



RESOLUTION
SAN LUIS OBISPO COUNTY EMPLOYEES' ASSOCIATION
BOARD OF DIRECTORS



Adoption of Awards Review Committee Charter

Resolution No. BR2019-003

WHEREAS, It is appropriate and necessary to establish a new standing committee to oversee and administer the Association's *Recognition and Awards Program*; and

WHEREAS, Article VIII, Section 3, of the Association bylaws, designates standing committees as those committees of "a long-term nature dealing with a broad aspect inherent in the nature of the Association"; now, therefore, be it

RESOLVED, By the San Luis Obispo County Employees' Association Board of Directors that the Association's *Awards Review Committee* is hereby established in accordance with Article VIII, Section 3, of the Association's bylaws; and

FURTHER RESOLVED, The Awards Review Committee Charter is hereby adopted as follows:

SAN LUIS OBISPO COUNTY EMPLOYEES' ASSOCIATION
AWARDS REVIEW COMMITTEE CHARTER

1. PURPOSE:

The primary purpose of the Awards Review Committee (the "committee") shall be to oversee, manage, and administer the Association's *Recognition and Awards Program* in accordance with the policy and guidelines that have been adopted by the Board of Directors (Board).

2. MEMBERS:

The committee shall consist of three, five, or seven 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 (*Bylaws Article VIII, section 3*).
- b) **Committee members:** At the beginning of his / her term of office, the incoming president shall appoint two, four, or six 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 committee shall administer the Association’s Recognition and Awards program in accordance with the policy and guidelines that have been established by the Board. The specific duties of the committee shall include:

- a) Shall determine the material, format, and design for each of the award categories established by the Board of Directors.
- b) Shall design and adopt appropriate forms or another instruments with which to nominate prospective recipients of SLOCEA awards.
- c) Shall review all nominations and shall authorize awards in accordance with the guidelines established by the Board of Directors.
- d) Shall make recommendations to the Board of Directors with regard to the timing, venue, and theme of all award presentation events and/or ceremonies.
- e) Shall administer the Recognition and Awards programs within the funding levels that have been established by the Board of Directors in the annual budget or other funding authorization.
- f) Shall formulate recommendations to the Board from time to time for the updating or modification of this Charter, the Recognition and Awards policy, or other matters that fall within the purview of the committee.
- g) Shall conduct special studies and reports from time to time as may be assigned by the Board;
- h) Through the committee Chair or acting Chair, shall provide regular updates to the Board with regard to all committee actions and activity.

4. **MEETINGS:**

- a) The committee shall meet whenever necessary to transact the business of the committee. 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 all 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 committee Chair shall 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 at the next Board meeting following such committee meeting or actions.

5. QUORUM AND ACTIONS OF COMMITTEE

- a) A simple majority of the members of the committee shall constitute a quorum for the purposes of transacting the business of the committee (example: If a (3) member committee, two (2) members must be present to transact business; for a five (5) member committee, three (3) members must be present to transact business; for a seven (7) member committee, four (4) 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.
- d) Actions taken exclusively via email exchange between committee members are prohibited.

*****CERTIFICATION*****

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On a motion duly moved (Director E. LANDIS), seconded (Director K. GHIGLIA), and passed, the forgoing was adopted by the *San Luis Obispo County Employees' Association Board of Directors* on this 20th day of February 2019, during a duly noticed and convened meeting of the Board.

I so attest:


Cynthia Becker, Secretary – Treasurer

RECORD OF VOTE	
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