. The week school begins, organizations can practice three (3) days a week through the play-offs. Championship week may be up to five (5) days of practice.
9. Organization must indicate their colors for home and away at the start of the season. In the interest of cost, it is desirable to use one color for home and away.

Clubs	Home Jersey Color	Pant Color	Helmet Color	Alternate Jersey Color
KAMIAK	PURPLE	BLACK	PURPLE	WHITE
MEADOWDALE	BLACK/BLUE	BLACK	WHITE	GRAY
MARINER	WHITE	WHITE	YELLOW	BLUE
CASCADE	GRAY	BLACK	BLACK	
GLACIER PEAK	BLUE	WHITE	WHITE	WHITE
LAKE STEVENS	PURPLE/BLACK/GOLD	BLACK	PURPLE	WHITE
MONROE	ORANGE/BLACK	BLACK	BLACK	ORANGE/WHITE
SNOHOMISH	RED/BLACK	BLACK	WHITE	WHITE/BLACK/RED
EDMOND-WOODWAY	BLACK/GREEN	BLACK/GREEN	GREEN	GREEN/WHITE

10. Each organization will operate their home field as the host and may elect to have concessions. It is not a requirement that concessions are provided.

SECTION VII - PLAYING RULES

PLAYING RULES - National Federation of High Schools (NFHS) rules with the following exceptions:

1. There will be four 10-minute quarters in the **Junior, Bantam and Senior Divisions**. For the **Pee-Wee Division & 89er Division**, there will be four 12-minute quarters with a running clock. Clock stops for last 2 minutes of each half on incomplete pass, play out of bounds or touchdown or Time Outs. The PAT is an un-timed down/play.
2. Shoes with molded rubber or plastic detachable cleats will be allowed. An illegal shoe, defined by the Referee Association, is a shoe with cleats that can produce a cutting edge.
3. Tinted visor will be allowed on a case-by-case basis only if there is a medical condition (Ex aniridia with macular hypoplasia), and the league is presented with sufficient documentation that requires it.

4. **Ball size:** PEEWEE Size for Peewee & 89er divisions; JUNIOR size (100) for the Junior division, and YOUTH Size (200) for the Bantam & Senior division.

5. **24 Point Rule:** Becomes in effect when one team is ahead by 24 points or more and only applies during the second half. When this occurs, at the option of the trailing team, the time clock will run continuously unless there is a change in the score at which time the scoring team will continue to have their PAT attempt with the clock stopped. Also, while the 24 Point Rule is in effect, when the team that is behind gains possession, they receive the ball at the current location or on their own 40-yard line, whichever is closer to the goal they are going towards.

a. Once a team is ahead by 40 points or more in the second half, the time clock will run continuously unless there is a change in the score at which time the scoring team will continue to have their PAT attempt with the clock stopped per NFHS rules. The only adjustment to the NFHS rules is when the team that is behind gains possession, they receive the ball at the current location or on their own 40-yard line, whichever is closer to the goal they are going towards.

b. 40-point Blowout Review.

-In effort to better manage scores and ensure sportsmanship is being exercised, score review will take place of any game that has a spread OVER 40 points. The review would consist of: An email to BOTH head coaches asking for explanation to game conditions. If BOTH HC says no further investigation is needed, it will be noted, and the issue will be considered closed. If an issue is raised, game film will be required to be turned in, and reviewed by at least 3 members of the NSJFL board, including the President, the NSJFL Compliance Coordinator, and one other officer. If we have 3 such incidents that require SECOND LEVEL review, the offending HC faces disciplinary action, including suspension.

6. No point's rules are in effect to alter the score or game time in the NSJFL. For games that end in a tie, NFHS rules apply. Those rules are as follows:

7. Overtime rules apply to all Peewee, 89er, Junior, Bantam and Senior divisions for all regular season and playoff games.

7.1. A three-minute intermission will take place after regulation time.

7.2. Unused second half team time outs may be used in overtime. For each overtime period an additional time out will be granted.

7.3. A coin toss will take place with the visiting team's captain calling the toss while the coin is in the air. The winner will have the choice of offense or defense first, or of which end of the field the ball will be put in play. The loser will have the choice of the option not picked.

7.4. To start overtime, the offensive team shall put the ball in play, first and goal, on the defensive team's 10-yard line anywhere between the inbound lines. The first offensive team has a series of four (4) downs. That series shall be terminated by any score by the offensive team or if the defense gains possession of the ball. If the team scores a touchdown, it is entitled for a try unless the points would not affect the outcome of the game.

7.5. A field goal attempt is permitted during any down.

7.6. If the defensive team scores a safety or touchdown, the game is ended.

7.7. After the first team on offense has completed its series of downs, the first team on defense will become the offensive team and start play at the 10-yard line as in line four (4) above.

7.8. If the score remains tied after each team has been given one series of downs in an overtime period, then the procedure shall be repeated with other overtime periods until a game winner is determined. In this case there shall be an intermission of two (2) minutes. At the subsequent meeting of team captains, the loser of the overtime coin toss will be given first choice of options. If additional overtime periods are required, then the first options will be alternated with no coin toss.

10-YARD LINE OVERTIME PROCEDURE (CONDENSED)

- If the game is tied at the end of regulation time, untimed overtime periods will determine a winner. During an overtime period each team has an opportunity for an offensive series of downs. However, an overtime period may include only one offensive series of downs if the defensive team scores a safety or touchdown.

Note: It is the responsibility of each organization to provide their coaches a current year copy of the NFHS rules book to be knowledgeable about the current rule's situation.

2. PEEWEE DIVISION

1. All teams must use NSJFL approved defense's and follow the related rules and guidelines.
2. The Peewee division will NOT have kickoffs except for the final 5 minutes of the game and only by the trailing team if the trailing team chooses to kick off.
3. One coach will be allowed on the field. Coach can line up ballplayers but must be 10 yards back from the deepest ballplayer when ball is snapped. The coach cannot assist or touch or give instruction to any player post snap of the football.

4. DEFENSE RULES:

- a. No more than six players on the defensive line in the tackle box. The tackle box is defined as the area 8 yards left and right of the center on the field laterally prior to the snap.
 - b. Nose Guards - only 1 Nose Guard can be from A gap to A gap or head up over the Center. That Nose Guard is to be in a 3- or 4point stance and will not be allowed to dive between the Centers legs as to disrupt the progression of the play. First infraction is a warning, second infraction is an un-sportsman like and a fifteen-yard penalty. (Rule passed with 100% at the 2-9-14 meeting)
 - c. All other players are to be at least at "minimum" five yards off the ball
 - d. Defensive alignment to be set as center is over ball (touching ball); this prevents stunting and or in play shift formations. e. Legal defensive alignments: 4/4, 5/3, 5/4, 6/2
 - f. Illegal defensive alignments: 7/2, 10/1, etc. Only verification needed pre-snap by officials.
 - g. Rule enforcement: First infraction will result in a warning of the rule. The second infraction of the rule will result in a fifteen-yard unsportsmanlike like any variation of the Pee Wee Defense rule.
5. All punts and kick PATs will be dead ball kicks, with no defensive rush or defensive player movement.
 6. **PUNT:** The Offense will declare a "punt" to the opponent. The game referee will be told of any punt before the punt occurs by the team captain. The referee will then inform the defense that no movement of players is allowed, and all defensive players shall take a knee. The team receiving the punt may field the punt at which point the ball is declared dead.
 7. **PAT:** The Offense will declare a "PAT kick" to the opponent. The game referee will be told of PAT kick before the kick occurs by the team captain. The referee will then inform the defense that no movement of players is allowed, and all defensive players shall take a knee. The offensive snap, hold, and kick must be one continuous and fluid motion, at the discretion of the referee. If the snap hits the ground the ball is dead, and the kick is failed. If the referee determines that the snap, hold, and kick are not continuous and fluid, the play will be declared dead, and the kick will be disallowed/no good.
 8. 2 points for kick PAT, 2 points for pass PAT, one point for run PAT. If the PAT is kicked the try will be of one smooth continuous sequence from the center to the holder to the kick, and there will be no rush from the defensive team. Play will start from the team's own 40-yard line.

3. 89ER DIVISION

1. The 89er division will have regulation kickoffs and on-side kicks per NFHS rules.
2. All punts and kicked PAT's will be dead ball kicks with no defensive rush or player movement.
3. **PUNT:** The Offense will declare a "punt" to the opponent. The game referee will be told of any punt before the punt occurs by the team captain. The referee will then inform the defense that no movement of players is allowed, and all defensive players shall take a knee. The team receiving the punt may field the punt at which point the ball is declared dead.
4. **PAT:** The Offense will declare a "PAT kick" to the opponent. The game referee will be told of PAT kick before the kick occurs by the team captain. The referee will then inform the defense that no movement of players is allowed, and all defensive players shall take a knee. The offensive snap, hold, and kick must be one continuous and fluid motion, at the discretion of the referee. If the snap hits the ground the ball is dead, and the kick is failed. If the referee determines that the snap, hold, and kick are not continuous and fluid, the play will be declared dead, and the kick will be disallowed/no good.
5. 2 points for kick PAT, 1 point for pass PAT, and 1 point for run PAT.

4. JUNIOR, BANTAM & SENIOR DIVISION

1. These divisions will have regulation kickoffs, on-side kicks, punts, and point after touchdown tries per NFHS rules.
2. 2 points for kick PAT, 1 point for run or pass PAT

GAME LENGTH, GAME FOOTBALLS, COACHES, FIELD SIZE

1. For the **Pee-Wee & 89er Divisions**, there will be four 12-minute quarters with a running clock. Clock stops for last 2 minutes of each half on incomplete pass, play out of bounds or touchdown. The PAT is an un-timed down/play. There is an eight (8) minute half time in the Pee-Wee Division.
2. Junior, Bantam and Senior division games will consist of four (4) ten (10) minute quarters with eight (8) minute half times.
 - a. The offensive team reserves the right to use their ball if it meets division regulation size.
3. No coach will be allowed on the field of play in any **89er, Junior, Bantam or Senior** division unless a time out has been called in any regular season, playoff, championship, or all-star game. If a time out has been called, one (1) coach may be allowed in the huddle on the field. In all divisions one (1) coach will be allowed on the field during scrimmages and NSJFL Jamborees but must be 10 yards back from the deepest ballplayer when the ball is snapped.
4. All Pee-wee, 89er, Junior, Bantam and Senior division level teams will play on 100-yard regulation football fields.

6. PROTESTS

1. Game Protest must be based on an interpretation of the rules (i.e., playing rules). Only the objecting head coach, at the time the play occurs, must notify the head referee, opposing coach, and home field manager that the game is being played in protest. All protested games will be played out to the finish of the game. The coach must then submit a written protest to their Organization President or Board within 48 hours of the completion of the game. The written protest must be detailed as to what playing rule was not recognized. The Organization President or Board will then present it (and any video tape or digital recording) to the NSJFL grievance board for review of the protest and decide on a course of action. A decision is to be made before the next weeks scheduled games.

7. OTHER PROTESTS

1. Ineligible players, coaches, or parents: un-sportsman like behavior by coaches, players, or parents - player equipment or field setup infractions, Only the objecting head coach, at the time the infraction occurs, must notify the head referee,

opposing coach, and home field manager that the game is being played in protest. All protested games will be played out to the finish of the game. The coach must then submit a written protest to their Organization President or Board within 48 hours of the completion of the game. The system director will then present it (and any videotape) to the NSJFL grievance board for review of the protest and decide on a course of action. A decision is to be made before the next weeks scheduled games.

SECTION VIII – UNIFORMS

1. All players must be suited in full uniform. A uniform consists of a CERTIFIED NOSC helmet with a warning sticker, mouth guard, shoulder pads, team jersey, either a girdle or pants that hold a tail pad, either a one or two-piece hip pad one each side, two thigh pads, two knee pads worn under pants, and shoes. It is recommended that all male participants wear a protective cup. All female players must wear appropriate protective equipment where required.
2. All numbers on each player's game jerseys must be clearly distinguishable on the jersey (numbers color/design must be a different color/design from the main jersey color/design).
3. Players are not allowed to wear bandannas or stocking caps under helmets (Under Armor type caps are accepted).
4. Players are not allowed to wear jewelry during practice or games. Emergency I.D. bracelets may be worn but must be covered with white athletic tape.
5. All mouth guards/ mouth pieces must be colored (anything other than clear or white) per NFHS rule (2006) and attached to the facemask, unless a true orthodontic basis justifies an exception to the rule.
6. Only clear visors are allowed. No visor with any color or tint is allowed unless medically approved by Eligibility Committee.

SECTION IX - Season Games, Recalibration & Playoff Schedule:

1. Each organization will give its home field availability dates in early July or as soon as possible to NSJFL Scheduler to compile the first 6 weeks of games for the season.
2. Weeks 7 and 8 will be a "Recalibration Schedule" that will be based off a team's wins and losses. This works to pair up like teams and create a quality and competitive playing experience for the kids and teams playing in this league.
3. Recalibration shall be scheduled in this order:
 1. Match up like teams
 2. If able match like teams that have not played each other
 3. If not able to match up like teams that have not played each other, like teams may have to play again or may opt to take a buy week.
4. Playoffs – No Divisions at any level. Playoffs seeding will be decided by the following in order:
 1. Overall Win-Loss record
 2. Strength of Schedule of opponents
 3. Coin Toss
5. Playoff brackets and Bowl Games
 1. No Divisions, at any levels. I.E. no North, South, East or West Divisions.
 2. Gold and Silver Playoff Bracket
 - a. Gold will be the Top 4 to 6 Seeded teams
 - b. Silver will be the 6 to 12 seeded teams
 - c. Bronze 13 to 16 seeded teams

3. Bowl games will be any teams that did not make the Gold or Silver playoff bracket. After the Bowl game is played both teams seasons are over.
4. A team in the silver bracket may elect to play a bowl game in place of competing in the Silver playoff bracket.
5. A team in the Gold playoff bracket may not opt to play in the Silver Bracket.
6. Any teams that lose in the Gold, Silver or Bronze bracket, the season is over.

6. Playoff Brackets & Bowl Games will be as follows:

- A. 8 teams in a Grade Division, top 6 make the playoffs in the Gold Bracket and are seeded by the rules in section 5. The 7th and 8th Seeded teams will play a bowl game
- B. 10 teams in a Grade Division, Top 6 make the playoffs in the Gold Bracket and seeded by the rules in section 5. The teams Seeded 7th through 10th will play in the Silver Bracket and are seeded by the rules in section 5.
- C. 12 teams in a Grade Division, Top 6 make the playoffs in the Gold Bracket and seeded by the rules in section 5. The teams Seeded 7th through 10th will play in the Silver Bracket and are seeded by the rules in section 5. The teams seeded 11th and 12th will play a Bowl Game.
- D. 14 teams in a Grade Division, Top 6 make the playoffs in the Gold Bracket and seeded by the rules in section 5. The teams Seeded 7th through 12th will play in the Silver Bracket and are seeded by the rules in section 5. The teams seeded 13th and 14th will play a Bowl Game.
- E. 16 teams in a Grade Division, Top 6 make the playoffs in the Gold Bracket and seeded by the rules in section 5. The teams Seeded 7th through 12th will play in the Silver Bracket and are seeded by the rules in section 5. The teams seeded 13th through the 16th will play a Bowl Game or opt to play a Bronze Bracket and seeded by the rules in section 5.

7. All Playoff brackets (Gold, Silver, Bronze) shall be as follows:

1. The top seeded teams shall always play the bottom seeded team in each playoff round.

Gold Bracket Week 1

Seed #1 and Seed #2 have buys

Seed #3 plays Seed #6

Seed #4 plays Seed #5

Gold Bracket Week 2

Seed #1 plays Seed #4

Seed #2 plays Seed #3

Gold Bracket Week 3 - Championship

Seed #1 plays seed #2

I.E.

If seed #6 wins and seed #3 loses, Seed #6 will play seed #1 in week 2 of plays offs

If seed #5 wins and seed #4 loses, Seed #5 will play seed #2 in week 2 of plays offs

8. The Season Schedule must be submitted for review and approval to the NSJFL Executive Board and the Associate board before it becomes official. All Organizations must do their part in a timely manner to review the schedule or inform the NSJFL Scheduler of issues.
9. The Recalibration Schedule must be submitted for review and approval to the NSJFL Executive Board and the Associate board before it becomes official. All Organizations must do their part in a timely manner to review the schedule or inform the NSJFL Scheduler of issues.

10. The Playoffs and Bowl Games must be submitted for review and approval to the NSJFL Executive Board and the Associate board before it becomes official. All Organizations must do their part in a timely manner to review the schedule or inform the NSJFL Scheduler of issues.
11. A Trophy shall be awarded to the Winners of each Gold, Silver, Bronze bracket and Bowl Games.
12. Both Bowl games and Championship games will be at a location agreed upon by the NSJFL board determined prior to the season start. An organization may volunteer to host bowl and/or championship games if so desired prior to season start.
13. Individual player trophies or awards will be the responsibility of each organization.
14. Each organization must be ready to participate in a NSJFL season kickoff jamboree if one is held for that season. Member organizations may volunteer to host the jamboree if so desired. If a jamboree is not held then the organization is free to attend any pre-season event they wish.
15. Any NSJFL Organization may play any Organization of their own choosing outside of NSJFL. Any Organization choosing to play another club or organization outside of NSJFL agrees to discharge NSJFL or any other NSJFL organizations of any Liabilities or Risks. The Liabilities & Risk will be encumbered upon the Organization choosing to play an organization outside of NSJFL. Before scheduling a game outside of NSJFL all Organizations agree that playing another NSJFL organization will come first before a Non-NSJFL Organization.

SECTION X - CHEERLEADING

1. The North Sound Junior Football League encourages each organization to have a cheer program as it enhances the football program by allowing more families to participate in NSJFL functions.
2. Cheer is operated by each franchise, as its own entity just as the football teams are. Any fees or uniforms may be done as each organization sees fit.
3. Organizations can elect to have cheer squads at all games, regardless of being a home team or a visiting team. The home team field manager will instruct the visiting cheer squad as to which sideline, they will be using.

SECTION XI - CONDUCT, RULES

1. Each organization will be responsible for the conduct of their coaches and players parents and their spectators. Any player, parent coach or spectator who is ejected from a game must follow all NSJFL rules regarding ejection from a game.
 2. Each franchise may choose their own nicknames, colors (if it is not already in use), team size, number of teams, home field but must conduct themselves under the spirit of the rules of NSJFL.
 3. Each organization must provide a field manager for their assigned home games. The field manager has the right to remove any spectator for whom is disruptive regardless of which team the spectator is cheering. He must carry a cell phone for emergency purposes.
- 3.A – Any team hosting home field during season, playoffs or bowl games shall have the field monitor or an organizations board member check the rosters of each team.
- Must check rosters 30 minutes before the game

- Coaches will have teams lined up in an orderly fashion so the field monitor can check rosters vs players on the field/suited up in a timely manner. Field Monitor will check off on the North Sound Score sheet that the Roster check was completed and Note any issues.
- Field Monitor must inform the league of any non-rostered players suited up, provide the players name and Head Coaches name
- Field Monitor will instruct the HC to have any non-rostered players remove gear.
- The Non-Rostered player(s) may not play in the game
- If the Non-Rostered player(s) play in the game at any period, the game is forfeited for the team with the Non-Rostered Player(s). The Head Coach is suspended for the following 2 weeks from practices and the following 2 games. The NSJFL board will enforce SECTION XI - CONDUCT, RULES - section 7.
- If a team refuses to do a roster check prior to a game, the game will be forfeited. The opposing coach can either choose to play the game or not. If the game is still played, the team refusing to do the roster check still forfeits the game.

4. Every parent, player and coach in each organization will receive a “Code of Conduct Form.” It explains what is expected as to their behavior at all NSJFL functions. “Code of Conduct Forms” will be signed by the coach, parent, and player and filed with the player’s registration forms with each member organization.

5. Physical altercations before, during or after a game by players, parents, coaches, or spectators will result in the ejection of that player, parent, coach, or spectator from the field location by the Field Supervisor. Ejection of players, parents, coaches, or spectators by an official or field monitor for **ANY REASON** will result in automatic suspension from participating in all NSJFL functions, including all practices for the period of to include the next scheduled game. Upon the second ejection of the same player, parent, coach, or spectator within the same season by an official or field monitor for **ANY REASON** will result in the automatic suspension from participating in all NSJFL functions, including all practices for a period to include the next two scheduled games. A third suspension from the same player, parent, coach, or spectator will be an automatic suspension from the league. The NSJFL Associate board will review the incident with the players, parents, coaches, or spectators during the suspension period. At that time, a silent vote will be taken to allow or disallow the individual to continue participation in league activities. The NSJFL Board can act up to and including banning the individual from NSJFL, which includes all member organizations. If the individual is allowed to continue participation and participates in a second offense, it will result in the suspension from league play or participation for the remainder of the current season. The suspended player, coach or spectator may appeal this current season suspension, which will then bring the issue to a vote by the NSJFL Associate Board. Any vote by the Associate Board will be final.

(2/2019 13Yes-0No)

6. The NSJFL President, NSJFL Compliance Coordinator, or an Associate Board Member may make a motion to suspend any player, coach, or spectator for a period of no more than one week for any action that is deemed unsportsmanlike, detrimental to the integrity of the league or for any violation of the Code of Conduct. This motion will be in effect from time of an official announcement to the NSJFL Board and all parties involved. The suspended player, coach or spectator may appeal this decision, which will then bring the issue to a vote by the NSJFL Associate Board. Any vote by the Associate Board will be final. All motions for suspensions of more than one week will be an automatic vote by the NSJFL Associate Board.

a. Any Section XI-7 suspension will result in that player, coach, or spectator being banned from participating in all NSJFL functions, including all practices, for a period to include the next scheduled game. The NSJFL board will review the incident with the players, parents, coaches, or spectators during the suspension period. At that time, a silent vote will be taken to allow or disallow the individual to continue participation in league activities. The NSJFL Executive & Associate Board can act up to and including banning the individual from NSJFL. If the individual is allowed to continue participation and engages in a second offense, it will result in the suspension from league play or participation for the remainder of the current season. The suspended player, coach or spectator may appeal this current season suspension, which will then bring the issue to a vote by the NSJFL Associate Board. Any vote by the Board will be final.

7. Altercations between parents, players, coaches, officials, or any other spectators will not be tolerated. Franchises must police themselves and make it clear to their organization that unruly behavior will not be tolerated.

Grievance Process:

1. Only Executive NSJFL Board Members or an NSJFL Organization Rep may submit a grievance.
2. Grievances are limited to a Bylaw interpretation request, Executive or Associate Board Decisions or rulings.
3. Any current year grievance will be taken to the NSJFL Football Grievance Board if requested. The grievance must be submitted in writing to the NSJFL President within 48 hours of the incident. The NSJFL Grievance Board will meet before the next weeks- scheduled games. All parties will be present and will state their case. After which, the NSJFL board will review the situation and take a silent vote to determine the outcome. All parties will then be notified of the decision.
4. The Grievance board will be made up of the current year NSJFL Associate Board members, which includes all organization presidents, NJSFL President and the NSJFL Compliance Coordinator A minimum of three (3) NSJFL Executive board members must be in attendance for a hearing to occur. If a board member is a direct party to the dispute. That board member will not sit on the grievance board for that instance. The NJSFL President will chair the board but not have a vote. All parties involved will be present and state their case before a silent vote can be taken to determine the outcome. If the vote results in a tie, then the NJSFL President will cast the determining vote. When a silent vote is taken the results are final and all organizations agree to abide by the decision of the "Grievance Board."

SECTION XII - ETHICS

1. In any document one can find loopholes or ways to get around a rule. It is up to the individual organizations to police themselves so as not to break the spirit of the codes and rules. An organization is only as good as the people in it who are willing to play openly in an honest and trusting manner. The NSJFL was created to bring together strong independent youth football organizations. Who are willing to compete and operate without the interference of a central governing few who have only control and self-fulfillment as their goal. The dynamics of youth football demands that a youth football league be operated in this manner. This way allows the community, in which the organization resides, to better serve that area, grow with the area, and have a sense of ownership with the community.

2. Member organizations are expected to induce a spirit of elevated ideals in their teams. Member organizations are to practice the highest standards of sportsmanship and coaching ethics.

3. Member organizations will be responsible for providing proof that their coaches have submitted to a Washington State Patrol background check before taking the field and a copy is on file with the member organization.

4. The highest degree of ethical conduct is expected of all that participate in the league. This includes strict adherence to both the letter and the spirit of the rules and regulations. The use of alcohol, illegal drugs, tobacco products, and the use of profanity during practice or games are prohibited.

5. Violent conduct, holding / touching the facemask, or verbal abuse towards any player will not be tolerated and is prohibited.

6. Scouting of other teams at practices is prohibited. Attending scheduled games by coaches and players of other teams is permitted.

7. Videotaping opponent's games is allowed.

8. Each organization of the NSJFL will abide by all decisions voted on by the majority or otherwise stated.

SECTION XIV - CHANGES

1. At the end of each season the NSJFL Board will meet during the winter to review these rules.

SECTION XV - COMPLIANCE AGREEMENT

By signing this agreement, we acknowledge to have read and understand the rules and regulations of the North Sound Junior Football League (NSJFL). By signing this agreement, we agree to attend scheduled meetings, return phone calls, and cooperate with other member organizations in a timely manner by signing this agreement we understand that if these rules are broken or ignored by this organization, we run the risk of expulsion from the NSJFL. Refusal to sign this agreement will exclude this franchise from League play.

(Organization Head must sign, this document is then given to the NSJFL President for the current year.)

Organization Name:

Organization Head Signature:

Date:

Secretary, and Treasurer (Or equivalent title). Each organization in NSJFL will operate and maintain their franchises and be responsible for their own sign-up registrations, insurance, equipment, fields, and coaches. NSJFL organizations will operate their own boards, fund- raisers, and maintain their own separate finances. Each organization of the NSJFL will abide by all decisions voted on by the majority or otherwise stated.

SECTION XVI - NSJFL Board Elections:

All NSJFL Executive Board positions shall be held for (2) Two years. Elections will be held in the Month of December. The incumbent's (2) Two-year Board tenure shall end on the 31st of December and the New Incumbent board member's tenure will start on 1st of January of the new year.

Odd Year Election Positions:

NSJFL President, NSJFL Referee Coordinator, NSJFL Compliance Coordinator, NSJFL Secretary

Even Year Election Positions:

NSJFL Vice President, NSJFL Scheduler, NSJFL Field Monitor, NSJFL Treasurer, NSJFL Webmaster

Nominations:

To become a candidate for an NSJFL board position, an NSJFL Organization President or Organization member sitting in for the President must nominate the candidate to the NSJFL Associate Board.

*It is preferable to have multiple organizations with representatives on the NSJFL Executive Board rather than just a few of the organizations to represent North Sound Junior Football League.

SECTION XVII. Indemnification of Directors

A. Directors shall be indemnified and held harmless from any and all liability beyond the Directors and Officers liability coverage provided by the Association.

SECTION XVIII. Miscellaneous

A. No Loans to Directors -No loans shall be made by the Corporation to its Directors.

B. Conflict of Interest

1. Each Director should recognize that he or she functions as a person occupying a place of trust and should not put him or herself in a position in which self-interest conflicts with any duty he or she owes to those for whom he or she acts. A Director or Officer will not be permitted to make a profit for any self-dealing transaction, whether individually or acting as an agent, without affirmatively showing full disclosure and fair dealing. Any Director or Officer who actually or potentially is involved in any conflict of interest due to his or her position as Director or Officer shall make a full disclosure of his or her interest, and shall not vote on the matter, and will not be considered as part of the voting body. The Director shall leave the room during the discussion and vote on the issue, unless requested to stay to either respond to questions or provide information to the Board on the matter under discussion.

XIV. Associate Board Voted Exemptions:

1. Monroe Youth Football will be allowed to include Sultan School District within their boundaries. It was determined there is no current youth football offered. This will stand until such a time the board deems it unnecessary and votes to remove this exemption or an Organization within the Sultan school district offers youth football.
2. Meadowdale Youth Football will be allowed to include players from within the Lynnwood & Mountlake Terrace High School Boundaries and will not count as a waiver/variance. It was determined there is no current youth football offered. This will stand until such a time the board deems it unnecessary and votes to remove this exemption or an Organization within the Lynnwood or Mountlake Terrace boundaries offers youth football.
3. Edmonds-Woodway Youth Football will be allowed to include players from within the Lynnwood & Mountlake Terrace High School Boundaries and will not count as a waiver/variance. It was determined there is no current youth football offered. This will stand until such a time the board deems it unnecessary and votes to remove this exemption or an Organization within the Lynnwood or Mountlake Terrace boundaries offers youth football.

NSJFL Code of Conduct

COACHES CODE OF CONDUCT

1. I will be accountable for the quality and consistency of my coaching and provide each athlete with the opportunity to learn the High School Feeder style program.
2. I will be adaptable to change and be a model of continuous improvement.
3. I will always be transparent, fair, and consistent in all that I do.
4. I will promote a positive attitude and lead by example.
5. I will follow the rules of the sport and of NSJFL.
6. I will teach the fundamentals of football at a level and pace that incurs the best possible environment for learning.
7. I will not argue with parents or officials and will always demonstrate good sportsmanship.
8. I will listen to players concerns and try to help them any way I can.
9. I will do the best I can to ensure each athlete is both physically and mentally ready for whatever task is asked of them.
10. I will strictly adhere to the policies and procedures of NSJFL, my individual organization, and set a proper example with actions for everyone to follow.
11. I will stress teamwork and respect every athlete.
12. I will not share any player or parent personal information from National Sports ID or your organizations communication platform.

SUMMED UP

Do what is right, not what is easy. We are being watched and listened to every minute we are with ballplayers. Stay positive! Here are a few things we were taught when we were little... Treat others as you want to be treated. Remember the big picture, this is a kid's game. If you have nothing good to say, do not say anything. You are a mentor to these kids. We should teach more than football- responsibility, discipline, leadership, respect, teamwork, and good citizenship. **Do what we know as right!**

ATHLETES CODE OF CONDUCT

1. I will attend all practices, games, meetings, and any other team function on time.
 2. I will show respect toward all coaches, players, and referees always.
 3. I will demonstrate good sportsmanship on and off the field of play.
 4. I will not fight, use foul language, or argue with coaches or teammates.
 5. I will stay within the established areas of the sidelines during games.
 6. I understand that I risk being ejected and or suspended from a game or further league participation if I incur unsportsmanlike behavior penalties.
 7. I will be coachable and ready to learn and have fun.
 8. I will be a team player and always put the team first.
- NSJFL January 1st 2022
9. I will obey the coaches and the rules of the NSJFL.
 10. I will try my absolute best to learn and have fun.

PARENTS CODE OF CONDUCT

1. Parents should support the efforts of the volunteer coaches and the league.
2. The use of profanity, drugs, alcohol, or tobacco products on school property is prohibited. (It is an illegal act.) This will result in your immediate ejection from school property.
3. Set an example for your child by always showing good sportsmanship. Poor sportsmanship will be addressed and may result in being removed from games.
4. Never argue with an official or coach during practice or games. Any complaint or concern can be made verbally or in writing to the head coach, the Player/Parent Rep, or another board member of your organization or NSJFL. All complaints will be promptly investigated.
5. Understand that your child will be given every opportunity to participate and to compete, however; the safety of our athletes is our number one concern.
6. Any parent who enters the playing field during a game (except for an injury to their child) risks their and/or their child's immediate removal from the field and/or disqualification from further participation. This rule shall be enforced by the game's officials, team coaches, and/or Football Board members.
7. Try to praise your child's efforts and always offer your support.
8. Allow your child to have fun and play like a child.
9. Never voice any complaints or concerns towards coaches, referees, or league officials in front of the players.
10. Parents will show proper respect for an official's judgment and interpretation of the rules.
11. Parents should respect the equipment given to their child and take care of it. Parents shall be responsible to pay to replace equipment that is lost or damaged by alteration or neglect.
12. Parents shall inform the coach personally, or provide written permission for their child to walk, ride bike, etc. or to be picked up by someone other than the parent.

PARENTS: (Print) Sign:

PLAYERS: (Print) Sign:

COACHES: (Print) Sign:

NSJFL Rules & Regulations – Effective January 1st 2023

APPENDIX A:

ROBERT'S RULES OF ORDER

What are Robert's Rules of Order?

The first edition of the book was published in February, 1876 by U.S. Army Major Henry Martyn Robert. Its procedures were loosely modeled after those used in the United States House of Representatives. Robert wrote Robert's Rules of Order after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure. The book is now in its 10th edition; Robert's Rules of Order Newly Revised (RONR).

Robert's Rules of Order provides applicable rules governing key matters of meeting and general procedures, including:

Establishing a **Constitution and Bylaws** for your student organization.

Structure of the meeting **Agenda** and debate.

Motions; including making, seconding, debating, modifying and amending motions.

Sufficient majority and simple majority and which decisions are appropriate to them.

Establishment of a **quorum**.

Definition of **membership**.

Voting rights of presiding officer and voting procedures.

AN OUTLINE OF BASIC PARLIAMENTARY PROCEDURE

I. Rules Governing an Organization

State and Federal Law - governing corporations, tax-exempt organizations, public legislative bodies, etc.

Articles of Incorporation - applicable to corporations

Governing Documents of Parent Organizations - applicable to chapters, affiliates, etc. of larger organizations

D. Local Constitution and Bylaws - defines the organization's basic structure and fundamental rules. Normally requires a 2/3 vote and prior notice for amendment and are not subject to suspension.

E. Standing Rules - operating procedures consistent with all of the above. Normally can be amended by majority vote at any business meeting and can be suspended.

F. Rules of Order - parliamentary authority, superseded by any of the above that conflict. Precedent and Custom - apply when there are no written rules governing a situation. Student Activities and Campus Life

II. Purposes of Parliamentary Procedure

Ensure majority rule

Protect the rights of the minority, the absentees and individual members

Provide order, fairness and decorum

Facilitate the transaction of business and expedite meetings

III. Basic Principles of Parliamentary Procedure

All members have equal rights, privileges and obligations.

A quorum must be present for the group to act – if the bylaws of the organization do not establish a quorum, the general rule is that a majority of the entire membership must be present in order to transact business.

Full and free discussion of every motion is a basic right.

Only one question at a time may be considered, and only one person may have the floor at any one time. Members have a right to know what the immediately pending question is and to have it restated before a vote is taken. No person can speak until recognized by the chair. Personal remarks are always out of order. A majority decides a question except when basic rights of members are involved. A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate). Silence gives consent. Those who do not vote allow the decision to be made by those who do vote. The chair should always remain impartial.

IV. Typical Order of Business

- A. Call to Order
- B. Opening Exercises, if applicable
- C. Roll Call/Determination of a Quorum
- D. Adoption of the Agenda
- E. Reading and Approval of the Minutes of the Previous Meeting
- F. Reports of Officers
- G. Reports of Standing Committees
- H. Reports of Special (Ad hoc) Committees
- I. Special Orders
- J. Unfinished Business and General Orders
- K. New Business
- L. Program, if applicable
- M. Announcements
- N. "Good of the Order"
- O. Adjournment

V. Role of the Presiding Officer

- A. Remain impartial during debate - the presiding officer must relinquish the chair in order to debate the merits of a motion
- B. Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- C. Determine that a quorum is present before transacting business
- D. Introduce business in proper order
- E. Recognize speakers
- F. Determine if a motion is in order
- G. Keep discussion germane to the pending motion
- H. Maintain order
- I. Put motions to a vote and announce results
- J. Employ unanimous consent (general consent) when appropriate

VI. General Procedure for Handling a Motion

- A. A member normally must obtain the floor by being recognized by the chair.
- B. Member makes a motion.
- C. A motion must normally be seconded by another member before it can be considered. Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).

If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable). The maker of a motion has the right to speak first in debate. Debate is closed when:

1. Discussion has ended, or
 2. A two-thirds vote closes debate ("Previous Question")
- H. The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
- I. The chair calls for a vote.
- J. The chair announces the result.
- K. Any member may challenge the chair's count by demanding a "Division of the Assembly."

VII. General Rules of Debate

- A. No members may speak until recognized by the chair.
- B. All discussion must be relevant to the immediately pending question.
- C. No member may speak a second time until every member who wishes to speak has had the opportunity to do so.
- D. No member can speak more than twice to each motion.
- E. No member can speak more than ten minutes.
- F. All remarks must be addressed to the chair – no cross debate is permitted.
- G. It is not permissible to speak against one's own motion (but one can vote against one's own motion). H. Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.
- I. The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of.
- J. When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- K. When a large number of people wish to speak to a motion it may be advisable for the chair to make a speakers' list.
- L. Members may not disrupt the assembly.
- M. Rules of debate can be changed by a two-thirds vote.

VIII. Motions in Ascending Order of Precedence

Only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. When any of the motions on the following list is the immediately pending motion (i.e., the last motion made), any motion listed below it on the list can be made at that time and any motion above it on the list cannot be made at that time. Pending motions must be disposed of in descending order of precedence.

A. **Main Motion** - introduces business to the assembly for its consideration. A main motion can only be made when no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions.

B. **Subsidiary Motions** - change or affect how the main motion is handled (voted on before the main motion)

1. **Postpone Indefinitely** - made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. Unlike other subsidiary motions, debate on the motion to postpone indefinitely can go into the merits of the main motion.

2. **Amend** - changes the wording of the main motion before it is voted upon. An amendment must be germane to the main motion. Its acceptance does not adopt the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered. An amendment can: delete words, phrases, sentences or paragraphs; strike out words, phrases or sentences and insert new ones; add words, phrases, sentences or paragraphs; or substitute entire paragraph(s) or the entire text of the motion and insert another. When an entire motion is substituted for another, the chair must first call for a vote on the Motion to Substitute to determine the advisability of substituting a new motion. If the Motion to Substitute passes, the chair then throws the Substitute Motion open to debate. The Substitute Motion in turn must be voted upon, and is subject to amendment. Note: There is no provision in Robert's Rules for a "Friendly Amendment." The only way a

motion can be modified without a vote, after it has been stated by the Chair, is with the unanimous consent of the members present.

3. **Secondary Amendment** - An amendment can be offered to an amendment (amendment of the second order). Amendments of the third order are not permitted.

4. **Refer (Commit)** - sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify the composition of the committee.

5. **Postpone Definitely (Postpone to a Certain Time)** - delays action until a certain time specified in the motion (not beyond the next regular business meeting).

6. **Limit or Extend Debate** - is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a two-thirds vote. 7. **Previous Question ("Call for the Question")** - immediately closes debate if passed. Requires a second and a two-thirds vote. 8. **Lay on the Table** - enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen. It is not debatable. A motion to lay on the table is out of order if the evident intent is to avoid further consideration of the motion. Frequently when one indicates a desire "to table" a motion, the correct motion is either to Postpone Indefinitely or Postpone Definitely.

C. **Privileged Motions** - do not relate to the pending business but have to deal with urgent matters which, without debate, must be considered immediately.

1. **Call for the Orders of the Day** - requires the assembly to conform to the agenda or to take up a general or special order that is due to come up at the time ("time certain"), unless two-thirds of those voting wish to do otherwise. A member can interrupt a speaker to call for the orders of the day.

2. **Raise a Question of Privilege** - permits a request or main motion relating to the rights and privileges of the assembly or any of its members. Examples include requests relating to members' ability to hear a speaker or a request to go into "executive session" (closed session). A member may interrupt a speaker to raise a question of privilege.

3. **Recess** - used to request an intermission which does not close the meeting.

4. **Adjourn** - used to close the meeting immediately. Not debatable.

5. **Fix the Time to Which to Adjourn** - sets the time, and sometimes the place, for another meeting ("adjourned meeting") before the next regular business meeting to continue business of the session.

IX. Incidental Motions (Questions of procedure that arise out of other motions and must be considered before the other motion)

A. Point of Order - used when a member believes that the rules of the assembly are being violated, thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.

B. Appeal - used to challenge the chair's ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.

C. Suspend the Rules - used to make a parliamentary rule or special rule of an organization temporarily inoperative. The motion cannot be applied to the constitution and bylaws unless those documents include specific provisions for suspension. Normally requires a two-thirds vote.

D. Withdraw - permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is not unanimous consent, the motion is debated and voted upon.

E. Point of Information - requests to the chair, or through the chair to another officer or member, to provide information relevant to the business at hand. A point of information must be in the form of a question. A request for information regarding parliamentary procedure or the organization's rules bearing on the business at hand is referred to as a Parliamentary Inquiry.

F. Objection to the Consideration of a Question - suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.

G. Division of a Question - divides a motion containing two or more provisions that can stand alone so that each provision can be considered and voted upon separately. Not debatable.

H. Division of the Assembly - used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, does not require a second, is not debatable, and does not require a vote.

X. Main Motions That Bring a Question Back Before the Assembly

A. **Take from the Table** - resumes consideration of a motion laid on the table earlier in the same session or in the previous session. Not debatable.

B. **Reconsider** - reopens a motion to debate that has already been voted upon in the same session. The motion to reconsider can only be made by a member who voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. It cannot be postponed beyond the next regular business session.

C. **Rescind (Annul or Repeal) or Amend Something Previously Adopted** - repeals or amends a motion for which it is too late to reconsider. Normally requires a two-thirds vote of those present or a majority vote of the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed.

XI. Voting

A. **Majority vote** - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (e.g., majority of those present, or majority of the entire membership)

B. **Two-thirds vote** - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to amend the constitution and bylaws; to close nominations; to remove an officer or expel a member; or to object to the consideration of a motion.

C. **Voting by the Chair** - except when there is a ballot vote, the chair only votes when his/her vote would affect the result.

D. Methods of Voting

1. Voice vote - method normally used

2. Show of hands or rising vote - used to verify an inconclusive voice vote or on motions requiring a two-thirds vote

3. Ballot - normally used for election of officers and when ordered by a majority vote

4. Roll call vote - used when it is desired to have a record of how each member voted. Can be ordered by a majority vote unless the organization's bylaws specify otherwise.

E. **Proxy voting** is prohibited unless specifically provided for in the charter or bylaws.