

## **CPARB Ad Hoc Committees**

From CPARB Bylaws Article VII, Sec. 2-8

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CPARB may establish ad hoc committees as appropriate and may invite nonmembers of the Board to serve as voting committee members.

### **Committee Guidelines**

CPARB committees are formed by the Board to support the mission of the Board as defined in Article I Section 2 of the Bylaws. All committees are subject to the Open and Public Meetings Act, RCW 42.30. A list of current committees should be posted on the CPARB website page of DES.

### **Committee Membership**

The Board will approve the voting membership of committees. Committee member nomination and leadership selection procedures are intended to be flexible, to suit the needs of individual committees.

### **Committee Meetings**

Committee meetings shall be scheduled by the committee Chair, or upon request of the Chair of the Board. Any "action" taken by the Committee (*as defined in the OPMA, RCW 42.30.020(3)*) must be consistent with the Scope/Purpose of the Committee.

### **Committee Meeting Attendance**

Committee members are expected to consistently attend committee meetings. When a voting member is unable to attend a committee meeting, the member should advise the committee Chair in advance. All ad hoc committees may adopt rules that permit committee members to send an informed substitute to sit in for discussion and/or to act on behalf of the committee member's stakeholders with prior notice to the committee chair.

### **Committee Meeting Quorum**

To have a quorum of committee members, there must be more than fifty percent of the voting committee members present for the committee to conduct business and take action.

### **Committee Meeting Minutes**

Committees shall maintain records, notes or minutes that meet OPMA and other state requirements. The committee chair shall request resources as needed for approval by CPARB. After approval, all committee minutes will be made publicly available and promptly published and posted on the DES/CPARB website.

### **Committee Leadership**

Committee Chair/Co-Chairs time commitment is estimated at 10-30 Hours/Month.

The goal is to have co-chairs as opposed to a single chair to share the workload and provide coordinated leadership.

- Collaborate on the meeting duties to include meeting facilitation, watching for raised hands, and monitoring meeting chat.
- Set meeting agenda.
- Facilitates committee meetings.
- Check for and maintain a quorum of committee members.
- Follow committee's purpose and accomplish specific committee assignment(s).
- Report to CPARB with deliverables submitted to CPARB inbox prior to pre-read deadline.
- Manage meeting minutes and coordinate with DES as needed.
- Coordinate with CPARB staff and keep CPARB staff informed of progress, agendas, meeting dates, documents, etc.

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### **Committee Administrative Support:**

Each CPARB Ad Hoc committee is a little different and their needs can fluctuate. Ideally one of the Co-Chairs will have some administrative support to schedule their meetings, collect the meeting documentation, maintain communications with the committee and send the CPARB inbox meeting invites and copies of the meeting documentation.

DES has agenda and meeting notes templates that can be modified as the committee's needs dictate. It is important that committee documentation has the committee identified as a CPARB Committee, and the meeting date the documentation was supplied to the committee. Notes should include all committee members in attendance, the meeting start and end times, a summary of the committee's work at that meeting, all official decisions documented, and resources listed. If stakeholders are involved with the meeting, they should be listed as attendees at the meeting and who they are representing. Committee members have found it helpful to list the action items from the prior meeting at the bottom of the agenda.

If needed, DES can provide limited committee support. Please contact DES via the [CPARB inbox](#) for questions regarding assistance.