

**Section 3.0 DUTIES AND RESPONSIBILITIES****3.4 Committee Protocol**

*Revised: September 10, 2013; Affirmed: July 24, 2018, February 11, 2025*

There are two types of ordinary committees, standing and ad hoc, to which the Board may refer or commit matters under consideration. A standing committee is expected to have a continuing existence, whereas an ad hoc committee is expected to cease to exist upon completion of the submittal of a final report.

1. Standing and ad hoc Committees shall be established by a majority vote of the Board.
2. Committee Chairs and Members shall be appointed by the President or Acting President of the Board.
3. Committees shall each have three Members.
4. Committee Members shall serve from the time they are designated until their successors have been designated, and may be removed or replaced by the President or Acting President by his/her own act.
5. Committees shall operate under Robert's Rules of Order unless otherwise specified by statute or Board action.
6. Committees shall adhere to the same public notification and meeting requirements as the Board.
7. If the Committee Chair is unavailable, the committee member with the longest continuous Board tenure will become the temporary presiding officer, with alphabetical order of last name used as a tiebreaker should more than one member have the same tenure length.
8. Committee meetings shall be called by the Committee Chair or by the temporary presiding officer if the Chair is unavailable.
9. Committee agenda topics shall be set by the Committee Chair or by the temporary presiding officer if the Chair is unavailable, but the Committee Chair or the temporary presiding officer shall take as an agenda item any matter submitted by two Committee Members.
10. Committee meetings shall be open to all Board Members; however, only Committee Members may vote.
11. Ad hoc committees shall not be established for a matter that falls within the purview of a standing committee.
12. Committees shall receive such assignments as fall within their Charter.
13. Committees shall communicate with the Board in the form of report(s) to the Board, offering recommendations and discussion upon referred matters for the Board's consideration.
14. Ad hoc committees shall cease to exist upon submittal of the final report to the Board.