**Section 1760.130 Committees**

a) Committee Structure – The Chair, in consultation with the Board, shall create committees as necessary to achieve the purposes of Executive Order 2003-16. Committees shall exercise those powers as are delegated to them by the chair and as are appropriate to their mission and responsibility.

b) Membership – The Chair shall appoint all committee chairs, vice chairs and members of committees. The Chair shall appoint Board members or their official designees as chairs of committees. The Chair may appoint non-board members as full voting members of any committee. The members of all committees shall serve at the pleasure of the Chair.

c) Meetings – Either the Chair or a committee chair may schedule a committee meeting.

d) Quorum – A quorum of a committee shall constitute a majority of the committee members or their designees then holding office, including the committee chair or vice chair, who are present, in person or by telephone, at the initial roll call at the commencement of any committee meeting. If a quorum is not present at the scheduled time of the meeting, the committee chair may continue a roll call for a reasonable time after which, if a quorum is still not present, the committee meeting shall be adjourned. No vote may be taken unless at least three committee members, are present at the time of the vote.

e) Participation – With the consent of a committee Chair, representatives of any Board member may participate in any committee for discussion purposes. Members of the Board or designees who are not committee members shall have the right to participate in committee meetings and vote. The Chair of the Board may designate any Board member or designee to become an ad hoc voting member of a committee when necessary to ensure a quorum.

f) Notice – A committee meeting shall be scheduled upon at least seven days notice by telephone, mail, or equivalent means, to committee members.

g) Oversight of Committees – Committee chairs shall report committee actions to the Board at the next Board meeting following the committee meeting.

h) Minutes and Reports – Minutes of all committee meetings shall be kept. Copies of minutes shall be furnished to all members of the Board prior to the next Board meeting or within 42 days following each committee meeting, whichever is later.

i) Rules – Committees shall be governed by these Organizational Rules and any and all amendments to these rules.