

## Subject: Committees

Date Approved/Last Revised: November 2003

Responsible Body: None

References: Sacramento Natural Foods Co-op Bylaws Article XII and Article VIII, Section 8.03

### Overview of Committees

This policy governs the Board of Directors (Board) committees.

The committees are reappointed each year by the Board. The eligibility for and duties of the committees are specified in the committee charters.

The Newsletter Editorial Committee, while not directly supervised by the Board, is responsible for ensuring that the newsletter serves the mission of SNFC and is governed by Board policy.

The membership may also appoint committees as specified in By-laws, Article XII, section 12.04

### Purpose of Board Committees

The Board governs membership and service on Board committees. The committees are working adjuncts of the Board. Their purpose is to research and investigate issues or problems that the Board is considering and assist the Board in its decision-making process. The work of the committees is of great value and importance to the Board, and membership on these committees should be taken seriously.

### Eligibility and Appointment

The Board appoints all committee members. In general, committees are limited to nine voting members; however, the Board may approve additional members if necessary. All appointed members shall have equal voting rights. Of the nine members, at least one shall be a member of the Board and no more than two may be employees or staff. No more than three Board members may serve on any one committee. A member of the Board shall chair each Board committee. Appointment to a committee requires completion of the "Request for Appointment to a Committee" form available at the store. Members are asked to commit for at least six months. The Board will accept requests for appointment at any time and will fill vacancies, as they arise, from such requests.

In November the Board shall review the committees, their charges, vacancies, membership, and requests for appointment. Continuing members shall renew their commitment and be reappointed by the Board.

Special ad hoc committees established to consider a particular issue or set of issues within a time certain period may include more than two employees or staff and more than three Board members.

### Meetings

The committees shall determine where, when, and how to conduct their meetings. The Committees may choose to make decisions by majority or by consensus unless the Board specifies a decision-making process on a particular issue.

All committee meetings shall be open to interested SNFC members, except that a committee may close a meeting to discuss any matter for which the Board could require an executive session (see By-laws, Article VII, section 7.03 (h)). The committee chair shall control participation from interested persons and be limited to the extent necessary to keep the committee running efficiently. It is to be remembered that the appointed members are responsible and answer to the Board.

### Reporting

Each committee chair shall report on committee activities at the Board meetings. If a committee requires Board discussion or action on a particular issue, information should be provided to the Executive Committee with sufficient time to include it in the Board meeting packet.