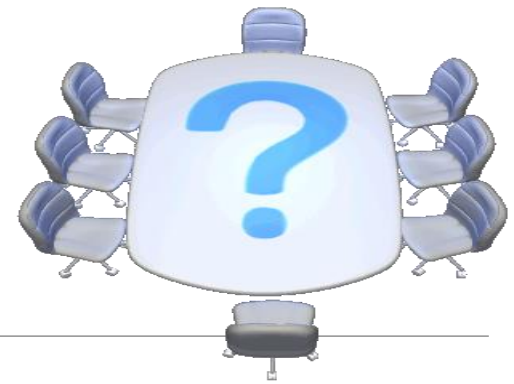


Boards and Committees



**GETTING THE JOB
DONE,
EFFECTIVELY &
EFFICIENTLY**






Board



- ✿ **By Definition**
- ✿ **A form of deliberative assembly**
- ✿ **An administrative, or quasi-judicial body of appointed or elected members**
- ✿ **No minimum size**
- ✿ **Only such powers as delegated by a higher authority i.e., the bylaws**



EXECUTIVE BOARD

-  **Bylaws authorized**
-  **Generally include officers of the organization and other organizational leaders**
-  **Decision makers when necessary between regular membership meetings**
-  **Powers only as designated by the bylaws or by the membership**
-  **No action may conflict with prior actions taken by the body**

Definition of Ex-Officio Member

- 👉 Serves by virtue of office
- 👉 If under the authority of the organization, has all the rights and privileges of membership and is counted in the quorum
- 👉 If not under the authority of the organization, has no obligation to participate and is not counted in the quorum
- 👉 Service on the board terminates when the member ceases to hold the entitling office
- 👉 Has full voting rights unless bylaws specify otherwise



Subordinates to the Board

Executive Committee

- 🍌 Authorized in the bylaws
- 🍌 Composed of a small number of board members, usually specified in the bylaws
- 🍌 Has all or much of the power of the board between meetings
- 🍌 Cannot modify any action of the board



Committee of a Board

- 🍌 Reports to and is subordinate to the board, unlike a standing or special committee that reports to the organization
- 🍌 Has charge of different branches of work between board meetings

Conduct of Business in a Large Board

- 👤 Business conducted under general parliamentary rules
- 👤 Minutes, usually accessible only to board members
- 👤 Receive Executive Committee reports at each board meeting, and at each full meeting of the organization



Small Board Conduction of Business

When no more than 12 members, may conduct business as a large board with the following exceptions:

- ❖ **Members may speak while seated without obtaining the floor**
- ❖ **Motions need not be seconded**
- ❖ **Members may speak to a question unlimited times**
- ❖ **Informal discussion is permissible if no motion is pending**
- ❖ **Votes can be taken on clearly stated proposals, without introducing a motion.**
- ❖ **Chair may remain seated while putting questions to a vote**
- ❖ **The Chair may also speak in debate, make motions and vote**



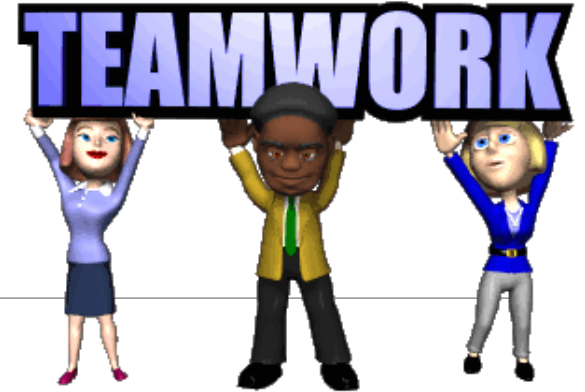
Changes in Board Membership

When a set proportion or all of the board members are chosen periodically, the board becomes a new board each time there is a change in board membership.

- 🍌 All unfinished business falls to the ground**
- 🍌 New officers are elected**
- 🍌 New committees are appointed**

Individual replacements to fill vacancies do not cause these effects.

Committee Defined



- 🧡 A body of one or more members
- 🧡 Elected or appointed by an assembly to consider, investigate, or take action on certain matters
- 🧡 Not considered to be a form of deliberative assembly
- 🧡 Generally an ordinary committee, either standing or special

Standing Committees



- Are constituted to perform a continuing function
- Are named in the bylaws
or
- May be authorized by resolution if provided for in the bylaws
- Report to the organization, not to the board

OTHER COMMITTEES

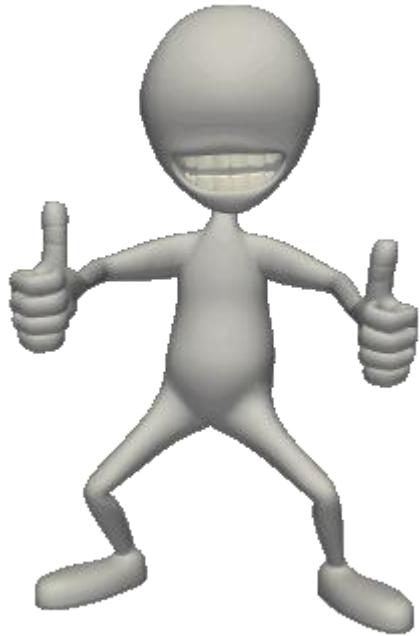
(Special, select, or ad hoc committees)



- **Are appointed as needed**
- **Carry out a specified task**
- **Automatically ceases when their final report is presented to the assembly**
- **Cannot be assigned a task that is the responsibility of a standing committee**

Selection of Committees

- ✿ Election by ballot
- ✿ Nominations from the floor (open nominations) with *viva voce* election
- ✿ Nominations by the chair
- ✿ Appointment by the chair
- ✿ Appointment by adoption of a motion naming members of a committee



Conduct of Business in Committees

- 🍌 Chair or first-named member calls a meeting
- 🍌 Failing the above, any two members may call a meeting of the committee
- 🍌 Chair usually acts as secretary or designates another member to keep notes in the nature of minutes



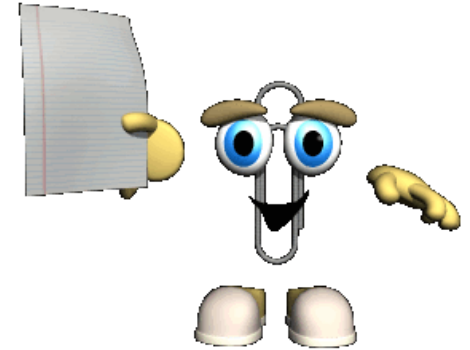
Committee Reports



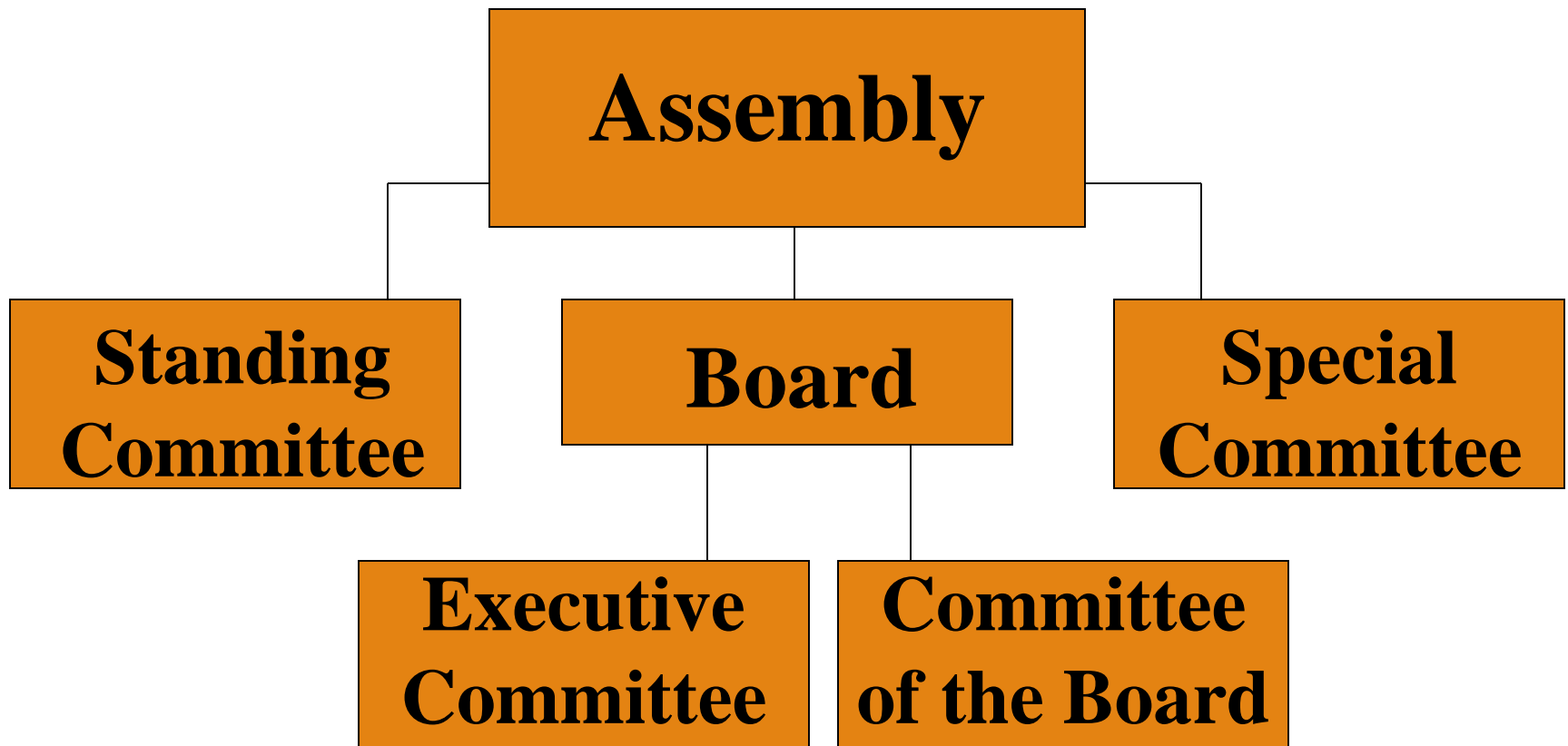
- 🍌 Must be limited to the topics the committee has been assigned
- 🍌 Annual or periodic reports of *standing* committees, submitted in accordance with bylaw requirements
- 🍌 Reports relating to single items of business arising during the year are provided as the need arises

Detailed Committee Reports

When a committee must give a complex report, it should contain:



- ✿ A description of the way in which the reporting committee undertook its charge
- ✿ The facts uncovered or information obtained
- ✿ The findings or conclusions derived from the facts or information
- ✿ Resolutions or recommendations



Standard Organizational Chart