

**21.0 COMMITTEES**

1. The Council shall at its first Session in December nominate and elect the following Standing Committees in the manner and composition as follows:
  - a) **Infrastructure and Recreation Committee** - Chairperson and three other members, all being members of Council and all having voting privileges. The Chair may enter into debate upon moving out of the Chair and naming another member to assume the Chair.
  - b) **Finance and Administration Committee** - Chairperson and three other members, all being members of Council and all having voting privileges. The Chair may enter into debate upon moving out of the Chair and naming another member to assume the Chair.
  - c) **Planning and Building Committee** – Chairperson and three other designated members responsible to attend the Committee’s scheduled meetings, all being members of Council and all having voting privileges. **The remaining three members of Council are entitled to attend any meeting and have voting privileges when in attendance. The Chair may enter into debate upon moving out of the Chair and naming another member to assume the Chair.**

**Robert’s Rules of Order Newly Revised, 10<sup>th</sup> Edition**

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<p>quest, any other papers or books necessary for the proper performance of its duties should be made available to it by the appropriate officers of the society, who can first consult with the president if in doubt.</p> <p>A committee should take care to preserve the papers referred to it from the society, since, after its assignment is completed, they must be returned in the same condition as when received. If the committee wishes to write on copies of the documents, therefore, it must obtain its own photocopies, unless it has been provided with extra copies specified in its instructions as for that purpose. In any case, amendments prepared for recommendation to the assembly when the committee reports should be drawn up on a separate sheet.</p> <p><b>Conduct of Business in Committees</b></p> <p><b>COMMITTEE PROCEDURE.</b> When a committee has been appointed, its chairman (or first-named member temporarily acting—see p. 168) should call it together. If its chairman fails to call a meeting, the committee must meet on the call of any two of its members, unless (for very large committees) the assembly’s rules prescribe, or empower the assembly or the committee to require, a larger number. The quorum in a committee is a majority of its membership unless the assembly has prescribed a different quorum (40). All of the meetings of a special committee constitute one session (8).</p> <p>The bylaws may authorize a board or committee (or even a relatively small assembly) to meet by videoconference or teleconference. If they do, then such a meeting must be conducted by a technology that allows all persons participating to hear each other at the same time (and, if a videoconference, to see each other as well). The opportunity for simultaneous communication is central to the deliberative character of the meeting, and is what distinguishes it from at-</p>			<p>tempts to do business by postal or electronic mail or by fax (see p. 2). It is advisable to adopt special rules of order and standing rules, as appropriate, to specify precisely how recognition is to be sought and the floor obtained during videoconferences and teleconferences.</p> <p>In small committees the chairman usually acts as secretary, but in large ones and many standing committees, a secretary may be chosen to keep a brief memorandum in the nature of minutes for the use of the committee.</p> <p>In a standing or special committee—unless it is so large that it can function best in the manner of a full-scale assembly—the same informalities and modifications of the regular rules of parliamentary procedure generally prevail as are listed for small boards on pages 470–71; also, the rules governing the motion to <i>Reconsider</i> are modified as stated on pages 318–19. In committees, the chairman not only has the right to make and debate motions, but he is usually the most active participant in the discussions and work of the committee. In order that there may be no interference with the assembly’s having the benefit of the committee’s matured judgment, motions to close or limit debate (15, 16) are not allowed in committees.</p> <p>Committees of organized societies operate under any applicable rules stated in the bylaws, the special rules of order, the parliamentary authority, and standing rules adopted by the society. Committees may not adopt their own rules except as authorized in the bylaws or in instructions given to the committee by the society (see p. 469 for the same rule as applicable to boards).</p> <p>When a committee is to make substantive recommendations or decisions on an important matter, it should give members of the society an opportunity to appear before it and present their views on the subject at a time scheduled by the committee. Such a meeting is usually called a <i>hearing</i>. During actual deliberations of the committee, only committee members have the right to be present.</p>			<p>1</p> <p>5</p> <p>10</p> <p>15</p> <p>20</p> <p>25</p> <p>30</p> <p>35</p>