Policy & Bylaw Committee Charter

COMMITTEE NAME: Policy & Bylaw Committee

PURPOSE: The committee is charged with assisting the Board with its duty to evaluate and update bylaws and governance policies as needed.

STATUS: Ad hoc

DUTIES: To fulfill its purpose, the Policy & Bylaw Committee is responsible for:

- upon Board request,
  - reviewing current policies and bylaws and drafting revisions
  - reporting recommended policy/bylaw revisions to the Board for approval; and
  - finalizing policy/bylaw revisions based on direction from the Board.

The committee will refer to the Policy Revision Recommendation Template when considering and drafting policy revisions.

CHAIR: A director confirmed by the Board.

COMMITTEE COMPOSITION: The committee shall be composed of 2-4 directors.

MEETINGS: The committee will meet monthly for an hour in months when it has outstanding action items from the Board.

BUDGET: The committee will not require funds but will require paid Board administrative assistant time.

REPORTING TO THE BOARD: The committee chair is responsible for keeping the Board apprised of the committee's actions at each Board meeting next following a meeting of the committee. Committee meeting notes will be posted online and included in the upcoming Board meeting packet.

COMMITTEE EXPECTATIONS: Committee members are expected to communicate any concerns they may have with committee process and/or culture promptly to the chair and/or to the committee as a whole.

Adopted July 22, 2014
Last Updated January 4, 2021