

COMMITTEE GOVERNANCE POLICY **(adopted by Diocesan Council 5/11/04)**

Origin of Committee and First Steps: Formation of an exploratory task force is by appointment of the Bishop. They can be authorized by Bishop, Council or Convention. Its task is to explore the nature of the issue, identify areas of focus, and to develop measurable, achievable goals and objectives. Part of its task is to explain why a diocesan committee would be necessary to achieve this, and it must include a statement of fiscal impact and identification of funding sources.

Creation of the Committee: A resolution goes to Council or Convention as a result of the work of the exploratory task force. The resolution must contain standard language of accountability, including a sunset clause that calls for a complete evaluation after a period of approximately three years. The resolution summarizes the areas of focus, and basically serves as the charge to the committee. Unless required otherwise by canon, the group formed will be called a committee.

Committee Membership: By canon, all members of the Committee are appointed by the Bishop and confirmed by Council. There should be approximately 10-12 members. Generally, members are appointed in consultation with the Committee Chair. Members of the preliminary task force are not necessarily guaranteed committee membership. By canon, members are to be canonically resident clergy or lay communicants in good standing at a church in this diocese. There should be an appropriate distribution of membership to give some kind of balance of clergy and lay, race, gender, region, and parish. The committee may make recommendations for future members.

Non-voting Membership: For various reasons, such as people serving in a consultative capacity, members of other denominations and licensed clergy, may have something to offer to the committee, but canonically may not be members. Subject to the same rotation as a voting member of the committee, these people may be appointed *ex officio* without vote.

Terms of Membership: Generally speaking, all terms are 3-years, renewable once, before rotating off for a minimum of one year. Terms begin after convention and end at the close of convention of the appropriate year. When a committee is first formed, a rotation needs to be built in, with approximately a third commencing with a 1-year term, another third with a 2-year term, and the remaining third with a 3-year term. A member so appointed for a one-year term would be eligible to serve two full 3-year terms immediately following before having to rotate off the committee. However, a member so appointed for a 2-year term would only be eligible for a single 3-year term immediately following before having to rotate off the committee. By canon, the Bishop is a member *ex officio* of any committee.

Partial terms: If a committee member does not complete a term, that vacancy may be filled (appointed by the Bishop and confirmed by Council). If the time left is one year or less, the member would be eligible to serve two full 3-year terms immediately following before having to rotate off the committee. Any partial term greater than one year means that the member would

only be eligible for one 3-year term immediately following before having to rotate off the committee.

Committee Chair: By canon, a chair shall be appointed by the Bishop and approved by Council. Some thought should be given to alternating the chair between clergy and lay, etc., but clearly the person most qualified would be the chair. This is an annual appointment (beginning and ending with each Convention). The norm would be that a person who had already served on the Committee and risen up through the ranks would be eligible to be chair while on a membership rotation, and that a chair might serve for two successive terms (a total of two years). It would be desirable at all times to have a couple of people being groomed to take over the chair, and even to serve as a vice-chair.

Normalization of Committee Rotation: There are times when, for whatever reason, the rotation on a committee becomes out of synch. The Governance Officer will work with the Committee Chair and staff liaison to make recommendations to the Bishop and Council on how to achieve a proper balance, allowing for new membership while allowing for a mechanism to pass on historical knowledge. Some terms may need to be adjusted to implement this.

Other officers of the Committee: By canon, any other officers may be elected by the committee itself.

Subcommittees: A subcommittee is an operational unit of the committee that has ongoing work. Prior to the formation of a new subcommittee, a charge to that subcommittee must be submitted to the Bishop and Council for approval, and a report on their work and their goals and objectives must be included in the committee's annual report to Council and Convention. The Bishop and the committee chair appoint the chair of the subcommittee, with the consent of the parent committee. Members of the subcommittee are appointed by the committee chair and the chair of the subcommittee. Membership of a subcommittee is not necessarily totally drawn from the membership of the parent committee. However, members of any subcommittee, including the chair must meet the qualifications of committee membership and be subject to the same rotation system.

Ad Hoc Task Forces of Committees: An ad hoc task force of a committee is a group drawn from the committee, appointed by the chair with the consent of the committee, to look at a particular issue on behalf of the committee or to complete a project, and then disband. A non-member with specific expertise may be appointed to the task force. The lifespan of an ad hoc task force rarely exceeds a few months. If the work of an ad hoc task force continues for a year or longer, the committee must evaluate whether the task force has become ineffective, is evolving into a subcommittee (which requires a charge consented to by the Bishop and Council), or for good reason needs a little more time.

Accountability to Council: The committee reports to the Council at least once a year. This is an opportunity for a mutual review, and the report and discussion should take the form of what has been accomplished that year and a mutual decision as to the goals and objectives for the coming year. By canon, any change in the committee's charge, name, membership or bylaws must be approved by the Bishop and Council.

Assignments: Assignments arise from the charge of the committee. The annual review with Council aids with the accountability for this. From time to time, Bishop, Council or staff may ask the committee for assistance in exploring a particular subject related to the committee's charge.

Ending of a Committee: All program committees will have a sunset clause, generally calling for a complete review every 3-5 years. Following a review process, the Bishop and Council may choose to end a committee, for any of a variety of reasons, including, but not limited to the following: the charge and work of the committee has been completed; a change in focus of the mission and work of the diocese; the committee has become ineffective or non-functional, etc.

Accountability to Convention: By canon, if not otherwise a member of Convention, the chair is an ex officio member of the Convention with seat and voice, but no vote. The committee chair is responsible for producing a short, written report (1-2 pages) for the Convention, due the first working day of the year. This appears in a packet of information at the Convention, is posted on the website under the information for that committee, and appears in the Journal.

Budget: Unless otherwise included in the budget, there is generally a nominal amount (\$100-300) in the diocesan budget for the clerical costs of various committees. Budget requests should be made relatively early in the year for the following year, and be a component of the annual review with Council. Committees may identify possible funding sources, but not engage in fundraising without the permission of the Council.

Staff Liaison: A member of the diocesan staff should be assigned to each committee as a liaison. The relationship varies with the committee and with the individual chair, but the point is to be in relationship on behalf of the Bishop, and to help facilitate the flow of meetings and work for the year. Committees need to be aware that there is very little in the way of support staff at Church House, and arrange for its own clerical work.

Council Liaison: Members of Council may be appointed to some committees to serve as a liaison between the Committee and the Council. This is most likely to happen when some critical work is being done by the Committee, but may occur at other times or for other reasons.