



NCAA Board of Governors

Convention Policies

Adopted: August 1, 2023; Revised: April 25, 2024

NCAA Convention Policies

Legislation of the Association that governs the conduct of the intercollegiate athletics programs of its member institutions are adopted by the membership in Convention assembled, or by the divisional governance structures as set forth in the bylaws governing each division. The following policies govern the processes for conducting an Annual Convention and Association-wide business.

A. Conventions and Meetings.

The Association shall conduct an annual Convention during the second week of January or at such other time as may be prescribed by the NCAA Board of Governors. In addition, the Board of Governors may call for a Special Convention of the Association when deemed necessary.

1. **Convention Programs.** The program of the business session of an annual or special Convention of the Association shall be established by the Board of Governors, acting as the Convention program committee. Once the Convention program is established, the order of business may be changed or suspended only by a two-thirds vote of the members present and voting.
2. **General Business Session.** When determined necessary by the Board of Governors, an annual or special Convention shall include a general business session to enable all three divisions, meeting in joint session, to act on the legislation specified in the Constitution, and on the actions of any division determined to be contrary to the Association's basic purposes, fundamental policies and general principles.
3. **Division Business Session.** An annual or special Convention shall include separate division business sessions to enable a single division to act on federated legislation pertaining to that division, discuss matters of interest to the members of each division and act upon division membership criteria waiver requests under the provisions of the bylaws.
4. **Round-Table Discussions.** In addition to the division business sessions, a general round-table discussion may be held to enable the membership to discuss matters of general interest.
5. **Other Convention Arrangements.** All other arrangements for a Convention of the Association or for division legislative meetings shall be made by the NCAA president, subject to the direction and approval of the Board of Governors, which shall serve as the Convention arrangements committee.

B. Convention Delegates.

1. Institutional and Conference Delegates.

- a. With Voting Privileges. Each active member and each member conference with voting privileges, as specified by divisional bylaws, shall be entitled to one vote. In addition,

- the chair of each divisional Student-Athlete Advisory Committee shall be eligible to cast one vote. Institutions and conferences designating both an individual who identifies as male and an individual who identifies as female as voting or alternate delegates on the Convention appointment form shall be allowed to appoint four official institutional delegates, with no gender requirement for the remaining delegates. In all other circumstances, institutions shall be limited to not more than three official delegates. For this reason, each delegate must indicate their identity. Any of the aforementioned official delegates have privileges of the floor and right to active participation in the business proceedings of the Convention.
- b. Without Voting Privileges. Each member conference without voting privileges shall be entitled to one accredited delegate without voting privilege.
2. **Visiting Delegates**. With prior approval and Convention registration, member and nonmember institutions and organizations are authorized to send visiting delegates to the Convention; however, they will not have voting privileges.
3. **Certification and Voting of Delegates**. To cast a vote at an NCAA Convention, individuals must be registered for the Convention, be assigned as an accredited delegate having privileges on the floor and be identified by the institution's president/chancellor or the conference commissioner as the primary or alternate voting delegate. Divisional SAAC chairs must be registered for the Convention, be assigned as an accredited delegate having privileges on the floor and be identified by NCAA national office staff as a voting delegate. Certification and voting of delegates shall be conducted as follows:
- a. Delegates shall be certified to the NCAA national office as entitled to represent the member or divisional SAAC in question by the proper executive officers of their institutions or organizations, or national office staff;
- b. An active member or member conference represented by more than one delegate shall designate (on the proper form signed by the president/chancellor or commissioner) the delegate entitled to cast its vote. Once the member has so designated its primary voting and alternate voting delegates, transferring the voting rights between or among them is a matter of institutional judgment, inasmuch as the voter and alternate(s) have been approved as voters;
- c. The same delegate may represent both an active member and a member conference;
- d. A delegate shall not represent any active member or member conference unless the delegate actually is identified with such member, and an institution's student may not serve as its voting or alternate voting delegate;
- e. Whenever the Association votes on any question by roll call, either written or via voice, on demand of any delegate, the names of delegates as they vote shall be checked by the Division II or III Membership Committee/Division I Strategic Vision and Planning Committee in order to verify the authority of the voter; and voting by proxy shall not be allowed.

- b. Legislation and General Session. The Constitution and federated legislation determined by the Board of Governors to be contrary to the Association's basic purposes, fundamental policies and general principles shall be acted on by the divisions meeting in joint session.
 - c. Legislation at Division Sessions. Legislation pertaining only to a single division of the Association may be acted on in a separate legislative session of that division. Federated legislation pertaining to more than a single division of the Association may be acted on by the appropriate divisions during the separate division business sessions.
4. **Voting Methods**. The methods of voting at an NCAA Convention shall be by voice, paddle, roll call and/or secret ballot, in accordance with the following procedures:
- a. Voice Vote. The presiding officer shall determine whether to use voice voting. In the taking of a voice vote, if the presiding officer is in doubt, or on request for a division of the assembly by any member eligible to vote on the particular issue, the presiding officer shall retake the vote by a show of paddles.
 - b. Paddle Vote. The presiding officer shall determine whether to use paddle voting, which may be accomplished through electronic collection. In the taking of a vote by show of paddles, if the presiding officer is in doubt, or on the request of any member eligible to vote on the particular issue, the presiding officer shall order the vote to be counted.
 - c. Secret Ballot. Voting by secret ballot shall be conducted only when so ordered by a majority of the eligible delegates present and voting, after the making of an undebatable motion to vote in that manner.
 - d. Roll Call. Voting by roll call, on issues other than those so designated by the Divisions II and III presidential administrative groups, shall be conducted only when so ordered by a majority of the eligible delegates present and voting, after the making of an undebatable motion to vote in that manner. If both a roll-call vote and a secret ballot are moved on a particular issue, the vote shall be taken first on whether to vote by roll call. Any interim or later vote to amend, postpone, reconsider, refer or table a proposal that has been designated by the presidential administrative groups for a roll-call vote during the Convention also must be conducted by roll-call vote.

D. Elements of Legislation.

1. **Constitution**. The membership may adopt legislation to be included in the Constitution. An amendment to the constitution may be sponsored only by the Board of Governors or by a two-thirds vote of a divisional leadership body.
2. **Operating Bylaws**. Each division may adopt legislation to be included in the operating bylaws of the Association, which provide rules and regulations not inconsistent with the provisions of the Constitution and which shall include, but not be limited to, the following particulars:
 - a. The administration of intercollegiate athletics by members of the Association;

- b. The establishment and control of NCAA championships (games, matches, meets and tournaments) and other athletics events sponsored or sanctioned by the Association;
 - c. The procedures for administering and enforcing the provisions of the Constitution and bylaws; and
 - d. The adoption of rules of play and competition in the various sports, and the delegation of authority in connection with such subjects to individuals, officers or committees.
- 3. Administrative Bylaws.** The administrative bylaws of the Association (administrative regulations and executive regulations) provide rules and regulations for the implementation of policy adopted by the membership as set forth in the Constitution and operating bylaws. They are distinct from the operating bylaws in that, to provide greater flexibility and efficiency in the conduct of the affairs of the Association, they may be adopted or amended by the applicable divisional presidential administrative group, the Division I Council and the Division III Management Council.
- a. Administrative Regulations. Each division is empowered to adopt or revise administrative regulations consistent with the provisions of the Constitution and bylaws, subject to amendment by the Divisions II and III membership, for the implementation of policy established by legislation governing the general activities of each division. The administrative bylaws may be adopted or amended by the applicable division presidential administrative group, the Division I Council and the Division III Management Council or at any annual or special Convention by a majority vote of the delegates in Divisions II and III present and voting in accordance with the legislative process.
 - b. Executive Regulations. Each division is empowered to adopt or revise executive regulations consistent with the provisions of the Constitution and bylaws, subject to amendment by the Divisions II and III membership. Executive regulations relate to the administration of the division's championships, the expenditure of the division's funds, the distribution of the income of the division and the general administration of the affairs of the division. The executive regulations may be adopted or amended by the applicable division presidential administrative group, the Division I Council and the Division III Management Council or at any annual or special Convention by a majority vote of the delegates in Divisions II and III present and voting in accordance with the legislative process.
 - c. Enforcement Policies and Procedures. The Committee on Infractions is empowered to adopt or revise policies and procedures for the conduct of the Association's infractions program, subject to approval by the Board of Directors for Division I and by the applicable Management Council for Division II and Division III. These policies and procedures shall be developed by the Committee on Infractions, shall not be inconsistent with the provisions of the Constitution and bylaws and shall be subject to amendment by the membership. The Infractions Appeals Committee may adopt or revise policies and procedures that relate directly to the appeals process, subject to

review and approval by the Board of Directors for Division I and by the applicable Management Council for Division II and Division III. Such policies and procedures shall not be inconsistent with the provisions of the Constitution and bylaws and shall be subject to amendment by the membership.

4. **Resolutions.** Legislation of a temporary character effective only for a specified time period may be enacted through resolutions not inconsistent with the Constitution, bylaws (including administrative bylaws) and special rules of order (See Item F-2 of the NCAA Convention Policies).
5. **Interpretations of Constitution and Bylaws.** The divisional presidential administrative groups, the Division I Council (or the Legislative Committee on behalf of the Council) and the Division II and Division III Management Councils, and the divisional interpretative committees, in the interim between meetings of the Division I Council (or Legislative Committee) and the Division II and Division III Management Councils, are empowered to make interpretations of the Constitution and bylaws.
6. **Special Rules of Order.** The Association may adopt special rules of order not inconsistent with the Constitution and bylaws. These special rules, with Robert's Rules of Order, Newly Revised, this Constitution, and the bylaws, shall be the parliamentary authority for the conduct of all meetings of the Association and, together, shall be the deciding reference used in case of parliamentary challenge in all instances to which they apply (See Item F-2 of the NCAA Convention Policies).
7. **Statements of Division Philosophy.** The membership of a division or subdivision, through appropriate deliberative processes, may prepare a statement of division philosophy relating to the development and operation of an intercollegiate athletics program in the division. Such a statement is not binding on member institutions but shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

E. Amendment Process.

1. Authorizing Legislation.

- a. Amendment. In accordance with Article 5 of the NCAA Constitution, provisions of the Constitution may be amended only at an annual or special Convention.
- b. Amendment-to-Amendment – NCAA Constitution. A proposed amendment to the NCAA Constitution may be amended at any annual or special Convention. From July 15 through September 15, sponsors of proposed legislation may refine and change proposals in any manner that is germane to the original proposal. After September 15, proposed amendments may be amended only if the amendment to the proposed amendment does not expand the scope of the original amendment in accordance with the Constitution.

2. Sponsorship – Amendments to the Constitution.

- a. Amendments. In accordance with the NCAA Constitution, an amendment to the Constitution may be sponsored only by the NCAA Board of Governors or by a two-thirds vote of a divisional leadership body.
- b. Amendments to Amendments. In accordance with the NCAA Constitution, an amendment-to-amendment to the Constitution may be sponsored only by the NCAA Board of Governors or by a two-thirds vote of a divisional leadership body.
- c. Editorial Changes. The NCAA Board of Governors may permit changes in the wording of proposed amendments of a purely editorial nature or to correct typographical errors.

3. Submission Deadline – Amendments to the Constitution.

- a. Amendments. Amendments to the NCAA Constitution shall be sponsored by the Board of Governors or a two-thirds vote of a divisional leadership body in accordance with the following deadlines:
 - (1) Annual Convention—September 1.
 - (2) Special Convention—Ninety days before a special Convention.
 - (a) Exception. The Board of Governors, by a two-thirds majority of its members present and voting, may establish a later date for the submission of amendments for an annual Convention when a special Convention is held after September 1.
- b. Amendments to Amendments. The Board of Governors or a divisional leadership body must submit amendments to their original proposals in writing and such amendments-to-amendments must be submitted not later than 5 p.m. Eastern time September 15, unless the amendment-to-amendment does not increase the modification specified in the original proposal. Any amendment to a proposed amendment submitted after September 15 shall not expand the scope of the original proposal and must be submitted in writing not later than 5 p.m. Eastern time November 1 before an annual Convention or 60 days before a special Convention. The Board of Governors or a divisional leadership body may propose amendments-to-amendments at the time of the Convention without meeting these procedural requirements, provided the proposed amendment-to-amendment has been approved by two-thirds of the Board of Governors or a divisional leadership body and copies are distributed before or during the business session.

4. Notification to Membership.

- a. **Initial Publication**. Amendments to the NCAA Constitution sponsored by the Board of Governors or a divisional leadership body shall be published for the information of the membership as follows:
 - (1) Not later than September 23 for an annual Convention.
 - (2) Not later than 75 days before a special Convention.

- b. **Official Notice.** A copy of the proposed amendments shall be sent to all members of the Association not later than November 15 before an annual Convention or 45 days before a special Convention.
 - c. **Delayed Date.** If the Board of Governors establishes a date later than July 15 or September 1 for the submission of amendments to the NCAA Constitution for an annual Convention, it, by a two-thirds majority of its members present and voting, may establish a later date for publishing copies of the proposed amendments for information of the membership.
 - d. **Amendments-to-Amendments.** Copies of all amendments-to-amendments to the NCAA Constitution submitted by the Board of Governors or a divisional leadership body in accordance with the September 15 deadline shall be published by September 23. Copies of all other amendments-to-amendments submitted by the November 1 deadline shall be published in the Official Notice of the Convention.
5. **Adoption of Amendment to Constitution – Voting Requirement Determination.** The Board of Governors shall be authorized to determine the voting requirement for an amendment when the voting requirement is not obvious from the content or context of the legislation.
6. **Adoption of Amendment to Constitution – Voting Requirements.** In accordance with the NCAA Constitution, adoption of an amendment to the Constitution shall require a two-thirds majority vote of all delegates present and voting in joint session at an annual or special Convention of the Association. The chair of each divisional Student-Athlete Advisory Committee shall be eligible to vote.
7. **Adoption of Amendment-to-Amendment to Constitution – Voting Requirements.** In accordance with the NCAA Constitution, a proposed amendment to an amendment to the Constitution shall be approved by a two-thirds majority vote of all delegates present and voting.
8. **Intent and Rationale.** All amendments to the NCAA Constitution shall include a statement of intent and a separate statement of rationale. The statement of rationale shall not exceed 200 words in length. All amendments-to-amendments shall include a statement of intent and, if applicable, a cost estimate. An amendment-to-amendment also may include a statement of rationale that shall not exceed 50 words in length.
9. **Effective Date.** In accordance with the NCAA Constitution, all approved amendments to the NCAA Constitution become effective on the first day of August following adoption, unless another effective date (immediate or alternate effective date) is approved by a two-thirds majority vote of all delegates. Amendments specified as being effective immediately shall become effective on adjournment of the Convention.
10. **Reconsiderations.** In accordance with the NCAA Constitution, prior to the adjournment of any Convention, an affirmative or negative vote on an amendment to the NCAA Constitution may be subjected to one motion for reconsideration of that action by any member who voted on the prevailing side in the original consideration.

F. Other Legislative and Amendment Procedures.

1. Resolutions.

- a. Authorization. Legislation pertaining to the Constitution may be enacted through resolutions.
- b. Scope and Application. Legislation enacted through resolutions shall be of a temporary nature, effective only for a limited time as specified in the resolution itself.
- c. Sponsorship. A resolution related to the Constitution may be sponsored by the Board of Governors.
- d. Submission Deadline. A proposed resolution related to the Constitution must be submitted prior to November 1. The Board of Governors may sponsor resolutions at the time of the Convention without meeting this deadline provided the proposed resolution has been approved by a two-thirds vote of the Board of Governors and copies are distributed during the business sessions.
- e. Adoption – Annual or Special Convention. Adoption of a resolution shall require a majority vote of the delegates present and voting at an annual or special Convention.
- f. Mail Ballot. If a majority of the delegates present and voting so direct, a resolution shall be referred to the entire membership for a mail vote conducted under conditions approved by the Board of Governors. A two-thirds majority of members voting in any such mail vote shall be required for the enactment of the legislation proposed in the resolution.

2. Special Rules of Order.

- a. General Business Sessions. The Association may adopt special rules of order not inconsistent with the Constitution and bylaws by a two-thirds majority of the delegates present and voting at any annual or special Convention.
- b. Amendment Process. Proposed special rules of order and amendments to existing special rules of order shall be subject to the same procedural requirements for previous notice and amendments as prescribed in Item E of NCAA Convention Policies.