



## **SWNI Committee Standing Rules**

Revised by Board, April 23, 2014

The SWNI Bylaws create standing committees and allow for the SWNI Board to establish special committees as it deems necessary. The committees shall be responsible for the coordination of activities, implementing their adopted action plans, for research and review of issues and proposals, and for recommending actions to be taken by the Board.

### **Committee Structure**

1. Each neighborhood and business association shall have one authorized representative (committee member) with the right to vote on each standing or special committee. Qualifications for committee members shall be determined by the neighborhood and business associations. Committee members must be members of the neighborhood or business associations they represent. Chairs of committees shall not count as representatives of their neighborhood or business associations.
2. Members of SWNI neighborhood or business associations may serve on committees but without the right to vote unless they are authorized representatives of their neighborhood or business associations.
3. Powers of the committees shall include conducting meetings, facilitating discussion and decision-making, preparing agendas, and ensuring rules and procedures are followed. Chairs serve one year from July 1 to June 30, but may be removed by the SWNI President or Board at any time. Chairs will submit resignations by May 30 of the year of their terms. The names of prospective chairs may be submitted to the SWNI Board for approval in June.
4. A vice-chairman and secretary may be elected by the committee or appointed by the chair.
5. Standing committees have the authority to establish working groups for special purposes, such as research. They must report back to the standing committees on their findings. They do not have decision-making authority. Additional staff and dollar resources for working groups must have Board approval.

### **Meetings**

1. Committees shall meet at least quarterly and at the call of their chairs or the President.
2. Minutes shall be taken at each meeting and printed copies shall be on file at the SWNI office.
3. Committees shall conduct their business in public according to Robert's Rules of Order.

4. Three committee members shall constitute a quorum.
5. Committees shall provide that minority reports be heard as requested by committee members.

**Committee responsibilities**

1. By May 15 of each year, committees shall develop action plans with short and long term goals each year as part of the SWNI contract/grant, and must make due effort to see that it is fully implemented.
2. Committees are encouraged to maintain a supportive and cooperative stance in relation to the activities, projects, and proposals of other committees. Committee chairs are encouraged to coordinate activities with each other and resolve any differences together to their mutual satisfaction.

**Revisions**

Revisions may be made to these Standing Rules at any SWNI Board meeting provided there has been advance written notice of the proposed revisions.