

## Statement of Operating Procedures:

### 1. Board Committees

1.1 Standing, Special and Ad Hoc Committees: The Board of Directors shall establish the following standing and special committees to serve on a regular basis. The president may create ad hoc committees to serve on an as needed basis. Special committees shall meet regularly and shall have their own rules of conduct outside of those described below.

#### Standing committees:

- Beautification Committee
- Marketing Committee
- Executive Committee
- MAD Oversight Committee

#### Ad hoc committees

- Nominating (3 members)
- Cityfest Committee
- ByLaws Committee
- Mardi Gras Committee

#### Special Committees

- Hillcrest Parking Committee

1.2 Members: After gaining suggestions from the Board of Directors the Board President shall appoint committee members in the following manor:

- Committees shall consist of at least three, but not more than seven, board members.
- 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.

1.3 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.

1.4 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:

- All 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.

1.5 Committee decision making: The committee decision making process shall follow the steps below:

1. All committee action is advisory to the board.
2. All programs must be proposed in committee. Any programs or projects proposed at the board meeting shall be referred to a committee for discussion.
3. Committees chairs shall, at their discretion, place any issue on their committee agendas for consideration.
4. Once an issue has been discussed at the relevant committee it shall be voted as to whether to be placed on the Executive Committee agenda.
- 4.5. All committee decisions that require board action shall be documented on a committee motion form.
- 5.6. The Executive Committee shall prepare the agenda for the Board of Directors by placing items on the agenda that they see fit.
- 6.7. The committee chair or appointed representative shall present any relevant information to the board.

Drafted by Governance Committee on 1/27/11

Approved 2/8/11

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