

## **CP-1 Corporate Policy – JCNA Committees C-0800-101**

### **Concours Committee Charter - Pat Harmon**

January 15, 2014

**PURPOSE and SCOPE OF AUTHORITY:** The Concours d'Elegance program is one of three automobile competition events in JCNA the other two being Slalom and Rally. Concours rules, procedures and philosophies are set forth in the JCNA Concours d'Elegance Rule Book which is managed by the JCNA Concours Rules Committee (JCRC). Judging issues, conflicts and protests are managed by a separate Protest Committee. The Concours Committee (CC) oversees the overall Concours d'Elegance program complementing the JCRC and Protest Committees. The purpose of the JCNA Concours program is stated in the Rule Book as:

*“The foremost purpose of the JCNA Concours is to encourage the owners of Jaguars to preserve, maintain, and present their Jaguars in as clean and authentic condition as possible. A secondary purpose is to celebrate all Jaguars and their owners by creating an event where people may share all degrees of interest in owning, driving, maintaining and restoring Jaguars”*

The Concours Committee is to:

1. Sanction events
2. Maintain the overall Concours calendar to insure no conflicts
3. Monitor Judge qualifications and numbers
4. Review and approve all Concours reports to insure compliance with Rule Book procedures
5. Develop and coordinate Concours policy to best meet the JCNA Concours program stated purpose
6. Establish the most practical and equitable process by which JCNA determines Regional and North American awards

**MEMBERSHIP:** The Concours Committee is composed of a Chairman appointed by the JCNA President and one representative from each of the JCNA Regions. These representatives will be appointed by their respective Regional Directors. The Chairman of the JCRC is a member of the Concours Committee.

#### **CONCOURS COMMITTEE MEMBER QUALIFICATIONS:**

- A. Must be a member in good standing with both JCNA and their home clubs
- B. Be serving, or have served recently as a club Chief Judge or an experienced Concours Chairperson
- C. Be highly knowledgeable of the purpose and content of the JCNA Rule Book

#### **TERMS OF OFFICE and MEMBERSHIP:**

- A. The appointed members of the Concours Committee will serve two year terms. Terms will expire one month after the Annual General Meeting (AGM) as indicated below. There is no limit on the number of terms they may serve.
- B. In order to stagger the possible committee member turnover, beginning in 2014 and 2015:
  1. Northern Region members terms will expire in even-number years
  2. Southern Region members terms will expire in odd-number years.

## **METHODOLOGY and VOTING:**

- A. The Concours Committee will conform to the normal application of parliamentary procedures
- B. One person – One vote. Approval by a majority of the committee members will be required for issues where there is not a consensus. Email and telephonic voice votes as received by the Committee Chairman are acceptable.

## **RESPONSIBILITIES:**

- A. **JUDGING:** Review individual club Judge Rosters to insure the minimum required number of Judges are assigned to the club's Judge team. Recommend ways to improve Judge competency.
- B. **SCHEDULE and EVENT APPROVAL:** Maintain the JCNA Concours Event schedule (Online Scoring System) and sanction Concours d'Elegance event requests as submitted by each club. Sanctions will only be approved once Judge rosters are verified in compliance with the Rule Book and the events do not conflict with other regional or national events as stipulated in the Rule Book.
- C. **CONCOURS APPROVAL:** Review and approve Concours Scores and Judging Reports as submitted by each club. Reports will be approved only if judging assignments have been correctly made, vehicles are assigned to correct classes and scores are correctly submitted.
- D. **JCNA CONCOURS MANAGEMENT:** Monitor the overall Concours program and recommend ways to improve it. The Rule Book will be the book of record for Concours policy, philosophy and procedures. Any proposed change to the JCNA Concours program must be submitted to the Concours Committee for action. Any recommendations made by the Concours Committee will be coordinated with the JCRC and proposed to the JCNA Board of Directors (BOD). Once approved by the BOD (and Annual General Meeting as required) any proposals requiring changes to the Rule Book are to be submitted to the JCRC and processed according to their written charter. Policy proposals not requiring changes to the Rule Book will be approved by the BOD and presented/voted by the AGM membership if so required by the BOD.
- E. **COMMITTEE MEMBER RESPONSIBILITIES:** Committee members are appointed by their Regional Directors and, as such, represent all clubs in their regions. Regional club members should be informed to submit their concerns and recommendations to their Concours Committee member. Each Concours Committee member is to review Concours reports (Scores and Judging) and Judge Rosters submitted by their region's clubs (available on the Online Scoring System) to note any trends or issues contrary to JCNA Concours policy. It is very important to note that a committee member's responsibilities extend beyond that of receiving and forwarding proposals. Their most important function is to monitor their region's Concours program and strive to propose ways to further improve it in light of the JCNA purpose statement quoted above.

## **PROPOSAL SUBMISSION**

- A. Any JCNA member in good standing may submit a proposed change to the JCNA Concours program to the Concours Committee
- B. All proposals are to be addressed to the Chairman of the Concours Committee. If such proposals are technical in nature and do not impact Concours policy, the Committee will forward such proposals to the JCRC for action. Any proposed changes to the JCNA Rule Book, once reviewed by the Concours Committee are to be coordinated with the JCRC.

## **PROPOSAL PROCESSING**

- A. It is highly recommended that JCNA members submit proposed changes to their respective regional Concours Committee member. The Committee member will confer with the author and then submit the proposal to the Committee Chair. When possible, proposals are to be formatted in a “PROBLEM, DISCUSSION, RECOMMENDATION” format. All proposals are to be written as specifically as possible.
- B. The Concours Committee Chairman will promptly acknowledge proposals received to the author and to the author’s regional Committee member and Regional Directors.
- C. The Concours Committee Chairman will communicate proposals received to all Committee members within one week if possible. Committee members are then, when feasible, to consult and solicit opinion from other judges and regional directors (when appropriate).
- D. After Committee discussion, a vote (simple majority) will be taken to accept, reject or suggest modification of the proposal to the author. When approved, the proposal will be first coordinated through the JCRC if the Rule Book is affected. The proposal will then be submitted to the JCNA BOD (along with JCRC comments) for discussion and approval. The JCNA BOD reserves the right to approve the proposal for implementation or present it to the AGM for a vote. The Concours Committee will strive to complete processing of any proposal received within 30 days time.
- E. The Concours Committee Chairman will conduct regular meetings (telephone, electronic correspondence, or in-person) of the Committee members. The purpose of these meetings is to find ways to improve the overall JCNA Concours program and prepare proposals to that end.

**REPORTING** The Concours Committee Chairman will prepare an annual report to the AGM to include a listing of all proposals received and actions resulting from same. The Concours Committee will render reports to the JCNA BOD as directed.

CORPORATE POLICY  
CATEGORY: C-0800 Committees  
SUBJECT: JCNA Committees

NUMBER: C-0800-101  
DATE ISSUED: 5/1/12  
SUPERSEDES ISSUANCE DATED: 4/6/14

**I. PURPOSE**

To set forth a policy to provide for JCNA committees.

**II. POLICY**

- A. There are two types of JCNA Committees, Regular and Special:
  - 1. Regular Committees will handle activities of ongoing interest to JCNA members.
  - 2. Special Committees will be formed for specific functions and a limited time period. The Board of Directors is responsible for defining and approving the Regular and Special Committees needed to perform activities for JCNA.
- B. Committees may be formed or dissolved by a 2/3 vote of the Board of Directors.
- C. Committee chairpersons may be appointed or removed by the President with approved by a 2/3 vote of the Board of Directors.
- D. The following are the present JCNA Regular Committees:

1. Authenticity	15. Events Sanction & Schedule
2. Business / Insurance	16. Trophies
3. Communications	17. Merchandise & Regalia
4. Concours Scores Recording	18. Nominating
5. Legal Counsel	19. Publications
6. Jaguar Journal Newsletter Awards	20. Rally
7. Jaguar Liaison	21. Slalom
8. PTS	22. High Performance Driver's Education
9. Protest Board	23. Special Awards Committee Covering: Fred Horner Sportsmanship Andrew White Service Award; Dealer of the Year Award
10. Publicity	24. Jaguar Journal Committee
11. Judge's Concours Rules Committee	25. Membership Committee
12. Awards Management / National Awards	<b>26. Concours Committee (2014 AGM)</b>
13. Club News / Archives	
14. Concours / Judges Training; Award	

- E. Special Committees, as defined by the President or a Director and approved by the Board of Directors, may be organized for a specific function and a limited time period. (Example: committees to organize a national meet or to study an issue such as judging procedure.) Special Committees shall be defined for a length of time up to three years after which they will be dissolved or extended in one-year increments with approval of the Board of Directors.
- F. Any JCNA member in good standing may serve as a Regular or Special Committee Chairperson.

- G. Regular Committee Chairpersons will serve a term of one year. Special Committee Chairpersons will serve for the duration of the Special Committee but not to exceed three years.
- H. Regular or Special Committee Chairpersons will be appointed by the president with approval by the Board of Directors.  
  
Recommendations for positions for chair persons maybe submitted to the secretary
- I. Committee Chairpersons will organize and direct the activities of JCNA Committees under the direction of the President. They will be required to report in writing all activities of their committee to the Board of Directors at all Board of Directors meetings.
- J. Regular Committee Chairpersons will be required as applicable to submit in writing an annual budget for approval by the Board of Directors. Special Committee Chairpersons will be required to submit in writing a budget for the duration of their committee for approval by the Board of Directors at the start of the committees' activity. All budget submissions will be made to the Business Committee and sub sequentially forwarded to the Treasurer with notations.
- K. Committee Chairperson seats left vacant will be filled by appointment of an eligible person as described above by the President upon approval by the Board of Directors.

**III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for reviewing and making necessary changes in this policy as may be recommended or that are required by changing circumstances.
- B. The President shall be responsible for the administration of this policy. He/she shall issue such procedural regulations as may be required to effectively administer this policy and shall be responsible for making any recommended changes in policy which require action by the Board of Directors.

This policy supersedes all previously established policies and all other material in conflict with its provisions.

Reviewed by the Board of Directors this 4th day of April, 2014.

Approved by the President this 4th day of April, 2014.

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Authenticated by 2014 President Dick Maury