

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>4000</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Committees' General Responsibilities</b>	EFFECTIVE <b>11/2022</b>	SUPERSEDES <b>5/17</b>
	SPECIAL DISTRIBUTION		

**POLICY**

The purpose of the FMCA committees is to assist FMCA's Executive Board in carrying out the goals and objectives in the Strategic Plan.

**PROCEDURE**

Scope and Authority

1. The activities, objectives, and scope of jurisdiction of each committee shall be defined by the Governing Board, the President, and as set forth in the Bylaws and FMCA Policies and Procedures. The National President shall serve as an ex officio voting member of all committees, except the Nominating Committee and the FMCA Review Council. The Chief Executive Officer (CEO) and/or the CEO's designee responsible for this function shall serve as a non-voting consultant and advisor for all committees.
2. Each committee should have an identified goal(s), how it is to operate, and a definitive way to measure results.
3. A committee chairman or by majority vote of the committee may request the President to form a temporary committee (sub-committee) for a specified task, but it is the President's discretion to authorize the formation of a committee. Additionally, all committees shall be reviewed by the President at least annually or at the completion of the committee's task to re-authorize the committee, to dissolve the committee, or to change the committee's members.

General Procedures of Committees

1. Meetings

The Secretary of FMCA is responsible to see that each member of a committee and the Executive Board receives a copy of all meeting notices. A committee may meet in person or by electronic means as determined on a year-to-year basis by the Executive Board. Electronic meetings will be set up and funded by the national office.

2. Quorum

A majority of the full committee membership is a quorum for the transaction of business, unless specified otherwise in the Bylaws or the Policy and Procedures.

3. Requests for Information or Assistance

All committee requests for information or assistance from the FMCA staff will be initiated by the committee chairman, by committee members authorized by the chairman, or by committee vote.

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4. Correspondence

All committee correspondence sent external from FMCA will be subject to the approval of the President and/or the CEO.

5. Reports

- A. Committee reports are to be made to the Executive Board, through the President, unless specified otherwise in the Bylaws.
- B. Committee reports are to include the motions and actions from the committee's meeting. When the report is attached to the Executive Board and Board of Directors minutes, it will be noted on the report if items were changed or not approved by the Executive Board or Board of Directors.
- C. The committee report prepared for the Governing Board meeting shall be a compilation of the committee reports that were attached to the Executive Board or Board of Directors meeting minutes from the reporting time period.
- D. Reports should never reflect individual opinions; however, committee members who are not in agreement with the majority of their committee have the right to submit a minority report.

6. Term of Service

- A. Except for the Nominating Committee and FMCA Review Council, each member of a committee, including the committee chairman, serves at the pleasure of the President, unless specified otherwise in the Bylaws.
- B. The committee chairman may recommend to the President the removal of any committee member, if the committee chairman feels the best interests of FMCA would be served by such removal.
- C. Vacancies on any committee may be filled in the same manner in which the committee was constituted, unless specified otherwise in the Bylaws.

7. Minutes

Minutes of all meetings of committees of FMCA shall be made and distributed to members of that committee and to all members of the Executive Board, and shall be made available to requesting members through the national office. The procedure for taking and distributing minutes is included in FMCA Policies and Procedures #2020, Minutes - Governing Board, Executive Board, and Committees.

8. Expenses

Reasonable incidental expenses of committee members may be allowed as determined by the committee chairman and approved by the President.