

Committee Procedures  
Policy and Procedure

**Policy**

It is the policy of BSWCIA to establish committees necessary to perform functions, review and, when appropriate, make recommendations to the Board of Directors (BOD) concerning issues within their designated scope of responsibility. When appropriate, the BOD will consider the recommendations, adopt, refer back to committee for further action or disapprove.

**Procedure**

1. Each committee will have a maximum of five members, no more than three being members of the BOD. The elected or designated chairperson shall be a BOD member. Members will serve for a term of one year, consistent with the BOD term. However, the chairperson and members will continue to serve *pro tempore* past their one-year term to ensure business continuity until the BOD first meeting when reappointments are made following each annual meeting. The BSWCIA Manager and Board President serve as *ex officio* members of each committee, are encouraged to attend meetings; however, do not have voting privileges and are not counted as one of the maximum number of members.
2. The BOD, by majority vote, selects and/or dissolves committees and has ultimate responsibility for the success of the committee's work. The BOD may assign, reassign and/or eliminate the chairperson as determined to be in the best interest of the BSWCIA.
3. The chairperson will act as liaison with the BOD, will organize and facilitate meetings and act as spokesperson for the committee. Meeting times and agenda will be pre-arranged and announced in advance of the meeting. A simple majority of the committee will constitute a quorum and meetings will only be held if a quorum is present, whether physical, telephonic or electronic.
4. Decisions are made by majority vote among members present. The chairperson determines need and venue for meetings and voting, which may be accomplished by physical, telephonic or electronic means. Non-member participants may take part in discussions and offer suggestions, however, are not eligible to vote.
5. BSW residents who express interest will be considered for committee membership consistent with their availability, experience, and willingness to assist with committee tasks as assigned by the chairperson.
6. A member may be dismissed by a majority vote of the BOD, the chairperson, becomes detrimental to the progress of a committee, accumulates two or more un-excused absences from committee meetings or does not perform assigned tasks within designated time limits.