



**RESOLUTION**  
**SAN LUIS OBISPO COUNTY EMPLOYEES' ASSOCIATION**  
**BOARD OF DIRECTORS**



**Adoption of Communications Committee Charter**  
**Resolution No. BR2017-006**

**WHEREAS**, Article VIII, Section 3, of the Association Bylaws, establishes the “Communications Committee” as a standing committee of the Association; and

**WHEREAS**, It is desirable to more clearly define the duties, responsibilities, and operational methods of the Communications Committee; now, therefore be it

**RESOLVED**, By the San Luis Obispo County Employees’ Association Board of Directors, that the following Charter is hereby established and adopted to more clearly define the duties, responsibilities, and operational methods of the Communications Committee:

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**SAN LUIS OBISPO COUNTY EMPLOYEES' ASSOCIATION**  
**COMMUNICATIONS COMMITTEE CHARTER**

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**1. PURPOSE:**

The primary purpose of the Communications Committee (“committee”) is to conduct research, studies, and to formulate recommendations to the Board of Directors in the area of strategic communications which impact important areas of the Association’s operations.

**2. MEMBERS:**

The Committee shall consist of three or five members as follows:

- a) **Chair:** The Association President or his / her designee shall serve as committee chair. However, any designee must be appointed from among the current members of the Board of Directors (*Bylaws Article VIII, section 3*).
- b) **Committee members:** At the beginning of his / her term of office, the incoming president shall appoint two or four additional committee members from among the remaining members of the Board of Directors.
- c) **Alternate members:** If a sufficient number of Directors are not available to fill vacant seats on the committee the president may appoint regular Association members in “good standing” in order to fill vacant seats on the committee.

**3. RESPONSIBILITIES:**

The specific responsibilities of the committee shall include:

- a) As necessary, shall formulate recommendations to the Board and staff as to the design, usability, layout and content of the Association's websites
- b) As necessary, shall formulate recommendations to the Board and staff as to the use, limits, design, and layout of social media assets.
- c) As necessary, shall formulate recommendations to the Board and staff as to the design, usability, layout and content of the Association's official newsletter and/or other print and electronic publications.
- d) Shall conduct such other research, studies, and related reports as the Board may assign from time to time.

**4. MEETINGS:**

- a) The committee shall meet at least one time per year in conjunction with a regular meeting of the Board of Directors. Additional meetings shall be convened at the discretion of the Chairperson or at the request of a quorum of committee members.
- b) The Chair shall conduct all meetings in accordance with the established parliamentary procedures of the Association.
- c) The Chair shall insure that all meetings are announced in a timely manner and all meeting materials, including agendas, are distributed to committee members prior to scheduled meetings.
- d) All committee members are expected to attend committee meetings, review all meeting materials in advance of such meetings, and be prepared to discuss and vote on all committee business in a timely manner.
- e) All meetings and other actions of the committee shall be recorded by way of "meeting" or "action" minutes. The president may designate a committee member to serve as minute taker on behalf of the committee.
- f) The results of committee meetings and other actions of the committee shall be reported to the Board of Directors' at the next Board meeting following such committee meeting or actions.

**5. QUORUM AND ACTIONS OF COMMITTEE**

- a) A majority of the members of the committee shall constitute a quorum for the purposes of transacting the business of the committee (*example: Three (3) member committee, two (2) members must be present; for a five (5) member committee three (3) members must be present to transact business*).
- b) The committee shall act only by the majority vote of a quorum of members present at a meeting.

- c) Committee members may attend committee meetings in-person, telephonically, or via video conferencing technology where available.

\*\*\*\*\***CERTIFICATION**\*\*\*\*\*

On a motion duly moved (Director Linda Munoz), seconded (Director Erin Stick), and passed, the forgoing was adopted by the **San Luis Obispo County Employees' Association Board of Directors** on this 18<sup>th</sup> day of January 2017, during a duly noticed and convened meeting of the Board.

I so attest:

Brad Prior ( )  
Brad Prior, Secretary – Treasurer

| RECORD OF VOTE |          |
|----------------|----------|
| YEAS           | NAYS     |
| <u>13</u>      | <u>2</u> |