

GUIDE FOR THE SANCTIONING OF AN EVENT BY THE CONTINENTAL LINE
(Draft - August 17, 2010)

1. Any Unit, governmental agency, association, organization, etc. seeking the sanction of the Continental Line for a proposed national event is to prepare a document that concisely describes the proposed event. The document is to be in electronic form using a commonly available word processing or slide software. This "Event Proposal" document must contain the information listed in the Event Presentation Template to the extent that the planning has developed.
2. The Event Proposal is to be submitted to a Unit in good standing in the Continental Line for the Unit's endorsement and sponsorship. Any event seeking the sanction of the Continental Line must be sponsored by a member Unit. Unit sponsorship of an Event Proposal implies that the Unit believes the event meets the general requirements and objectives of the Continental Line for a sanctioned event.
3. The Event Proposal is to be then submitted to the Department Chair of the Sponsoring Unit for review and recommendation. A milestone schedule showing key decision dates for event planning is required for inclusion in the submittal.
4. The Sponsoring Unit and any event partners/sponsors must determine how far in advance they wish to receive the Continental Line's consideration of a sanction in order to support their planning, fund raising, publicity, etc. for the event. This information must be clearly expressed in the proposal. The Sponsoring Unit may wish to begin the proposal process up to 3 years prior to the event if the event is early in the calendar year and if the sanction is critical to the planning of the event.
5. If an early sanction is requested (that is, at a Line meeting in the calendar year before the event) it is incumbent on the Sponsoring Unit that the planning be developed to a definitive level sufficient for the Line to make an informed consideration of the Event. The necessary completeness of the planning will be determined by the Department and Line Chairs.
6. The Department Chair will make a recommendation to the Continental Line Chairman as to whether the event should be considered by the Line for sanctioning.
7. If the recommendation is favorable, information on the proposed event is to be posted on the CL website to inform all member units of the potential event prior to the Line meeting in which it will be formally proposed. An event point-of-contact is to be identified for Units who have any questions about the event.
8. If the recommendation is not favorable, the Sponsoring Unit is to work with the Department Chair to resolve his or her concerns. If the concerns cannot be resolved, the Sponsoring Unit may appeal to the CL Chairman upon notification of the Department Chair.
9. At the next annual Line meeting following the posting of the Event Proposal on the website, the event will be included on the meeting agenda for review and consideration. Notification is to be posted as to whether the proposal is for informational purposes only or requires an up or down sanction vote at the meeting.

10. If a proposal is due for a sanction vote at a Line meeting, Line member units are to determine their Unit's position on the sanctioning of the event prior to the Line meeting according to their own Unit policies.
11. Event Proposals for information only will be allowed 10 minutes on the Line meeting agenda for presentation of the proposal to the membership using the presentation template. Time for questions and feedback will be allowed for a duration to be determined by the meeting's presiding officer.
12. Event Proposals due a sanctioning vote will be allowed 15 minutes on the Line meeting agenda for presentation of the proposal to the membership using the presentation template. Time for questions and feedback will be allowed for a period to be determined by the meeting's presiding officer.
13. In order to earn the sanction as a Continental Line Event, 55% of the Unit membership in attendance at the meeting or by proxy, must vote in favor of sanctioning the event.