

Twin Palms Neighborhood Organization

Committee Operations Policy

Purpose

The Twin Palms Neighborhood Organization By-Laws, Article X, vests the Advisory Board with the authority to approve the formation, viability, and productive operation of standing committees and ad hoc groups in a manner that reflects the concerns, needs and interests of the members.

The purpose of this Committee Operations Policy is to identify the policies and procedures that govern the operation of our TPNO standing committees and ad hoc task groups.

1. All standing committees and ad hoc task groups are approved by the Advisory Board. These committees and groups operate at the discretion of the Advisory Board and can be disbanded by the Advisory Board.
2. Committee chairpersons are approved by the Advisory Board and serve at their discretion. Their duties and responsibilities are outlined in the **Committee Chairperson Job Description**. There are no formal chairperson term limits.
3. Committee members are confirmed by the Advisory Board and are governed by the **Committee Member Volunteer Policy**.
4. Confirmed committee members are defined as members who have signed the **Committee Member Volunteer Sign Up Form** and have been confirmed by the Advisory Board.
5. 50% of the confirmed committee membership constitutes a meeting quorum. (i.e., Only confirmed members are counted towards meeting the quorum requirement).
6. Committee decisions will be arrived at by a simple majority vote of the confirmed membership in attendance at a meeting.
7. Only confirmed members are authorized to vote at committee meetings on substantive issues (such as approval of the minutes, fiscal issues, major committee projects and policies including rules of how committee business is conducted).
8. At the discretion of the Committee chair, unconfirmed members who have signed the Committee Member Volunteer Sign Up Form may be allowed to vote while awaiting Advisory Board confirmation.
9. Committee expenditures must fall within their approved TPNO approved annual budget.
10. To allow for the widest possible inclusion of volunteers, the Advisory Board has approved the **Policy for Grant Review Advisory Members** which authorizes the Finance Committee to augment its membership with Grant Review Advisory Members. These non voting advisory members participation is limited to only the grants review activities of the Finance Committee. Although these Advisory members are not required to sign the Committee Member Volunteer Sign Up form or be confirmed by the Advisory Board, the Finance Committee Chair will be asked to keep the Advisory Board informed of the names of the Advisory members.