



Standing Committees Governance Policy version 2 final 9/8/16

As a member-driven organization it is desirable to encourage our members to volunteer in the fundamental operation of the organization, which is carried out by its committees, and

Whereas involving a high percentage of members in the committee functions will encourage diverse viewpoints and a more representative decision-making process, and

As it is desirable to have all committee members engaged in all of the activities of their committee, whether it is the internal workings and affairs of the committee or the more public results of their work, and

Whereas the transitioning of leadership positions, when done in an orderly, transparent, predictable and fair manner, can both improve teamwork and information sharing among committee members.

Therefore, the following protocols are in place for all BOE standing committees. Policies not explicitly stated below or defined in the BOE By-Laws are open to the discretion of the committee to discover, develop and enact in concert with the Board of Directors.

- 1- committee membership is open to all individuals, 18 years and older, who demonstrate an interest and a willingness to support the mission of the committee
- 2- individuals may ask to join or may be recruited and will be voted onto a committee by a simple majority vote of the current committee members
- 3- committee members are not required to be BOE members with the exception of the Membership committee where all committee members must be BOE members
- 4- a committee chair must be a BOE member
- 5- a committee shall have no fewer than 3 members
- 6- a committee member may be removed from a committee by a simple majority vote of the current that committee's members
- 7- a committee member may resign at any time, without explanation and without any action on the part of the committee
- 8- the chairperson shall be selected by the entire committee based on a 2/3 majority of current committee members
- 9- the chairperson shall serve for a term of one year, beginning after ratification by the Directors. A member may chair a committee more than once but they may not succeed themselves, unless approved by a majority vote of the Directors
- 10- committees shall present their nomination for chairperson to the Board of Directors at the Director's September meeting for a **pro forma** discussion and ratification by a majority vote of the Directors

- 11- duties of the committee chair, or their delegate(s) include but are not limited to;
 - a) provide the Board of Directors with a monthly written report of committee activity in advance of the monthly Directors meeting
 - b) the committee chair will maintain their committee's membership roster and coordinate their roster with the designated coordinator who will maintain a master roster of all committee membership. The designated coordinator will be assigned by the Board of Directors.
 - c) organize regular committee meetings with advance notice to all its members
 - d) maintain meeting notes and provide an archive of notes to their successors
 - e) cultivate a culture of openness and cooperation while also maintaining efficient use of member's time and energy
 - f) if the committee is provided a quarterly budget the chair will monitor and advise the Directors of status, irregularities, etc.
 - g) follow all of the financial and procedural guidelines approved by the Directors that apply to the committee's operation
 - h) attend the annual orientation meeting for committee chairs in late September
- 12- under extraordinary circumstances, a chairperson and or a committee member may be removed or added to a committee by a majority vote of the BOE Board of Directors