

Twin Palms Neighborhood Organization

Committee Member Volunteer Policy

Purpose

The Twin Palms Neighborhood Organization (TPNO) is a voluntary association of members “organized to address a range of issues for the purpose of maintaining and improving quality of life by encouraging neighborhood identify, a sense of community, and facilitating interaction within the City of Palm Springs. [By-Laws Article III]. Membership is defined in Article V of the By-Laws

Committees and ad hoc task groups are a key element of the organizational structure and operation of the organization. All members are welcome and encouraged to participate.

Every member wishing to serve on a TPNO committee/ad hoc task group is asked to review and then sign a Committee Member Volunteer Sign Up Form. (*see attached*)

The purpose of the Committee Member Volunteer Policy is to facilitate the successful functioning of our committees and to ensure that all volunteers will have the most positive, productive and enjoyable volunteer experience possible.

Confirmation Process

The name(s) of TPNO members wishing to serve on an Advisory Board sanctioned committee or ad hoc task group, along with a copy of their Sign Up Form(s), will be submitted by the chair of that committee to the Advisory Board for confirmation.

Action on the nominee(s) will be acted on at the Advisory Board’s next regular meeting, or by an email vote if a more timely response is necessary.

Volunteers will be confirmed by at least a majority of the Advisory Board at a scheduled Advisory Board meeting where a quorum is present, or by a 2/3 vote of the full Advisory Board membership if voted upon by an email vote.

Standards of Conduct

The following apply to committee members:

- 1. Agree to listen to and consider all members' input while being mindful of meeting time restraints.**
- 2. Treat each other will respect and common courtesy.**
- 3. Abide by the decisions made by a majority of the committee.**
- 4. Participate on a regular basis.**
- 5. Abide by any rules of order established by the committee to govern its operations.**

(over)

Removal Process

Committee members, including the chairperson, can be removed from membership if:

1. A member misses 3 or more unexcused regularly scheduled meetings.
2. At least 2/3 of the committee membership votes to remove a member from membership for consistent violations of the standards of conduct.
3. At least 3/4 of the membership votes to recommend to the Advisory Board that the chairperson be replaced with a new appointment by the Advisory Board.

Appeals Process

Within 30 days of being removed from a committee, a removed member can submit to the Advisory Board a written request to be reinstated. The Advisory Board will review the request at its next regularly scheduled meeting, but in no case more than 60 days after receiving the written request. By a 3/4 vote, the Advisory Board can take one of more of the following actions:

1. Vote to reinstate the member to the committee
2. Ask the relevant committee to agree/consider mediation (by a mutually agreeable third party) to resolve the issue.
3. Vote to disband the committee
4. Vote to remove the Committee chairperson, and/or other members of the committee.
5. Other action taken by the Advisory Board.

If the Advisory Board does not act to take any of the above actions, the reinstatement request will be considered closed and the members' removal from the committee is final.

Definitions

TPNO boundaries are Sunrise Way/LaVerne Way on the southeast, South Camino Real on the west, and East Palm Canyon Drive on the north. [By-Laws Article IV]

A committee is defined as a group of volunteers formed by the Twin Palms Advisory Board as an approved committee "that reflects the concerns, needs and interests of the members (By-Laws Article V: Committees). This term includes both ongoing standing committees and time limited task groups. Generally these groups have authority to expend funds within the approved annual TPNO budget for that committee/task group.

*This policy **does not apply** to Twin Palm volunteers for one time events such as modernism week docents, garage sale or special events, clerical tasks, etc., or to Grant Review Advisory Members.*