



Committee Formation and Operational Rules

Board Standing Committees

The Board Standing Committees and number of members are:

Audit Committee – 3 members

French Language Services Committee– 2 members

Personnel Committee– 3 members

Other Special Purpose Committees may be appointed by the Board Chair and Vice Chair on an as needed basis and for a term to be set by the Board. Any Special Purpose Committees will be for a specific purpose and for a specific time frame as agreed to by a majority of the Board.

The terms of Reference for each Board Standing Committee will be approved by the total Board.

Formation of Board Committees

Board Standing Committees are established at the first meeting of each year following the selection of the Board Chair and Board Vice Chair

Selecting members of the Board Standing Committees and Special Purpose Committees is the responsibility of the Board Chair and Board Vice Chair. The final composition of the Board's Committees will be subject to a Board resolution.

The Board Chair and Board Vice Chair will consider the following factors when forming the Board Standing Committees:

1. The stated desire of Board members to serve on a particular committee
2. The desirability of having geographical representation
3. The particular knowledge or experience which Board members have related to the committee in question.
4. For the French Language Services Committee, fluency in the French language and/or awareness of French language issues.

5. The need to have some level of continuity on Board Standing Committees.

The Board Chair and Vice Chair will consider the following factors when forming Board Special Purpose Committees.

1. The particular knowledge, experience or other factors which directly related to the purpose of the committee.
2. Any disputes related to Committee representation between the Board Chair and Vice Chair will be resolved by a majority resolution of the Board.

General Committee Rules

1. Committee decisions are subject to final approval of the Board. If there is a dispute within a Committee concerning Committee powers the dispute will go to the total Board for a decision.
2. Committee vacancies will be filled as required by the Board Chair and Vice Chair.
3. The Chair of the Board is an ex-officio member of each Committee with voting rights within each Committee.
4. Each Committee of the Board will elect a Committee Chair. The Committee Chair will review the agenda, chair Committee meetings and report results to the total Board as needed.
5. Should conflict arise as to which Committee should deal with a particular matter the Board Chair shall make a decision. That decision shall be subject to review by the total Board at their next regular meeting.
6. The Chair of each Committee will attempt, subject to the agreement of a majority of the Committee members, to schedule Committee meetings in order to reduce travel costs.
7. The Chair of each Committee shall determine if the work of the Committee can be accomplished through conference calls and subject to the agreement of a majority of the Committee members use this method of meeting whenever practical.