

GOVERNING DOCUMENTS REVIEW COMMITTEE

Ground Rules for Observing Members

Committee members will be volunteering considerable amounts of their time to complete the objectives of this committee. Ground rules protect against spending unnecessary additional amounts of our time on this endeavor. If attending members verbally participate meetings could drag out to three plus hours as have many Board meetings. At the May Board meeting six of seven directors voted to have a committee of five rather than eight with the concept that progress would be expedited. If observing members verbally participate in deliberations the situation becomes equivalent to having a larger committee.

Ground rules also reduce the possibility of interruptions and disruptions of proceedings and progress. It is very important to maintain a positive and cooperative atmosphere at these committee meetings.

There is ample opportunity for members to provide input on committee activities. This committee is advisory to the Board, submitting recommendations, but not possessing the authority to act independently. There will be four tiers of membership opportunities to provide review and input to this committee:

- (1) “Early” membership workshops for input as to the subjects and process of this committee,
- (2) Monthly committee reports to the Board (posted on the ECA website and in the newsletter) concerning activities and recommendations—discussed at open-to-members Board meetings,
- (3) A 30-day membership comment period of committee recommendations and proposed amendments to governing documents approved by the board, and
- (4) Membership vote (annual meeting) on revised (consequent to committee and Board consideration of comments submitted by members—as per #3, above) committee recommendations and proposed amendments.

Committees are created to expedite projects and deliberations that would be cumbersome for larger bodies (e.g., entire memberships and governing bodies such as board of directors).

The following is from a website titled Effective Committees:

“Committees are often the working force at the heart of an organization. Effective organizations are often directly related to effective committees.”

“Why Committees are Used?—They are used to save time at general meetings. Matters can be discussed and reviewed in detail by a committee and recommendations brought to the general meeting. The work of the organization becomes more efficient. The

specialized skills and interests of members are used to their full advantage. More members get involved in the detail work of the organization.”

“Summary—A committee is really a work unit of the organization. It’s the best way to take work and break it into meaningful chunks. Effective committees remove time consuming detail from organizations meetings.”

Ground Rules

Association members are welcome to observe committee meetings and submit written comments or suggestions to the committee at the end of meetings or after meetings. Any such comments or suggestions will be considered by the committee and, if needed, addressed at the subsequent committee meeting.

Observing members will not be recognized or invited to participate in committee discussions.