



ADVOCATE. PROMOTE. DEVELOP.

## 2019 COMMITTEE MEMBER APPLICATION

By becoming a committee member you understand that your engagement is important to the overall actions of the committee. As a committee member you agree to regularly attend meetings to help ensure a quorum, which is required to conduct official business on behalf of the Chamber and its members. Please review the committee specific bylaws on the next page of this application.

**Name:** \_\_\_\_\_

**Committee:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Company Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

### ACCEPTANCE STATEMENT

I accept the responsibilities of volunteering to serve on the above Chamber committee(s) and understand that my term of service is January 1 through December 31.

---

Signature of Committee Member (e-signature accepted)

Date

# BYLAWS - ARTICLE VIII: COMMITTEES

## Section 1. Creation

The Board of Directors may create such committees as it deems advisable from time to time to advance the program of work for the Chamber; shall authorize and define the terms of existence, powers, and duties of all committees; and shall at least annually review and approve all committee activities and programs.

## Section 2. Appointment and Authority

- A. The Board Chair shall appoint committee chairs. The committee chairs shall select additional committee members for their committee.
- B. Committee chairs and members must be Members. The appointment of committee chairs and members are subject to the approval of the Board of Directors.
- C. Committee chairs shall appoint a vice-chair and a secretary to serve their committee.
- D. Removal of a committee member can be done by:
  - a. Any committee member may resign at any time by giving written and/or verbal notice to the Chamber staff or committee chair.
  - b. After three consecutive absences, the member is considered to have resigned from the committee, unless the chair finds extenuating circumstances or if a leave of absence request has been approved. If a member anticipates being absent from a meeting, the individual will contact the Chamber staff or committee chair in advance of the meeting.
  - c. All committee members serve at the pleasure of the Board of Directors and may be removed, with cause, by a (2/3) vote of Directors present at a Board of Directors meeting.
- E. A committee member may request a leave of absence from a committee on which they serve by submitting a request for leave to the Committee Coordinator on a form provided by the Chamber. Leave of absences must span at least 3 months, but not more than six months, and are subject to approval by the Committee Chair. While on a leave of absence, a committee member is not eligible to vote on issues brought before the committee. At the end of the leave of absence, the committee member shall automatically be reinstated as a voting member.
- F. The presence of 51% of committee members constitutes a quorum of the committee. Once a quorum is established, the committee may continue to conduct business despite the withdrawal of a committee member or members. The act of a majority of all committee members present at a meeting at which a quorum has been established constitutes a valid act of the committee. A committee member on leave of absence is not counted as a committee member for quorum establishment purposes.
- G. Committee actions shall be forwarded to the Board of Directors for approval through the Board Chair who may send it to another committee for review prior to sending it to the Board of Directors.
- H. The terms of office of committee members and committee chairpersons will be concurrent with the term of the Board Chair appointing the committee chairpersons. Committee chairpersons and committee members will be seated on the committees upon initial formation of the committee or at the time the Board of Directors is seated.
- I. Proxy voting is not permitted at Committee meetings.

## Section 3. Regular Meetings

Dates, time, and place of regular meetings of Committees shall be established annually by each Committee.

## Section 4. Special Meetings

Special Committee meetings may be called by the Committee Chair, or by three Committee members in a petition to the Committee Chair. Not less than one (1) day prior to the meeting the President and Chief Executive Officer or Committee Coordinator shall send notice of the date, time, and place of the meeting to all Directors.