



POLICY

Policy Area: Governance	Subject: Meetings
Title of Policy: Committees	Policy Number: 1.3.4
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date: May 17, 2021 February 4, 2025

1. Rationale or background to policy:

- 1.1. The CSBA Constitution/By-Laws Section 8 clearly articulates the expectations regarding meetings of the Association.
- 1.2. Policy 1.3 states that the board of directors will approve additional procedures beyond those specified in Constitution/By-Laws Section 8 for meetings of the CSBA, including committees, if required to improve the success of the meetings and advance the work of the CSBA.

2. Policy Statement:

- 2.1. Clearly articulated procedures for meetings of the CSBA will ensure that the work of CSBA is accomplished in an organized and timely manner so that the CSBA can achieve its goals.
- 2.2. This policy specifies additional procedures for committees.
- 2.3. The Board of Directors may establish an ad hoc committee with a specific term, mandate and membership for a short term specific task. Ad hoc committees are not subject to the procedures detailed in this policy.

3. Procedures:

3.1. Mandate:

- 3.1.1. Committees are established by the CSBA Board of Directors to advance the work of the board.
- 3.1.2. Committees provide recommendations to the board of directors.
- 3.1.3. Each committee shall have a terms of reference approved by the board of directors.

3.2. Membership:

- 3.2.1. A minimum of 2 directors shall be on each committee.
- 3.2.2. A minimum of one member association executive director/CEO (or designate) shall be on each committee.
- 3.2.3. The CSBA President (or CSBA Vice President when delegated by the CSBA President) is an ex officio member of each committee. (Policy 1.1.2)

- 3.2.4. Committee membership will be determined by a call of interest among board members. The preference of board members will be considered, while taking into consideration geographical representation and distribution among member organizations. The final decision on committee membership will be made by the Executive Committee.
- 3.2.5. The committee will be supported by the CSBA Executive Director and may be supported by external contracted support or member association staff under the authority of the CSBA Executive Director.
- 3.2.6. Staff of member associations may be invited to participate on committees for specific non-voting roles to provide expertise and enhance the work of the committee.
- 3.2.7. Where possible, expertise and resources should come from member associations.
- 3.2.8. Cost of participation in committees will be borne by the member association.
- 3.2.9. If a vacancy occurs for any reason, the chairperson will notify the Executive Committee who will seek a replacement. The Executive Committee's decision is final.

3.3. Chairperson:

- 3.3.1. The chairperson will be selected annually from among the committee members.
- 3.3.2. Duties of Chairperson:
 - Chair the meetings.
 - Set the agenda and meeting dates in consultation with the CSBA Executive Director and committee members.
 - Share minutes with the board of directors highlighting recommendations and financial implications.
 - Submit the committee's annual work plan to the board of directors.

3.4. Meetings:

- 3.4.1. Meetings will be scheduled as needed.
- 3.4.2. Meetings shall include an agenda and minutes shall be kept.
- 3.4.3. Quorum (more than 50%) is required for the committee to meet.

3.5. Voting:

- 3.5.1. All decisions shall be made by vote.
- 3.5.2. Voting may be in person, online or by electronic communications.
- 3.5.3. Each director and, in the absence of a director, the member association's representative shall have a vote.
- 3.5.4. No member association shall have more than one vote.
- 3.5.5. The CSBA President (or CSBA Vice President when delegated by the president), is entitled to one vote. (Policy 1.1.2)

3.6. Planning and Reporting:

- 3.6.1. Committees will develop an annual work plan linked to the Strategic Plan as appropriate.
- 3.6.2. The minutes of all meetings will be included in the board meeting package.
- 3.6.3. The committee chair is responsible to make recommendations to the board of directors highlighting any budget implications.