

**Canadian Olympic Committee  
Athletes' Commission  
Terms of Reference**

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**1. GENERAL**

The Athletes' Commission ("Commission") is defined in the Canadian Olympic Committee ("COC") General By-Laws. Each Commission member is a class D member of the COC and the majority of Commission members are elected by their peers.

The Commission is an entity of the COC. Accordingly, Commission members must adhere to any philosophies, policies, and strategic plans adopted by the COC. The general purpose of the Commission is to represent current and aspiring Olympians and Pan American Games athletes ("Athletes"). In contributing to the achievement, and the development of philosophies, policies, and strategic plans of the COC, Commission members shall rely on their unique perspective to promote the views and concerns of the Athletes.

The Commission is entitled to formulate its own terms of reference, subject to the provisions of the COC By-Laws and the approval of the COC Executive Committee.

**2. PURPOSE**

Commission members will represent Athletes and act as their voice within the COC. For example, the Commission will:

- Review issues of interest to Athletes.
- Provide a forum in which Athletes may share and develop information or ideas as they relate to Athletes.
- Pursue the development and maintenance of systems which will define and secure Athletes' rights.
- Serve as a source of Athletes' opinion and advice to the COC Executive Committee and Board of Directors with regard to current or contemplated policies and programs.
- Actively represent the interests and concerns of Athletes by initiating projects that advance the AC and COC objectives.

### **3. COMMISSION MEMBERSHIP**

#### **3.1 Elected Members**

- a. Commission membership will be determined by an election taking place after the COC's official naming of the members of the Summer and Winter Olympic Games Team, respectively and within four (4) months preceding the closing ceremonies of the conclusion of the Summer and Winter Olympic Games, respectively.
- b. There shall be six (6) Commission members elected for the Summer Olympic Games and four (4) Commission members elected for the Winter Olympic Games. The term for these members shall be four (4) years from the time of election.
- c. All athletes who have been selected to participate in the Olympic Games of the election year, or who participated in the Olympic Games containing their sport directly preceding those Games, will be eligible for nomination. Pan American athletes who have been selected to participate in sports included in the Pan American Games and not in the Olympic Games ("Pan Am Only Athletes") directly preceding the current Summer Olympic Games will be eligible for election at the current Summer Olympic Games.
- d. Athletes who have been selected to participate at the current Olympic Games of the election year and, for the election of the six (6) Commission members to be elected at the Summer Olympic Games, Pan Am Only Athletes who competed in the Pan American Games directly preceding the Olympic Games will be eligible to vote. Furthermore, D Members pursuant to COC By-Laws, whose National Sport Federations ("NSF") represent sports which are on the program of that Summer or Winter Olympic Games but are not participating, will be eligible to vote.

#### **3.2 Appointed Members**

- a. The Commission has the right to appoint up to two (2) members ("Appointed Members"). The Commission will strive to ensure diverse representation on the Commission by considering, among other things, whether the Commission includes athletes from Pan American Games only sports, team sports, individual sports, both genders, and Western and Eastern Canada.
- b. The term for Appointed Members shall be a maximum of four (4) years from the time of appointment. The Council shall assess representation on the Council every two (2) years and have discretion to replace an Appointed Member with another to ensure diversity on the Commission or if Commission members determine it is in the best interest of the Commission.

### **3.3 IOC and PASO Members**

- a. In the event that a Canadian athlete is a member of the International Olympic Committee (IOC) Athletes' Commission, or the Pan American Sports Organization (PASO) Athletes' Commission, that person shall be an *ex-officio*, member of the Commission.

### **3.4 Term and Vacancies**

- a. Any vacancy occurring in respect of Elected and Appointed Members may be filled at any time at the discretion of the Athletes' Commission provided that such vacancy must be filled with an individual who would have been eligible to be nominated for election for such position at the last applicable Athletes' Commission election.
- b. A person may not be a Commission member:
  - (i) in the case of an Olympian, beyond the end of the third Olympiad after the last Olympic Games in which he or she took part; and
  - (ii) in the case of a non-Olympian, beyond 12 years following the later of his or her last Pan American Games in which he or she took part and the last year that he or she was a member of his or her NSF's national team.

## **4. COMMISSION EXECUTIVE**

- a. All members of Commission are eligible for election to the Commission Executive.
- b. The Commission Executive shall consist of the two (2) officers of the Commission and four (4) additional executive members who shall be elected for a term of two (2) years at the first annual meeting following the Summer and Winter Olympic Games.
- c. The above stated four (4) additional executive members shall be elected in such a manner that, to the extent reasonably possible and accepted by a majority of the Commission members present at the time of election, the Council's Executive shall have representatives from both genders, Eastern Canada, Western Canada, winter sports, summer sports, team sports and individual sports.
- d. Members of the Commission Executive are *ex-officio* Directors of the COC.
- e. The Executive shall normally meet one (1) time a year to discuss the ongoing business of the Commission and shall report back to the Commission members. This meeting will be held in conjunction with Annual Session of the COC ("COC Session").
- f. The Chair and Vice-Chair of the Commission shall sit as an *ex-officio* member of the COC Executive Committee.

- g. Members of the Commission Executive will be expected to attend a minimum of 75% of their meetings, one of which being the COC Congress, or may be asked to resign.
- h. The past Chairperson and Vice-Chairperson shall be available at the request of the new Commission Executive for a period of one year, as an *ex-officio*, non-voting member of the Commission Executive, to attend the Executive meetings and the next COC Congress.
- i. All Commission Executive meeting expenses, together with Commission Executive member expenses associated therewith, shall be borne by the COC in keeping with the COC's guidelines for that purpose.

## **5. STRUCTURE AND GENERAL DUTIES OF COMMISSION MEMBERS**

- a. Each Commission member will be expected to make their best effort to participate in all Commission meetings.
- b. Each Commission member is assigned to a group of D Members who are not on the Commission. The Commission member is responsible for providing information about the business of Commission to his/her assigned D Members and acting as a liaison through whom they can communicate concerns to the Commission.
- c. Commission members shall make best efforts to communicate, at least once annually, about the activities of the Commission to their respective D Member groups.
- d. Commission members are required to attend a minimum of 75% of all meetings and respond to communication in a timely fashion, or may be asked to resign.

## **6. COMMISSION MEETINGS**

- a. The Commission, though not necessarily so limited, shall strive to hold ten (10) meetings (8 via conference call, 2 face-to-face) with at least one face-to-face meeting to coincide with COC Session.
- b. Quorum for Commission meetings shall be considered a simple majority (more than half) of the voting members.
- c. At the first such meeting following an Olympic Games, the Commission shall elect two (2) officers of the Commission; Chairperson, and Vice-Chairperson. The term for these officers shall be two (2) years.

- d. The duties of the Chairperson, or, in his or her absence, a Vice-Chairperson, include, among other things, the preparation, in consultation with the COC, of meeting agendas, the chairing of the meetings, the communication of Commission opinions and recommendations to the COC, requesting assistance for COC staff with stenographic, translation, duplicating, mailing and other needs.
- e. At the request of the Commission, the COC shall provide the services of a facilitator to assist with the planning and organization of Commission meetings and to serve as a resource person for such background or other information as may be required for Commission deliberations. Such facilitator will attend or participate in Commission meeting, at the discretion of the Chairperson.
- f. All Commission meeting expenses, together with Commission member expenses associated therewith, shall be borne by the COC in keeping with the COC's guidelines established for that purpose.