S. COMMITTEE RESPONSIBILITIES

1. COMMITTEE OPERATIONAL REQUIREMENTS

a. The Board shall assign a liaison to each committee to assist in developing, implementing, and reporting on committee charges, and to serve as a direct interface between the committee and the Board of Directors. It is the responsibility of each Board Liaison to oversee the activities of their committee(s) and report to the Board.

b. Except for those committees specified by name in the bylaws, all committee chairpersons may either be appointed by the President or elected by members of the committee prior to the Fall Conference.

c. Except for those committees specified by name in the bylaws, committee membership shall be open to all members of the Association or their designated staff. Where staff members participate in committees, such members shall be at least management level to the degree possible.

d. Except for those committees specified by name in the bylaws, staff from other agencies such as ARB and EPA may attend committee meetings in order to ensure effective and efficient conduct of business.

e. Committee charges can be added or deleted during the course of the year with the approval of the Board.

f. Each committee so designated by the Board shall prepare an annual summary of the previous year's activities with a look to future activities in the coming year. This report shall be presented at the Fall Conference.

2. RESPONSIBILITIES OF COMMITTEE CHAIRPERSON

a. Become familiar with committee actions taken during the preceding term whether complete or incomplete. It is the responsibility of a new chairman to follow through on actions taken by the committee prior to his/her appointment as chairperson.

b. Arrange time and place of meeting. Notify the Executive Director of all scheduled meetings for inclusion in the Newsletter Calendar and posting on the CAPCOA website.

c. Meeting agenda.

1) Solicit agenda items from members.

2) Avoid subjects that do not merit committee action.

3) Determine order of agenda discussion. For continuity's sake related items should be grouped together and discussed accordingly. The chairperson should consider scheduling a CAPCOA-only session for agenda items as appropriate due to the subject matter.

4) Coordinate all agendas with the appropriate Board Liaison.

5) Preparation and distribution of an agenda is the responsibility of the Chairperson. Agendas should be printed on CAPCOA letterhead or blank paper with appropriate heading and mailed or e-mailed by the chairperson. Duplication and distribution may be made by the Executive Director upon the chairpersons request.

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Amended 10/98; 5/07; 10/08

6) Prepare and distribute an agenda to all CAPCOA committee members, appropriate ARB and or EPA staff, and Executive Director 10 days prior to the meeting. If a final agenda is not available, a preliminary agenda shall be distributed.

7) No committee of the Association, except the Legislative Committee, shall take action on any matter or issue reflecting an official CAPCOA position. Such matters and issues shall be communicated to the Board of Directors for further direction.

8) An agenda should be available at meetings for all present.

9) Schedule appearances before a committee of those desiring to speak to an issue or those whose input is requested. Such appearances may include, but are not limited to, ARB and EPA personnel. Requests by senior ARB, EPA or Cal/EPA management to address a committee shall be forwarded to the Board liaison or Executive Director.

d. Meeting procedures.

1) Start meetings on time.

2) Add additional agenda items.

3) Confine discussion to the subject.

4) Control discussion so as to conserve time and get full participation of members.

5) To the maximum extent possible, lengthy oral summaries should be avoided and the speaker be requested to provide a written statement of his/her comments or progress reports. Adequate copies should be provided for all committee members and for inclusion into the minutes.

6) Motions or a consensus of opinion:

Sometimes it may be necessary for a committee to reach a consensus position to refer issues to the Board of Directors. Motions and/or positions of consensus should be clear and documented.

7) A committee should not forward any issues to the Board of Directors until the committee has fully studied the subject and reached a consensus decision, unless the Board of Directors has specifically asked for committee input by a specified date and the committee is unable to reach a consensus.

e. Procedures following adjournment of each committee meeting:

1) Complete a Committee Report Form of committee findings, discussion topics, recommendations, and requests for further direction/guidance and submit to the Executive Director within two weeks of the meeting.

2) Provide the Executive Director with complete copies of all reports and documents made available for the meeting.

3) See that committee actions are properly disposed of and transmitted to proper destination with sufficient explanation to convey the intent of the actions.

4) Use every reasonable effort to secure prompt results and follow through to see that action is taken.

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5) Inform committee members of all matters pending and of all follow-through action and results.

6) Provide a briefing to the appropriate Board Liaison regarding the meeting, if the Board Liaison did not participate in the meeting.

f. Procedure pending formation of new committees.

1) Continue to follow through on all committee actions taken during term as chairperson even though a new committee and chairperson have been designated. The new chairperson should be advised of actions of the previous committee and any unfinished business.

2) Prepare and keep current a written record of all committee proceedings, correspondence, etc., for passing on to each succeeding chairman.

3. RESPONSIBILITIES OF COMMITTEE VICE CHAIR

a. Be prepared to carry out the duties of the chairperson.

4. MEETING DOCUMENTATION

a. It shall be the responsibility of the committee chairperson, or the chairperson's designee, to keep a written record, as minutes, of each meeting. Enough detail should be recorded of agenda items to present familiarization with subject and a brief summary of action taken include:

1) Time, place, and names of committee members present.

2) Motions passed.

3) Other actions taken.

4) Summary of agenda items discussed.

5) Other relevant information

b. Preparation of Minutes:

1) Minutes shall be prepared in a timely manner, and at least by the time the agenda for the next meeting is distributed.

2) A copy of the minutes shall be provided to the Executive Director, preferably in electronic format.

3) Minutes are to be reviewed and approved by each committee at the committee's next meeting. Any corrections or additions should be immediately noted by the chairman and transmitted to the Executive Director.

c. Special Reports. It is the responsibility of the chairperson to distribute any special reports to all committee members, with a copy to the Executive Director.

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Amended 10/98; 5/07; 10/08