

HPPOA COMMITTEE GUIDELINES
HPPOA Board Policies and Procedures.
Board Approved November 21, 2012

ARTICLE X – COMMITTEE BYLAWS AS AMENDED AND RESTATED JULY 22, 2010
GOVERN THE ACTIVITES OF THE HPPOA ASSOCIATION COMMITTEES.

Committee Formation

1. The Board may appoint a Director as Board liaison at its discretion.
2. The Board or designee advises the committee of the appropriate channels (Board or Office) for obtaining necessary information and guidance between meetings and provides the Chair with a copy of these Committee Guidelines.
3. Initial Committee meeting shall be held immediately after committee formation.
4. Chair provides his or her contact information to the HPPOA office. The contact information may be made available to Members for obtaining meeting information.
5. Committee establishes goals, objectives and time lines.

Reports and Approvals

1. Reports shall be provided by all committees and shall include:
 - a. Goals, objective, and time lines
 - b. Progress (or challenges)
 - c. Minutes of meetings (a copy shall be submitted and kept on file in the HPPOA office & posted to the committee web page)
 - d. Request for further direction.
2. Approvals, Recommendations, and Proposals
 - a. The Chair of each committee shall seek prior approval by Association Board for actions of the Committee.
 - b. Action and decisions of committees shall be subject to the approval of the appointing body.
 - c. In all cases, actions and decisions of the Committee shall be subject to the approval of the Board.

Scheduling Committee Reports

1. Committee Chair shall submit a request to the President to be added to the meeting agenda for presentation of committee reports, to seek approvals for recommendations and proposals, or to request direction from the Board.
 - a. Requests to be added to the agenda are to be submitted one week prior to the date of the regularly scheduled Board meeting, or two weeks prior to the regularly scheduled Membership Meeting.
 - b. Committees designated by the Board report at regularly scheduled Board meetings
 - c. Committees designated/elected by the membership report at the regularly scheduled Membership meetings.
 - d. All Committees shall report to the Board, upon request of the Board.

- e. Written reports may be made in lieu of oral reports and shall be submitted to the Office one week before the scheduled meeting.
- 2. Placement of Board or Membership Meeting Agenda.**
- a. Progress report shall come under Committee Reports
 - b. Proposals, recommendations and new requests shall come under New Business.

Protocol

1. Committee members shall disclose any actual conflict of interest or situation that may give the appearance of a conflict of interest.
2. Committees shall keep a record of activity and decisions to support any actions or recommendations made to the Board/Membership and at conclusions shall submit a copy to the HPPOA office for historical file retention.
3. Committees shall work independently.
4. Where committee project/purpose impacts Office, committee shall coordinate with the General Manager or designee.
5. Committees may, with prior approval from Board
 - a. be reimbursed for expenses
 - b. have access to office staff or resources (at GM's discretion)
 - c. request announcements be posted on the HPPOA website (with V P approval)
 - d. use office copy machine for committee business (at GM's discretion)
6. Committee Chair shall ensure that meetings are open to any member having a desire to attend. Fixed meeting dates and times may be published on the Association calendar, in the Conch, or on the HPPOA website.
7. Members may obtain committee Chair's contact information from the office to inquire directly about committee meeting schedules or other questions.
8. Committees shall maintain confidentiality of any Association documents that are designated as confidential.
9. Communications with the media shall only be with the express authorizations of the Board.
10. Committees shall be dissolved by the Board at the conclusions of the committee's assignment or when the Board determines the committee has ceased to serve a purpose.