

*( Template for )*  
**ORGANIZING MEETING AGENDA**  
**District (#) – (conference)**  
**District Executive Committee**  
*(day), (date) (address of meeting location), (city), Texas*

The District (#)-(conference) District Executive Committee of the University Interscholastic League will meet on *(day), (date)*, at *(physical address)* in *(city)*, Texas, beginning and continuing at the times indicated below, according to the following agenda, unless otherwise announced by the Chair of the Committee.

**BUSINESS MEETING (A-H)**

<u>Time</u>	<u>Agenda Item</u>	<u>Individual Responsible</u>
9:00 am	A. Quorum Determination	Chair
	B. Adoption of Meeting Rules	
	C. Adoption of Agenda	

**BUSINESS MEETING (Continued, E-G)**

<u>Time</u>	<u>Agenda Item</u>	<u>Individual Responsible</u>
_____ pm	E. New Business	Chair
	1. Election of Chair.	
	2. Review of Sections 21, 28, 29, and 1203, UIL <i>Constitution and Contest Rules</i> .	
	3. <i>(Optional)</i> Discussion of DEC meeting schedule, District competition schedule, fees and related matters concerning District competition for the coming school year.	
	4. <i>(Optional)</i> Consider process for reviewing/approving Previous Athletic Participation forms.	
_____ pm	F. Announcements	
_____ pm	G. Adjourn	

Meetings of the District (#)-(Conf.) District Executive Committee are open to the public except for any closed (executive) session held in compliance with Texas Open Meetings Act. Persons interested in a District Executive Committee hearing and desiring communication with the District Executive Committee or any special accommodations should contact, *(name of DEC chair)*, the Chair of the District Executive Committee, at *(insert contact info. of chair)* during regular business hours at least two working days prior to the meeting.

## CHAIR NOTES

### CALL TO ORDER/ELECTION OF DISTRICT CHAIR-

1. Per Section 28 (c)(1-3) A temporary chair, either last year's Chair or a temporary chair appointed by the Exec. Director, shall call a business meeting to organize the district.
2. Adoption of Meeting Rules – Temp. Chair shall announce that the meeting will be conducted under the UIL Constitution and Contest Rules.
3. Temporary Chair shall seek a motion for adoption of the Agenda.
4. Temporary chair shall conduct a roll call to determine if a majority of the representatives of the district's member schools are present. (See Section 28 (b), Composition, regarding school representatives. A majority of the members of the District constitutes a quorum).
5. Once a quorum is established, the temporary Chair shall call for nominations and conduct an election for the District Chair position based on the majority vote of the members in attendance (the quorum).
6. Upon conclusion of the election, the person elected as District Chair shall assume the office and conduct the remainder of the meeting.

### REVIEW OF RELEVANT SECTIONS OF THE UIL CONSTITUTION AND CONTEST RULES

7. Chair shall review Sections 21, 28, 29, 33, 1203 of the Constitution and Contest Rules to familiarize committee members with these provisions. These are the primary sections that cover the duties/jurisdiction of the DEC.
8. Chair shall specifically review the DEC training requirements. DEC training requirements will be posted on the UIL website. All members must go through the Attorney General's Open Meeting Training which is available online through the Texas Attorney General's website.
9. Chair shall specifically review DEC financial reporting requirements. Chair will also review the rule regarding Executive Secretary's should the DEC consider having a non-member perform tasks for the District.

### DISCUSSION OF DISTRICT SCHEDULE, FEES AND RELATED MATTERS

10. The Chair may open discussion on the business of the District to consider schedules, fees and matters related to the conduct of District competition.

### CONSIDER PROCESS FOR REVIEWING/APPROVING PAPF'S

11. Chair may open discussion to consider the process for approving PAPF's if certain circumstances are met. A DEC may adopt a process by which the Chair or other designated member of the DEC may review PAPF's and if a hearing is not required based on UIL rule (See Section 443 (e)) or the answers on the PAPF and no member has requested a hearing on the PAPF, the Chair or designated member may deem such PAPF's as approved and no committee action is required.

### ANNOUNCEMENTS

12. These should be limited to announcements regarding future events/meetings, such as the date of the next DEC meeting or other upcoming events that are of interest to member schools and the public.