



ACCA Committee Policies and Procedures

Committee purpose

The purpose of ACCA's committees is to advise and assist the ACCA's Board of Directors (BOD).

This committee is not a decision-making body.

These policies and procedures have been established to help ensure that this committee is both effective and efficient in executing its responsibilities in support of the BOD.

Committee governance

The committee chair is appointed by the BOD. The chair appoints a vice-chair and recording secretary. The vice-chair will be responsible for running meetings that the chair is unable to attend. The recording secretary will prepare minutes of each committee meeting and distribute them electronically not fewer than five (5) days prior to the subsequent committee meeting.

The committee's business will generally be conducted in accordance with normal parliamentary procedure.

Committee activities

The BOD will from time to time refer appropriate issues to committee.

The BOD need not seek the committee's advice on *every* issue related to that committee. Nor will the committee necessarily be made aware of every issue related to it before it is brought before the general membership.

Committee votes are advisory only. The BOD is not bound by committee recommendations.

The committee may also advance appropriate proposals of its own, which will be referred to the BOD after passing a vote (majority of those present and voting) within the committee.

No proposal shall be presented to the committee without prior coordination through the committee chair. In addition, the BOD will reject presentation or discussion at any BOD meeting of any unsolicited proposal not already discussed and approved by the committee.

Committee member responsibilities

Committee members must be members in good standing of the ACCA.

Only committee members who have signed this Policies and Procedures memorandum may attend committee meetings. Non-members may attend only with the prior permission of the committee chair.

All committee work should be considered confidential unless designated otherwise by the committee chair or the BOD. Therefore, no committee member shall discuss or otherwise divulge matters under committee consideration with individuals or organizations outside the committee or BOD without specific authorization from the committee chair or the BOD.

No committee member shall either explicitly or implicitly seek to represent himself or herself as representing the ACCA without prior authorization from the BOD.

Violation of this policy may result in removal from the committee.

Please print your name: _____

Please sign your name: _____

Today's date: _____