



POLICIES & PROCEDURES



Special Olympics

February 2026



*This document is maintained by the
LETR International Executive Council's Policies and Procedures Committee
on a continuing and ongoing basis.*

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I Mission and Vision Statements

A. Special Olympics

The mission of Special Olympics is to provide year-round sports training and athletic 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 friendship with their families, other Special Olympics athletes and the community.

B. Law Enforcement Torch Run

The mission of the Law Enforcement Torch Run® for Special Olympics is to increase public awareness and generate resources for the Special Olympics movement worldwide.

The vision to further the Special Olympics mission, law enforcement will carry the torch, representing the Flame of Hope, and dedicate itself to the goals of continually increasing both awareness and generating resources for Special Olympics athletes worldwide.

The LETR join with Special Olympics in recognizing that diversity, equity and inclusion are at the heart of Special Olympics and the Law Enforcement Torch Run as we strive to promote unity among all people.

II Purpose

The Law Enforcement Torch Run International Executive Council (hereinafter, "The Council") is authorized by Special Olympics, Inc. (SOI) and is endorsed by our founding law enforcement organization - the International Association of Chiefs of Police (IACP) for the purpose of encouraging, promoting, supporting and providing technical guidance to Special Olympics Programs and Torch Run volunteers in planning and coordinating Torch Run events and activities worldwide, facilitating the expansion of existing Torch Run activities and programs, and planning for the development of new Torch Run Initiatives and events.

Special Olympics changes attitudes and behaviors through sports. This is accomplished by showcasing the gifts and talents of people with intellectual disabilities (ID), creating friendships and demonstrating the best of the human spirit. The Special Olympics vision is an inclusive world for all, driven by the power of sports, through which people with intellectual disabilities live active, healthy and fulfilling lives.

The Council shall conduct its business in accordance with these policies and procedures, as approved by SOI, and consistent with the Special Olympics General Rules.

III Definitions

- A Law Enforcement Agency.** Federal, national, state, provincial, tribal, military, municipal, county, city, local, or corrections agency that is responsible for enforcing statutes, regulations, or ordinances. This definition is intended to be broad to include organizations similar to those described in the preceding sentence in areas outside North America as may be determined by the Council.
- B Law Enforcement Member.** Any person who is employed by or retired from, in good standing, a Law Enforcement Agency and who volunteers to be a Law Enforcement Torch Run volunteer.
- C Quorum.** A simple majority of the total number of voting members then constituting the Council shall constitute a quorum for the transaction of business unless otherwise specified in these Policies and Procedures.
- D SOI Torch Run staff.** SOI Torch Run staff are SOI employees who provide administrative, logistical, and other support to the Council and Law Enforcement Torch Run activities.
- E Special Olympics Program.** A Special Olympics Program accredited by SOI.
- F Special Olympics Program Representative.** A person currently employed by a Special Olympics Program or by SOI.
- G Special Olympics Torch Run Liaison.** A person designated by a Special Olympics Program as the principal point of contact with the Torch Run Director for that Program.
- H Torch Run Program.** A group of Law Enforcement Members within a Special Olympics Program that has an established Torch Run Director and that works cooperatively with their local Special Olympics Program in line with the goals of raising awareness and resources for Special Olympics
- I A Year.** For the purposes of this document, a "year" refers to a calendar year. In contexts related to the duration of time in a council position, a "year" begins from the date the position is assumed on council, not the date of the election process resolution.
- J Term.** For all positions elected or appointed to the Council, service begins on the first day of the International Conference at the start of the elected or appointed period of service and concludes on the day immediately preceding the International Conference held in the final year of service.
- K Torch Run Director.** A Law Enforcement Member who has been identified as the single designated leader of their Torch Run Program, with the authority to vote on behalf of their program on international matters.

IV Responsibilities of the Council

The Council shall:

- A** Further the mission and purpose of the Law Enforcement Torch Run.
- B** Set goals and objectives for the Council that are reviewed and updated annually.
- C** Implement and comply with the Council policies and procedures.
- D** Submit an annual Council budget for approval by SOI and inclusion in the SOI budget.
- E** Schedule meetings and conference calls as necessary to carry out the mission, purpose, and business of the Law Enforcement Torch Run.
- F** Establish and oversee Council committees.
- G** Oversee and coordinate the annual Law Enforcement Torch Run International Conference.
- H** Oversee and coordinate Torch Run Final Legs in conjunction with Special Olympics World Games.
- I** Identify and establish a sufficient number of Law Enforcement Torch Run regions to represent all Law Enforcement Torch Run participants worldwide.
- J** Commitment to Financial Support
 - 1. In addition to awareness efforts, All LETR Executive Council members are expected to generate resources for Special Olympics Inc. (SOI) annually. This commitment may be fulfilled in one of two ways:
 - a. Direct Contribution – Making a personal annual donation to SOI.
 - b. Secured Support – Actively soliciting and securing financial contributions through donors, sponsorships, or fundraising events on behalf of LETR for SOI.
 - 2. No specific minimum contribution is made, recognizing the ability to give or raise funds will vary among members.
 - 3. This expectation is above and beyond any financial or volunteer support Council members provide to their local LETR programs.
 - 4. Contributions may be monetary donations or the facilitation of equivalent direct financial support to SOI.
 - 5. Reporting of support will be coordinated annually by LETR leadership to ensure transparency and collective accountability.

V Council Membership and Positions

A Composition

The Council shall be composed of full members, SOI staff who are directly assigned to LETR, and the Chairman Emeritus (Chief Richard LaMunyon). Full members are listed below, each of whom shall have voting privileges.

1. Two members appointed by IACP.
2. Two members appointed by SOI.
3. Four members appointed by the Council.
4. Three Law Enforcement Members elected at-large by Torch Run Programs. Special Olympics Program representatives are not eligible for election to a Law Enforcement at-large position on the Council.
5. Three Special Olympics Program representatives elected at-large from Special Olympics Programs. Two of the at-large positions shall be Special Olympics Program Representatives who hold the position of Program Chief Executive Officer (or equivalent). One at-large position shall be a Special Olympics Program Representative who is Identified as a Special Olympics Torch Run Liaison as defined by these Policies and Procedures.
6. Sixteen Regional Coordinators, one elected from each Law Enforcement Torch Run region (except Region IX (Europe/ Eurasia) and Region XI (Canada) which shall have two elected coordinators), each of whom must be a Law Enforcement Member. Special Olympics Program representatives are not eligible for election to a Regional Coordinator position on the Council.
7. Two Special Olympics Athletes Representatives elected by the Council.

B Positions

- 1 **Chair** - Only Law Enforcement Members of the Council who have been active in the Torch Run for at least five (5) years and have served at least one year on the Council are eligible to be elected Chair. The Chair shall be elected for a three-year term and is subject to a term limit of two consecutive full terms as Chair. Council Chair is a stand-alone position on Council with the elected member vacating their previously held position. The appointment to the vacated position previously held by the Chair will be filled in accordance with Section VII, Sub Section D.
- 2 Elections for the Chair position will be held during the Spring Business Meeting in the year the current Chair's term expires. In a contested election, the successful candidate, if not the incumbent, will hold the title of "Chair-Elect." The Chair-Elect will not possess the powers or duties of the Chair until the conclusion of the Chair's current Chair's term and formal handover. However, the Chair may assign specific tasks or responsibilities to the Chair-Elect to aid in developing their knowledge and readiness for the role.

- 3 The Chair and Chair-Elect are expected to foster a collaborative, supportive working relationship to create a professional and collegiate environment. This partnership aims to familiarize the Chair-Elect with the duties and expectations of the Chair position in the months preceding the handover, ensuring a smooth and effective transition.
- 4 **Vice Chair** - Only a Special Olympics Program representative, SOI members, and Special Olympics Athlete representatives of the Council who have served at least one year on the Council are eligible to be elected Vice Chair. The Vice Chair shall be elected for a two- year term and is subject to the term limits of their original position on council. The Vice Chair shall retain the duties of the position they originally held on council when elected to Vice Chair.

VI Appointed and Elected Positions

A IACP Appointed Members

Each member appointed by the IACP shall serve for a term of two (2) years from one Torch Run International Conference until the Torch Run International Conference two years following.

The IACP shall appoint or reappoint one member each year, unless an IACP- appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case the IACP may appoint a replacement to serve the remainder of the appointee's term.

The IACP shall notify the Chair of the Council of the identity of each year's IACP- appointee prior to the International Torch Run Conference.

B SOI Appointed Members

SOI shall appoint two Special Olympics Program Representatives to serve alternating terms of two years.

SOI shall appoint, or reappoint, one member each year, unless an SOI- appointee cannot for any reason complete his or her term or is removed prior to the end of the appointee's term, in which case SOI may appoint a replacement to serve the remainder of the appointee's term.

SOI shall notify the Chair of the Council of the identity of each year's SOI- appointee prior to the International Torch Run Conference.

C Council Appointed Members

Each member appointed by the Council shall serve a term of two years.

The Council shall appoint, or reappoint, two members each year, unless a Council Appointed Member cannot for any reason complete his or her term or is removed prior to the end of his or her term, in which case the Council may appoint a replacement to serve the remainder of the member's term.

D Law Enforcement At-large Members

Law Enforcement At-large members shall serve three year terms.

One Law Enforcement At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

E Special Olympics At-large Members

Special Olympics At-large members shall serve three year terms.

One Special Olympics At-large member shall be elected each year during the Torch Run International Conference to serve from that conference to the Torch Run International Conference three years following.

F Regional Coordinator Members

Each Regional Coordinator elected to the Council shall serve a three-year term.

Each Regional Coordinator shall be elected by the Torch Run Directors from the Special Olympics Programs within a Torch Run Region.

A Regional Coordinator must be an active current member of his or her home Torch Run Program for at least three years.

G Special Olympics Athlete Representative

The Special Olympics Athlete representative shall serve a two-year term.

Nominations for the Special Olympics Athlete representative shall be solicited from Special Olympics Programs by the Council on even numbered years prior to the Torch Run International Conference.

The Council, by a majority vote, shall elect the Special Olympics Athlete member during the council election process.

VII Election and Appointment Process

A Elections to the Council

Elections. Elections to the Council will be held annually at a time, place and manner as the Council may designate.

Under extraordinary circumstances and following a two-third affirmative vote of the Council, the annual election may be postponed (provided that the deferred election is held no later than December 31 of the following year).

Candidacy. Qualified people interested in seeking election to the Council shall submit an application, which is distributed by the Elections Committee to the Torch Run and Special Olympics Programs. Applications must be in writing and received by the Elections Committee Chair by a date specified by the Elections Committee.

Torch Run Directors. The Torch Run Director of each Torch Run Program shall have one (1) vote for each elected Law Enforcement At-Large position and for each Regional Coordinator from that Program's Region.

Special Olympics Programs. Each Special Olympics Program with a Torch Run Program will appoint a person who will have one (1) vote for each Special Olympics Program At-Large position.

Election Vote. All elections to the Council shall be determined by the person receiving the largest number of votes cast by those eligible.

Uncontested Elections. In the event that there is only one qualified candidate running for an elected office, i.e., Regional Coordinator, Law Enforcement at Large and Special Olympics at large, the Executive Council will approve the election of said candidate for the stated position and stated term and the candidate shall be installed in office at the conclusion of the election process.

B Appointment Process for the Council's Appointed Member Positions

The Chair of the Council shall determine the scope and range of duties to be undertaken by each of the four Council Appointees.

These duties may include but are not limited to chairmanship of specific Council committees and/or external representation on Council by significant partners and affiliates.

1. Appointment Process

- a. **Candidate Recommendations:** The Chair of the Council shall present, generally each year in conjunction with the LETR International Conference, a recommendation for appointment or re-appointment of two people to Council Appointee positions.

2. **Election:** The appointment of a candidate shall be approved by a majority vote of those Council members present and voting. Members participating by approved electronic means are considered present and may fully participate and vote

C Election to Council Positions

1. **Quorum.** At least two-thirds of all Council members must be present to elect the Chair or Vice Chair positions. Members participating by approved electronic means are considered present and may fully participate and vote.
2. **Nominations.** Any Council member may nominate an eligible member for election.
3. **Voting Process.** In a contested election, the vote shall be by secret ballot under the supervision of a member of the Elections Committee.
4. **Election vote.** Elections will be determined by the vote of those Council members present.. A candidate who receives the largest number of votes cast shall be elected. Absentee votes shall not be permitted in any election to the Council positions.

If the election vote results in a tie, a run-off election shall be held until a candidate receives the largest number of votes, who then shall be elected.

D Vacancies

In the event an At-Large, Special Olympics Athlete, or Regional Coordinator member of the Council cannot complete his or her term, the Chair may nominate an eligible person to fill the vacancy for the remainder of the term. The nomination must be approved by a vote of the Council. The Chair may choose not to fill the vacancy if the next regular election is within six (6) months.

If the Chair is unable to complete his or her term, the Vice Chair will call a special council meeting as soon as practicable, but no more than thirty days after the position is vacant, and an election to fulfill the term of the Chair will be held at that special council meeting.

Vacancies that may occur with the IACP or SOI appointed member positions shall be filled in accordance with procedures set forth in Article VI.

E Term Limits

Term limits apply for all elected and appointed positions as follows:

1. Three full terms for positions that have a term of two years.
2. Two full terms for positions that have a term of three years.
3. One full term for the Special Olympics Athlete Representative, in order to maximize the opportunity for Athletes to participate on Council. An exception may be made if a Special Olympics Athlete Representative is elected to the Vice Chair position.

The following considerations are made regarding term limits:

1. Partial terms filled due to a vacancy do not count towards the term limit.
2. If a person moves to a different elected or appointed position, the term limit clock is reset.
3. An individual may serve in no more than two elected or appointed positions on the Executive Council consecutively without being subject to the one-year separation requirement; service in a third role shall require completion of the minimum one-year period away from all elected and appointed Council positions
4. If a person reaches their term limit they may return to an elected or appointed position on council after a minimum of one year of not holding any elected or

- appointed position on council.
5. Under extraordinary circumstances, the Chair may recommend overriding a term limit for a specific individual, subject to a two-thirds affirmative vote of Council.

VIII Duties and Responsibilities

A Chair

- 1 Represent the Council at Torch Run events.
- 2 Preside at and manage all meetings of the Council.
- 3 Act as official spokesperson for the Council in communications with SOI and the IACP.
- 4 Appoint ad hoc Council committees as needed to conduct the business of the Council and to further the Torch Run.
- 5 Nominate committee chairs for Council approval.
- 6 Propose annual Council goals and objectives.
- 7 Establish an agenda for each meeting and conference call of the Council.
- 8 Set the date and time for Council meetings and/or conference calls in collaboration with other Council members and SOI Torch Run staff.
- 9 Other duties as directed by the Council.

B Vice-Chair

- 1 Work with and provide assistance to the Chair in connection with Council business and operations.
- 2 Assume the duties and responsibilities of the Chair during the Chair's absence.
- 3 Serve as interim Chair in the event the Chair does not complete his or her term of office until a new Chair is elected.
- 4 Chair of the Finance Committee.
- 5 Perform other duties as directed by the Chair or Council.

C Regional Coordinators

- 1 Provide operational and consulting assistance to the Torch Run Programs in their Region.
- 2 Have direct and regular contact with Torch Run Directors and Special Olympics Liaisons within their Region.
- 3 Communicate to each of the Torch Run Programs in their Region information about the activities and decisions of the Council.
- 4 Report to the Council on the strengths and weaknesses of each Torch Run Program in their Region.
- 5 Provide an annual written report and proposed Regional Coordinator budget as directed by the Chair of the Council.
- 6 Assist in organizing, promoting, and facilitating Torch Run growth within their Region.
- 7 Assist in organizing, promoting, and facilitating Regional Games Final Leg runs.

IX Notification

A Notice

All Council members will receive notification by e-mail, phone, or mail of any regularly scheduled or special meeting or conference call no less than seven (7) calendar days prior to a meeting or conference call.

B Special Meetings

Six (6) members of the Council may request, by e-mail, or in writing, that the Chair of the Council call a special meeting of the Council for any appropriate purpose. Within five (5) days after receiving such a request, the Chair shall call a meeting to be held within thirty (30) days following the Chair's receipt of such request.

X Committees

Only Council members may be committee chairpersons. Each committee chairperson shall appoint a vice-chairperson, who does not need to be a Council member. The committee chairperson may not serve as the chair or vice chair of any other Council committee. Committees may include both Council members and individuals from the Law Enforcement Torch Run and Special Olympics communities or subject matter experts with relevant experience to support the committee's work.

The Council Chair may assign additional duties to each committee as required, provided they fall reasonably within the committee's scope.

The IACP may appoint a non-voting member to each committee.

A Communications and Training Committee

- 1 Develop and maintain communications strategies to enhance knowledge and understanding of LETR activities through means including external publications the LETR website, and social media platforms.
- 2 Collaborate with SOI staff to maintain and update the LETR website.
- 3 Work with SOI staff to develop, maintain and update any social media platforms that can further the mission of the LETR.
- 4 Develop and maintain training materials and resources that support the mission of the Law Enforcement Torch Run and the Council.
- 5 Ensure that relevant examples of LETR best practice are collected and shared with Torch Run Programs.

B Elections Committee

- 1 Composed of at least three (3) members of the Council who are not eligible for re-election during the current year.

- 2 Shall determine the time, place and manner in which elections shall be held after approval of the Chair and Vice-Chair of the Council and the Chair of the Policies and Procedures committee.
- 3 Oversee the elections for At-large, Regional Coordinator, Chair, and Vice Chair positions for the Council.
- 4 Prepare ballots for elections.
- 5 Certify eligibility of candidates for positions.
- 6 Certify election results and report them to the Chair of the Council.
- 7 Seek nominations and make recommendations regarding the Special Olympics Athlete representative and the Council appointed positions on the Council.

C Final Leg Planning Committee

- 1 Responsible for planning and coordinating Law Enforcement Torch Run Final Legs for Special Olympics World Games and other Final Leg events as deemed appropriate by the Council.
- 2 Work with SOI LETR staff and the relevant Local Organizing Committee (LOC) to determine the expenses for each Final Leg subject to the applicable Council/SOI budget and the terms of the Games Agreement.
- 3 The Final Leg Committee will include Special Olympics athletes as active participants in every Final Leg.
- 4 Every active Torch Run Program has the right to have a representative on each World Games Final Leg Team subject to established and announced financial requirements.
- 5 The Final Leg Committee will:
 - Collaborate with the LOC and Host Torch Run Program (if applicable) to plan Final Leg logistics.
 - Provide oversight of Final Leg planning process.
 - Provide technical support to the LOC and Host Torch Run Program (if applicable).
 - Provide support and collaboration to SOI on the Global Torch Run (if applicable).
 - Establish criteria for the selection of Final Leg runners, including Special Olympics athletes.
 - Assist in preparation of a proposed budget for the Final Leg.
 - Work with SOI LETR Staff in the creation of a Final Leg fundraiser. This event should be a revenue split between the participating programs and LETR Executive Council.
- 6 The Chair of the Final Leg Committee will identify a Team Captain for each Final Leg. The Chair may serve as the Final Leg Team Captain. The Team Captain shall be responsible for all communication related to the Final Leg. The Team Captain, in conjunction with the Committee, will identify and select the Final Leg support team and running team leaders.

D Finance Committee

- 1 Develop a proposed budget for Council and SOI review and approval.
- 2 Provide regular written reports on expenses and revenue.
- 3 Monitor expenditures to ensure they are appropriate, within budget and follow Council and SOI policies.
- 4 Review and make mid-year budget forecasts to the Council.
- 5 Work with the Committee Chairs and Regional Coordinators to prepare their annual budgets.
- 6 Provide a year-end financial report to the Council.

E IACP Committee

- 1 The Chair will be chosen from one of the two IACP appointees to the Council.
- 2 Serve as liaison between the Council and the IACP.
- 3 Utilize IACP members, resources, and reach to support expansion of LETR Programs into new regions and countries.
- 4 Assist the IACP with the facilitation of the Annual IACP Law Enforcement Torch Run Photo Contest.
- 5 Promote the goals of the Law Enforcement Torch Run, the Council, and Special Olympics in the IACP community.
- 6 Work with the Communications Committee to increase awareness around the LETR movement within the IACP membership through IACP publications, conferences, and related opportunities.
- 7 Collaborate with the Partnership and Outreach Committee to coordinate and staff the LETR booth at the annual IACP Conference.

F International Conference Planning Committee

- 1 Responsible for coordinating with SOI LETR staff and the host Torch Run and Special Olympics Programs on all aspects of the annual LETR International Conference, including planning and conducting the conference within budget.
- 2 Identify and propose to Council host sites and locations for the annual LETR International Conference. Site selection should be voted on by council.
- 3 Recommend potential agenda and schedule of the LETR International Conference to the Council.
- 4 Work with SOI LETR Staff, the conference planner and the host Torch Run and Special Olympics Programs to review and recommend terms for conference contracts between SOI and other parties.
- 5 Work with SOI LETR Staff in the securement and fulfillment of all sponsorship, exhibitors, and partnership around the LETR International Conference.

G Partnership and Outreach Committee

- 1 Collaborate with SOI LETR staff to identify, develop, cultivate and secure sponsors, partners, and affiliates for the LETR Executive Council and LETR global movement.
- 2 Work with the Council to meet partnership expectations in accordance with established agreements between SOI, LETR Executive Council and partners.
- 3 Work in conjunction with LETR International Conference Planning Committee for the recruitment, securement and fulfillment of conference sponsors and exhibitors.
- 4 Conduct training for Torch Run fundraising strategies in collaboration with SOI staff.
- 5 Ensure LETR representation at 3rd party conferences as identified by Council.

H Policies and Procedures Committee

- 1 Responsible for maintaining these Policies and Procedures for the Council.
- 2 Work with the SOI Torch Run staff and Legal Department on proposed amendments to these Policies and Procedures to ensure compliance with the Special Olympics General Rules.

I Regional Coordinators Committee

The Regional Coordinator Committee shall support and assist the Regional Coordinators by:

- 1 Being a strong communication conduit with all the Regional Coordinators, the Council, SOI LETR Staff and the Chair.
- 2 Work in collaboration with the Communication and Training committee in identifying programs that are successful and best practices to share with other programs.
- 3 Maintaining a working relationship with SO/SOI staff.
- 4 Providing a mentoring program for all new Regional Coordinators.

J Richard LaMunyon LETR Hall of Fame Committee

- 1 The Richard LaMunyon LETR Hall of Fame recognizes outstanding individuals who have significantly contributed to the worldwide success of the Law Enforcement Torch Run.
- 2 There may be up to three (3) inductees each year.
- 3 All nominations will remain in effect for two years or until sooner selected. Each year the committee may receive additional information about any nominee. Additional information submitted for any candidate will not make the candidate eligible for any more years than he/she is eligible for from the

original nomination.

- 4 To be eligible for induction, a nominee must have participated for at least seven years in the Law Enforcement Torch Run and have demonstrated an outstanding achievement in Law Enforcement Torch Run development, organization or fundraising success on a state/province/country, and regional/international levels or has been instrumental in creating and sustaining a program or initiative that has led to significant sustainable growth of the movement in both human or monetary resources.
- 5 Individuals, Torch Run Programs, and Special Olympics Programs may submit nominations.
- 6 All members of this committee must be members of the Richard LaMunyon LETR Hall of Fame.
- 7 The Chair of the Council shall be the Chair of this committee unless he or she is not a member of the Hall of Fame; then the Vice Chair shall be the Chair of this committee. If neither the Chair nor the Vice Chair is a Hall of Fame member, the Chair shall appoint an Executive Council member who is a member of the Hall of Fame to chair this committee.
- 8 If a member of the committee nominates a person for the Hall of Fame, that committee member must abstain from being involved in the voting process for that person.
- 9 Chief Richard LaMunyon will be a standing member of this committee.

K John Carion "Unsung Hero" Award Committee

- 1 The John Carion "Unsung Hero" Award is awarded to a person who has exemplified the spirit of John Carion, a Torch Run Regional Coordinator who in 1994 was tragically killed in a plane crash.
- 2 The John Carion "Unsung Hero" Award is given to recognize persons who have been instrumental in the success of their local Torch Run Program.
- 3 The John Carion "Unsung Hero" Award is presented at the annual LETR International Conference.
- 4 Each year, the committee shall collect and review nominations from Torch Run Programs and select up to three awardees from among the nominations submitted.
- 5 Each nominee must have participated for a minimum of five years in the Law Enforcement Torch Run.
- 6 All nominations will remain in effect for two years after receipt by the committee or until sooner selected. Each year the committee may receive additional information about any nominee. Additional information submitted for any candidate will not make that candidate eligible for any more years that he/she is eligible for from the original nomination.
- 7 The Chair and members of the John Carion "Unsung Hero" Award Committee shall be comprised of Regional Coordinator's currently serving the Council.

L Program Excellence Awards Committee

- 1 Shall be responsible for coordinating and work with the SOI LETR staff to collect all necessary information to determine the awards recipients that are given by the Council. This committee is responsible for ensuring clear communication regarding the criteria for each award (eg. net revenue vs. gross revenue).
- 2 These awards shall include and are not limited to: the Council Athlete Awards, Guardian's Awards, Awards of Excellence, Liaison Award, and Program Awards.

XI **Amendment of the Policies and Procedures**

- A** Any Council member may propose amendments to these Policies and Procedures.
- B** A two-thirds affirmative vote of the Council is required to approve a proposed amendment to these Policies and Procedures for submission to SOI.
- C** Each proposed amendment approved by the Council shall be submitted to the SOI Legal Department for review and approval and shall not take effect until approved by the Legal Department.

XII **Removal of a Member of the Council**

- A** A Council member may be removed for cause, which may include, but is not limited to, termination from employment by a Law Enforcement Agency, a Special Olympics Program, or SOI (as the case may be), being arrested for, charged with or convicted of a crime, conduct involving moral turpitude, or malfeasance.
- B** A member of the Council may be removed upon petition to the Chair by another Council member, a Torch Run Director, a Special Olympics Program representative, or SOI. Once a petition is received, the Chair will appoint, from the members of the Council, a person to investigate the charges and present their findings to the Council. The Chair of the Council may suspend a member of the Council pending completion of the investigation.
- C** Removal of a member of the Council requires a three-fourths affirmative vote of the other members of the Council.
- D** A member of the Council appointed by SOI or elected as a Special Olympics At-large member shall be automatically removed from the Council if that member ceases to be an employee of SOI or of a Special Olympics Program.

XIII Torch Run Regions

The Torch Run Programs around the world shall be divided into Regions, which shall be determined by the Council and subject to periodic review and adjustment as the Council may deem appropriate.

The Torch Run Regions consist of the Torch Run Programs in the geographic areas listed below:

- A** Region I: Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont.
- B** Region II: the District of Columbia, Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia.
- C** Region III: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee.
- D** Region IV: Illinois, Indiana, Kentucky, Michigan, and Ohio.
- E** Region V: Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin.
- F** Region VI: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas.
- G** Region VII: Arizona, Colorado, Hawaii, Nevada, New Mexico, Northern California, Southern California, Utah, and Guam.
- H** Region VIII: Alaska, Idaho, Montana, Oregon, Washington, and Wyoming.
- I** Region IX: Europe / Eurasia
- J** Region XI: Canada.
- K** Region XII: East Asia.
- L** Region XIII: Caribbean.
- M** Region XIV: Oceania.
- N** Region XV: Latin America

XIV LETR Program Year-End Reports

- A** The Council shall be responsible for the distribution and collection of a LETR Program Year-End Report.
- B** The Report shall be distributed to all Torch Run Programs with an assigned return date.

- C** The results of the Year-End Reports shall be provided to the Council during the LETR International Conference.

XV

Creating New Torch Run Regions

- A** A new Torch Run Region may be made up of several active Torch Run Programs in one or more countries either in an area of the world not currently included in any other Torch Run Region or completely or partially within one or more existing Torch Run Regions.
- B** A proposed new Torch Run Region should conform to or be wholly within an existing Special Olympics Region to the extent possible.
- C** At least two Torch Run Programs within a proposed new Torch Run Region shall have conducted a Law Enforcement Torch Run, awareness campaign, and fund raising efforts during each of the previous two years.
- D** The Chair may propose that the Executive Council create a new Provisional Torch Run Region that meets the criteria in this Article XV. If the Council approves the creation of the Provisional Torch Run Region, the Council shall then appoint a Provisional Regional Coordinator for the Region. The Provisional Regional Coordinator will be invited to attend all Council meetings but will not be a member of the Council.
- E** After one year, the Provisional Regional Coordinator may petition the Council to grant the Region official Torch Run Region status. The petition shall describe the accomplishments of the Provisional Torch Run Region, shall be signed by the Provisional Regional Coordinator, the Torch Run Directors and Liaisons from each Torch Run Program, and the Chief Executive Officer or Program Director within the proposed Torch Run Region, and shall include the commitment of each signatory to continue with the Law Enforcement Torch Run for Special Olympics. The Council shall review the performance of the Provisional Torch Run Region and vote on whether to approve the petition.
- F** As part of the approval process for a new Torch Run Region, the proposed new Torch Run Region shall be submitted, in writing, to the SOI Chief Executive Officer for approval of the new Regional Coordinator position. Once approved by the SOI Chief Executive Officer, the proposed new Torch Run Region shall be presented to the Council for a vote and approval. A two-thirds vote by the voting members present shall be required to approve creation of a new Torch Run Region.

ENDORSEMENTS AND APPROVALS