

## Statement of Operating Procedures:

### 1. Board Committees

1.1 Special, Ad Hoc, and Standing Committees; and Advisory Gatherings: The Board of Directors may establish standing and special committees to serve on a regular basis. The Board of Directors may establish advisory gatherings to serve on a regular basis. The President may create ad hoc committees to serve on an as needed basis.

### 2.1 Committees

2.2.1. Special Committees shall meet regularly and shall have their own rules of conduct outside of those described below.

2.2.2. Special Committees rules of conduct will be defined by the Board of Directors at the time of creation.

2.3.1. Ad Hoc Committees shall meet for a defined period of time and shall have a specific task to be accomplished. The task, committee chair, and rules of conduct will be defined by the Board of Directors at the time of creation.

2.4.1 Standing Committees: Standing Committees shall abide by the rules set out in Robert's Rules of Order relative to committees. Standing Committees will abide by the rules established in the bylaws. Where the bylaws are silent, the committees shall follow the rules established below:

2.4.2 Standing Committee Members: After gaining suggestions from the Board of Directors the Board President shall appoint committee members in the following manner:

- Standing Committees shall consist of at least three, but not more than seven, board members.
- Standing Committee members from the board shall register their interest at the board meeting and board members not serving on a committee will be appointed to a committee by the board president.
- The President shall appoint a committee chair. In the case where the chair is not a board member a vice chair will be appointed by the president who is a board member who will convey committee action to the board. All committees shall make decisions by consensus. If none can be found, the board members shall resolve disputes by vote.
- A quorum shall consist of three HBA members in attendance and at least one board member.

2.4.3 Standing Committee Management: Staff shall ensure the following procedures for committee management:

- An accurate roster for the committee shall be kept including email addresses. • A clear agenda shall be prepared by staff or the committee chair and emailed to the committee roster on or before the Friday before the meeting.
- Timely and accurate notes shall be prepared (ref SOP #5) for the committee and distributed to the chair for comments and changes.

2.4.4 Standing Committee Conduct: Committee chairs shall have broad latitude to

conduct the committee meetings in the style that they see fit providing the following rules are followed:

- Standing Committees shall make decisions by consensus. If none can be found, the appointed board members shall resolve disputes by vote. A quorum shall consist of three HBA members in attendance and at least one board member.
- Any spending decisions must have been first endorsed through the budgeting process or endorsed by board vote subsequent to the budgeting process.
- Specific items must be approved through the budgeting process and any individual expenditure over \$5,000 must be approved by the board.

2.4.5 Hybrid Virtual Meetings: At the discretion of the chair, the Standing Committee may utilize hybrid virtual meetings so long as the committee abides by any rules or laws governing Hybrid Virtual Meetings.

2.5.1 Advisory Groups: Advisory Groups shall be informal gatherings developed for the purpose of open discussion with no members, no minimum quorum requirement, or voting power.

2.5.2 Conduct: Advisory Groups shall be created through board action and will include the appointment of a chair. Chairs shall have broad latitude to conduct the meetings in the style that they see fit.

2.5.3 Meeting noticing: The Advisory Group agenda shall be posted publicly 72 hours prior to the meeting and shall include a list of items for discussion. The agenda may be subsequently posted online and email and social media may be used to promote the meeting.

2.5.4 Meeting Announcement: For clarity, the following statement shall be read by the chair at the start of each meeting: “This is an Advisory Group meeting. It is not a committee and we will make no decisions here today. We are simply a group of neighbors discussing issues in our neighborhood. I (the Chair) will report our conversation to the board and they will make any decisions on behalf of the HBA. You are welcome to attend that meeting”

2.5.5 Board Reporting: The Chair shall report the substance of the group discussion to the board at the next meeting as information.

2.5.6 Board Sanctioned Advisory Groups: The current groups are sanctioned by the board

- Executive
- Beautification
- Special Events
- MAD Formation
- Marketing

2.5.7 Hybrid Virtual Meetings: At the discretion of the chair, Advisory Groups may utilize hybrid virtual meetings with the purpose of including as many people as possible in the discussion.

SOP History:

Drafted by Governance Committee on 1/27/11

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