



## Palomar Mountain Planning Organization Communications Committee

### Article IX - Committees

#### Section 9.1 Appointment of Committees

The PMPO Board may appoint an Executive Committee (herein referred to as PMPO Executive Committee) or a sub-committee (herein referred to as PMPO Committee) as the PMPO Board from time to time deems necessary or appropriate, to conduct business and further the objectives of the Board.

The appointment of a PMPO Executive Committee shall be at the discretion of the PMPO Chairperson. The PMPO Executive Committee may act as a proxy to the PMPO Board within the guidelines set forth in the PMPO Executive Committee Charter (Section 9.3)

Upon formation of a PMPO Executive Committee the PMPO Chairperson shall notify the PMPO Board of the action including the following details:

- Purpose and Charter of the PMPO Executive Committee
- Chairperson of the PMPO Executive Committee
- Members of the PMPO Executive Committee
- Timing (Expected Duration of the PMPO Executive Committee)

A PMPO Executive Committee shall not have the power to levy dues and assessments, to select and remove all officers, agents, employees and contractors, and to fix reasonable compensation therefore, to authorize and empower officers or agents to enter into contracts and other commitments on behalf of the Board, all of these actions shall be by PMPO Board resolution

The appointment by the PMPO Board of a PMPO Executive Committee or PMPO Committee shall be by resolution adopted by a majority of PMPO Board members.

The PMPO Chairperson shall have the authority to form a PMPO Executive Committee or PMPO Committee between regularly scheduled PMPO Board meetings, without a majority vote of the PMPO Board, if there are time-sensitive issues (requiring action prior to the next scheduled PMPO Board meeting) that require immediate attention. In this instance, all members of the board shall be notified, in accordance with the PMPO Communications policies, of the proposed PMPO Committee and will be given 3 days to respond. In such instances where a majority of the responding PMPO Board members disagree with the proposed PMPO Committee, a special meeting will be called prior to the formation of the committee.

Upon commissioning of a PMPO Executive Committee or PMPO Committee, the PMPO Board will designate that committee as either "Internal" or "External"; Internal being chartered to address Administrative, Organizational and Secretarial items for the PMPO Board External being chartered to address items which have a "direct impact" to the Palomar Mountain Community at large.

#### Section 9.2 Committee Member Formation

The PMPO Executive Committee or PMPO Committee shall consist of two (2) or more members of the PMPO Board plus other eligible voters as defined in section 5.2 of the PMPO By Laws.

The Chairperson of the PMPO shall appoint a Chairperson for the PMPO Executive Committee or PMPO Committee, from one of the members of the PMPO Board.

The membership of the PMPO Executive Committee or PMPO committee shall be named by the PMPO Board and by resolution adopted by a majority of PMPO Board members

All members of the PMPO Executive Committee or PMPO Committee have equal voting rights on the committee.



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The PMPO Executive Committee or PMPO Committee, by majority vote, may include non-committee members in committee activities for specific tasks, information gathering or specialist knowledge; these individuals do not have voting rights on the committee.

### Section 9.3 Committee Charter

The PMPO Board, via the PMPO chairperson, shall provide the Chairperson of the PMPO Executive Committee or PMPO Committee with a clear and measurable charter.

The PMPO Committee Chairperson shall be responsible for developing and executing action plans and timelines to deliver on this charter.

### Section 9.4 Operating Procedures of the PMPO Committee.

The PMPO Executive Committee or PMPO Committee shall operate under the charter provided by the PMPO Board.

All communications from the PMPO Committee shall be directed to the PMPO Board members and chairperson. All communications representing the PMPO and/or the PMPO Committee shall be directed to the PMPO Board for approval and dissemination at the PMPO Board's direction. Communications from the PMPO Executive Committee may be directed to External Parties at the discretion of the PMPO Executive Committee Chairperson. All PMPO Board Members shall be copied on such correspondence.

Issues voted on by the PMPO Committee will be passed or not passed based on a majority vote by a quorum of eligible voters. A Quorum shall be defined as a minimum of 50% of that PMPO Committees member.

In the event of a PMPO Executive Committee Member or PMPO Committee Member having a dissenting view point from the majority decision of the committee that Board Member may prepare and present a written point of view to the Board at the next Board Meeting. This presentation shall be an agenda item on the PMPO Board Meeting Agenda

All PMPO Executive Committee or PMPO Committee meetings shall be documented and the minutes distributed to the committee members and the Chairperson of the PMPO in a timely manner (within 14 days of the meeting). All committee documents and artifacts shall be posted to the PMPO archives.

Committees designated as "External" shall communicate meeting date, time and place to the PMPO Board and eligible voters, in accordance with the PMPO Meeting Communication guidelines.

### Section 9.5 Dissolution of Committees

The PMPO Executive Committee or PMPO Board may dissolve any PMPO Committee as the Board deems appropriate, by resolution adopted by a majority of PMPO Board members.