



B A S M A A

Policy and Procedure #2

Title: Committee Leadership

The purpose of this policy and procedure is to establish certain requirements or expectations regarding Committee leadership, including number and type of chairs, terms of office, nomination and selection process, vacancies, and roles and responsibilities.

Number and type of chairs

A Chair and Vice-Chair shall lead each Committee with effort made to have at least one of these positions held by a public agency employee.

Terms of office

Effective January 2016: two year terms, starting in January, followed by at least a one year break in service before being eligible to serve in same position. When elected to fill a term, for which less than half the term remains, the time served will not count towards the 2-year term limit. The Board of Directors may make exception to this entire provision upon a majority vote of the Board.

Nomination and election process

Annually conduct a process leading to nominations for Committee Chairs and Vice-Chairs for which terms are expiring. The Committees shall be prepared to identify candidate Chairs and Vice-Chairs during the last Board of Directors meeting of the calendar year. The Board of Directors will formally elect the Chairs and Vice-Chairs during the last meeting of the calendar year and the Chairs and Vice-Chairs will be installed in the Committees' first meeting of the calendar year immediately following the election.

Vacancies

A vacancy in any Chair or Vice-Chair position because of resignation, removal, disqualification, death, or any other cause shall be filled in the manner prescribed above in "Nomination and election process", except on a schedule that fills the vacancy as soon as possible.

Roles and responsibilities

- Oversee all aspects of Committee operation on BASMAA's behalf, in accordance with the Bylaws and Policies and Procedures
- Work with the Executive Director or his designee to develop Committee meeting agendas
- Chair Committee meetings
- Facilitate efficient and effective communication among the Committee members
- Ensure records of meetings are made and approved

Effective Date: July 2015

Supersedes: None