General Operating Policies for All Committees

To promote consistent parameters for all Committees, the following policies will apply unless specifically noted otherwise in each Board approved Committee Charter.

Purpose: The general purpose of Committees is to support staff as well as advise and assist the Board of Directors in fulfilling its strategic objectives. Formal advice is offered to the Board of Directors through motions to recommend which are voted upon by Committee Members and recorded in the minutes. To ensure that Committees are supporting the strategic objectives of the Board, and to comply with the statutory guidelines of Davis-Stirling, Committee Chairpersons will be appointed by the Board on an Annual Basis. Committee members are nominated by the Committee Chairpersons and approved or disapproved by the Board in open session. Interested volunteers are encouraged to submit their applications to the Committee Chairpersons for their consideration.

Authority: Committees have the authority to advise, inform and recommend. The Chairperson is authorized to communicate directly with the Board President. Committee Chairpersons and volunteers do not possess the authority to govern, appropriate or re-appropriate funds, supervise, direct, or reprimand staff. Committee service is performed on a volunteer basis without compensation.

Committee Composition:

- Chairperson: (Appointment & Term) Appointed annually at the February Board meeting or as needed by the Board.
- Chairperson: (Duties) Sets the agenda of meetings. May appoint sub-committees. Provides the Board with a list of all proposed members with volunteer service forms in February, for Board approval at the March Board Meeting, for a term commencing April 1st. The Committee Chairperson may ask for the resignation of any Committee member for cause.
- Members: Most committees shall consist of at least 4 and not exceed 12 members including the Chairperson, Secretary, and Board Representative/Liaison. Terms commence on April 1st and shall be on a one-year renewable basis not to exceed six consecutive years. Further, no member may serve in excess of 6 consecutive years in any 10-year period, except with Board approval. The proposed membership roster must be submitted to the Board by February for approval at the February or March Board meeting. Tenants or Designates are ineligible to serve as Committee Members. Mid-term additions or deletions of members or the Chairperson must be approved by the Board with all terms ending March 31st.

Board Representative/Liaison: One member of the Board will be appointed by the Board annually as a voting member of the Committee to act as a liaison to the Board and ensure there is two-way communication between the Board and Committee members. The role of the liaison is to convey the vision of the Board and ensure the Committee's activities align with the Board's vision. The liaison also supports the Chairperson, as needed, in developing a plan and vision for the Committee and providing guidance in the annual budgeting process. The liaison also should guide the Chairperson in ensuring the operating policies established by the Committee Charter are followed. An important component of the liaison role is to help the Chairperson recruit qualified Committee Members with the appropriate knowledge, talent, and experience to be an asset in achieving the Committee's respective purpose and functions. The Liaison may serve as Chairperson at the Board's discretion.

Secretary: A voting secretary, who may be the Chairperson, may be appointed by the Chairperson. Duties include taking minutes, providing minutes to the MCC Office Administrator within one week of the completion of the meeting for posting on the Website and inclusion in the next Board meeting study material. Minutes shall follow a standardized basic format for all Committees, including a "Recommended Board Action" when applicable.

Meeting Procedures: For efficient use of volunteer and staff time, Chairpersons are encouraged to adhere to the following protocols for conducting Committee Meetings:

- The Chairperson shall communicate the date and location of meetings and any additional study materials shall be sent prior to meetings
- Committee meetings are open to all Members.
- Members wishing to address the Committee should give advanced notice to the Chairperson.
- At least one member of the staff is to be assigned to each Committee.
- A quorum of more than 50% of the Committee Members is necessary to conduct official business.
    - In the absence of a quorum, committees are discouraged from convening meetings and minutes may not be recorded.
- Minutes are kept recording official business as expressed by motions to recommend to the Board.
    - Minutes should reflect decisions and reasons for those decisions, not conversations.
- Motions should be adjudicated upon within the meeting rather than via email
- Conduct all official business within 60 minutes
- Department managers will attend Committee meetings pertaining to their particular line of responsibility.

Motions to Recommend to the Board: If a motion to recommend is submitted to the Board for approval, or an oral report is requested at the Board meeting, the Chairperson will provide the General Manager with the following information at least 10 days prior to the Board meeting:

- All items to appear on the Board meeting agenda
- Supporting written documentation
- The time required for presentation
- The name of the person/s who will make the presentation

Approved by the Board of Directors on February 20, 2025