

32<sup>nd</sup> District Agricultural Association  
**Board Policies**

### **3.02 Board Composition and Committees**

*Date Adopted/Last Revised: Month #, 20XX*

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*Note: Capitalized terms not otherwise defined in this Board Policy have the meanings set forth in the Definitions section of Board Policy 1.01. Should any provision in this policy contradict any provision of California law, California law shall control.*

#### **Purpose**

The 32nd DAA recognizes that either the Board Chair or the Board of Directors can establish committees to assist in the work of the Board of Directors. The purpose of this policy is to outline the authority of the Board Chair and of the Board of Directors to establish committees.

#### **Policy**

Under the authority of Bylaw Article V, Section 1, the Board of Directors may establish Board Committees to assist in carrying out its responsibilities and duties. The Board Chair may also establish Board Committees, at his or her discretion, to assist in carrying out the duties and functions of the 32<sup>nd</sup> DAA. Within this structure, Board Committees have one essential role—to strengthen and support the work of the Board of Directors as a whole.

The Board Chair and the Board of Directors may each form standing committees to address long-term or continuing needs of the organization. Each standing committee will have one or two members. The Board of Directors must comply with all requirements of the Bagley-Keene Open Meeting Act in creating standing committees.. The Board Chair may create standing committees upon his or her discretion during a meeting of the Board of Directors properly noticed in accordance with the Bagley-Keene Open Meeting Act.

The Board Chair and Board of Directors may each also create time-limited ad hoc committees to oversee specific projects, tasks, or initiatives. Each ad hoc committee may have between two and four members. Ad hoc committees with more than two members must comply with the requirements of the Bagley-Keene Opening Meeting Act. When the task of an Ad hoc committee

is completed or no longer relevant, the Board of Directors should be dissolve that committee through formal action at a properly noticed public meeting.

## **Procedure**

### **Committee Member Selection**

The Board Chair is responsible for selecting committee members. When selecting members, the Board Chair will consider the Board Member's knowledge and expertise, competencies and skills, and personal interest in serving on the committee. In the interest of having committee members represent the community served by the committee, the Board Chair may also consider the diversity of each Board Member's personal experiences and backgrounds. Unless otherwise specified, the CEO or his/her staff designee, will serve as a non-voting member of each committee.

### **Committee Member Resignation**

Committee members may resign from their committee positions or recommend replacement at any time by giving written notice of resignation to the Board Chair or Board Vice Chair. The resignation is effective when notice is received by either officer, unless the notice specifies a later effective date. The acceptance of the resignation is not necessary to make it effective.

### **Committee Member Removal**

The Board Chair can remove and/or reassign committee members when, in the Board Chair's sole judgment, it would be in the best interest of the 32nd DAA.