

LAW ENFORCEMENT TORCH RUN®
FOR SPECIAL OLYMPICS NEW MEXICO



ADMINISTRATIVE GUIDELINES &
PROCEDURES

The purpose of this governing document is to maintain that the New Mexico Law Enforcement Torch Run® administrative structure, guidelines and procedures, as well as its financial and developmental goals are established and adopted primarily by elected law enforcement officers in adherence to Special Olympics New Mexico's financial and organizational guidelines and procedures. All administrative roles and responsibilities expressed within this document are ultimately subject to the financial availability and approval of the Special Olympics New Mexico state office.

ARTICLE I – MISSION & OBJECTIVES

SECTION 1 – The mission of Special Olympics New Mexico (or, “SONM”) is to provide year-round sports training and competition in a variety of Olympic-type sports for children and adults with intellectual disabilities giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.

SECTION 2 – The objective of the New Mexico Law Enforcement Torch Run® (or, “NMLETR”) program is to promote and empower law enforcement agencies to: raise community awareness of sports training, athletic competitions and other initiatives offered by Special Olympics New Mexico; provide opportunity, encouragement and hope to the athletes & families of Special Olympics New Mexico; and provide financial support and in-kind resources to Special Olympics New Mexico through fund raising efforts.

ARTICLE II – FISCAL AND PROGRAM YEAR

SECTION 1 – The Fiscal year (also known as Program year) for the New Mexico Law Enforcement Torch Run is January 1 to December 31.

ARTICLE III - MEMBERS

SECTION 1 – *Members:* Law enforcement agencies (or, “Agencies”) that are led by Agency Coordinators (i.e. One-to-two individuals serving at the pleasure of his/her agency as liaisons between their respective department and the SONM State Office).

SECTION 2 – *Eligibility for membership:* Application for voting membership shall be open to any active Agency Coordinator. Membership is granted after completion and receipt of a signed and completed agency activation form.

SECTION 3 – *Rights of members:* Each active agency shall be eligible to appoint two voting delegates to cast the member's vote in association with NMLETR elections.

ARTICLE IV – ELECTIONS AND VOTING

SECTION 1 – *Elections:* Elections for the office of NMLETR State Director, Assistant State Director, and Regional Coordinators shall be held biennially before the end of the program year, in which each term of office expires, and shall be held within the third quarter during an election year. The Operations Committee shall establish a schedule for the nomination and election of individuals to serve as State Director, Assistant State Director, and Regional Coordinators. If for some unforeseen reason an election cannot take place within the third quarter of the program year, the election will be held as soon as possible.

SECTION 2 – *Voting:* Voting for NMLETR State Director, Assistant State Director, and/or Regional Coordinators members shall be conducted by a maximum of two agency coordinators (or delegates) per active agency. No delegate may vote by proxy. Voting shall be conducted online using an internet-based voting tool (e.g. Survey Monkey) designated and approved by the Operations Subcommittee. The online voting tool will be prepared and distributed to agency delegates in collaboration with Regional Coordinators, by the SONM State Office.

SECTION 3 – *Term in office:* All elected positions will assume office on January 1st following an election year. A State Director may serve two consecutive terms and then must sit out one term before eligible for another election.

SECTION 4 – *Vacancies to Executive Committee positions:* Any vacancy which may occur on the Executive Committee will be filled by appointment by the NMLETR State Director, or if unavoidable, by a quorum of the Committee. Any member appointed to an elected position will serve until the remainder of term of the position vacated.

SECTION 5 – *Resignation and termination:* Any elected officer may resign from their term of office by filing a written resignation with the SONM State Office. An elected officer shall have their term in office terminated by a majority vote of the Executive Committee given reasonable cause of action.

ARTICLE V – OFFICERS

SECTION 1 – *State Torch Run Director:* Elected to serve a two-year term by vote of agency delegates in accordance to the NMLETR election guidelines set forth in this governing document. The State Director shall: preside and facilitate all meetings of the Executive Committee and general membership; serve as spokesperson for the Executive Committee and NMLETR to the LETR International Council and SONM Board of Directors; and appoint vacant NMLETR Executive Committee positions as recommended.

SECTION 2 – *Assistant State Torch Run Director:* Elected to serve a two-year term by vote of agency delegates in accordance to the NMLETR election guidelines set forth in this governing document. The Assistant State Director shall assume full responsibilities and duties of State Director in his/her absence.

SECTION 3 - *Regional Coordinator*: Elected to serve a two-year term by vote of agency delegates in accordance to the NMLETR election guidelines set forth in this governing document.

SECTION 4 – *Immediate Past State Director*: Appointed to serve a two-year term by SONM Executive Director

SECTION 5 - *SONM Athlete Representative*: Appointed to serve a two-year term by SONM Executive Director.

ARTICLE VI – EXECUTIVE DIRECTOR AND STAFF

SECTION 1 – *SONM Executive Director*: The duties and responsibilities of the SONM Executive Director are outlined in that positions job description, as created by the SONM Board of Directors. The executive director may attend all Executive Committee meetings, and report on the progress of SONM.

SECTION 2 – *NMLETR Director of Operations/Liaison*: SONM staff member dedicated to working full-time with NMLETR elected leadership, community partners, corporate sponsors, and the LETR International Council (as Liaison); appointed to position by SONM Executive Director.

SECTION 3 – *NMLETR Agency Manager*: SONM staff member dedicated to working full time with NMLETR agencies and SONM local programs; appointed to position by SONM Executive Director.

ARTICLE VII - MEETINGS

SECTION 1 — *Regular meetings*: Regular meetings of the Executive Committee shall be held quarterly, at a time and place designated by the State Torch Run Director.

SECTION 2 — *Annual meetings*: An annual meeting of the members shall take place in the first quarter of each program year, the specific date, time and location of which will be designated by the State Torch Run Director. At the annual meeting the members shall receive reports on the activities of the NMLETR program, and discuss the direction of the program for the coming year.

SECTION 3 — *Special meetings*: Special meetings may be called by the State Torch Run Director, or by the SONM State Office.

SECTION 4 – *Quorum*: A majority (one more than half) of the Executive Committee shall be required to constitute a quorum in person or telephonically.

SECTION 5 – Agenda & Minutes: The SONM State Office shall be responsible for keeping administrative records and overseeing the taking of minutes at all Executive Committee meetings, sending out meeting announcements, distributing copies of minutes, and the agenda prior to and/or during each Executive Committee Meeting.

SECTION 6 – Reports: SONM State Office shall prepare and distribute administrative and frontline reports prior to and/or during each Executive Committee meeting, which include but are not limited to: budget and finance, membership, and agency activities.

ARTICLE VIII - COMMITTEES

SECTION 1 – Executive Committee: The NMLETR Executive Committee (or, “the Committee”) is the governing body made up of all NMLETR elected officials and related SONM staff by which annual goals, operating budget, guidelines and procedures are ratified, upheld and/or implemented. The Committee will have four regular meetings a year in person (which shall also be the Quarterly Meetings), and shall endeavor to have a fifth regular meeting a year in person as set by resolution of the Committee. All Committee positions shall assume office on January 1st of the year following the election. The LETR Executive Committee shall consist of the following positions:

LETR State Director	SONM Executive Director
LETR Assistant Director	SONM LETR Agency Manager
LETR Regional Coordinators (10)	SONM Athlete Representative
LETR Immediate Past Director	LETR Operations Director / Liaison

SECTION 2 – Subcommittees: The LETR State Director shall appoint chairpersons and make recommendations of potential members to the following standing subcommittees: *Operations, Nominating and Selection, and Events*. At least one member of the Executive Committee shall sit on each subcommittee. The LETR State Director may establish ad hoc subcommittees as necessary based on the current needs of the LETR. All subcommittee positions shall assume office on January 1st of the year following the election.

- *Operations:* Responsible for the process of introducing and preparing annual state goals, calendar, operating budget, and guidelines for debate and/or ratification by the Executive Committee.
- *Nominating and Selection:* Responsible for the process of nominating and selecting delegates for the International LETR Conference, World Games Final Leg, National Games Final Leg, LaMunyon Hall of Fame Nominations (international), John Carion Unsung Hero Nominations (international), Jennifer Riordan Award Nominations (state), and other nominations / selections. All selections for International Conference and/or Final Leg are subject to the financial availability and approval of the SONM State Office. The LETR representative on the SONM Board of Directors shall serve on this subcommittee.

