

2.B. COMMITTEES

1. Standing Committees are created to advise the Board and for Members to become involved in Foundation activities.
2. Ad Hoc Committees are temporary and are created to address specific topics as directed by the Board.
3. **Appointment of Committees:** The Board has the exclusive authority to appoint the members of both Standing Committees and Ad Hoc Committees. Once a Committee is established, if there is a vacancy on a Committee, the Board shall appoint a replacement after receiving recommendations from the Committee in accordance with the procedure below. Members of the Board may be appointed to Committees provided the number of members of a single Committee who are also Board members shall not constitute a majority of the Committee. Once a Committee is established, the Board appoints the Chair and Vice Chair each year at the Organizational Meeting of the Board or at the time the Committee is established.
 - 3.1. Notification of a Committee vacancy shall be placed in the Foundation's email blast, on the Foundation website, and in the next available Pelican Bay Post, advising the community of an opening on the Committee.
 - 3.2. Candidates who are interested in filling a posted Committee opening shall complete a Standing Committee Membership Form (attached as Exhibit A) and submit it to the Committee Chair.
 - 3.3. Recommendations for filling vacant Committee positions shall be made at a scheduled meeting of the Committee and those recommendations shall be presented to the Board by the Chair of that Committee for its consideration. The Board has the discretion to follow or not follow the recommendations in the appointment of new Committee members.
4. **Creation of Charter:** The Committee shall prepare a charter for approval by the Board, and the Committee shall follow the guidelines in that charter.
5. **Tenure**
 - 5.1. It is intended that the duration of Committee membership shall not exceed six years of service. If there is a need to stagger terms, the Chair shall assign terms.
 - 5.2. Committee members who miss three consecutive meetings are automatically removed from the Committee and the Committee shall recommend a replacement pursuant to sub-section 3. of this Section.

6. Meetings

6.1. Meetings shall be held according to the schedule established in the Committee's Charter or as determined by the Chair of the Committee.

6.2. Meetings will be posted and may be open to all members at the discretion of the Committee Chair.

7. Communication

7.1. Committees may record minutes of all its meetings and deliver the minutes to the Foundation Board. The minutes will be posted on the Foundation website.

7.2. Committees shall report to the Board at each Regular Meeting of the Board.

7.3. Articles describing the existing Committees may be submitted by the Committee Chair and may be printed in the Pelican Bay Post pursuant to Section 5.A. Pelican Bay Post. The articles should encourage Members to provide input to the Committees on the Committee's subject matter. The Foundation shall forward input received to the appropriate Committee Chair.

EXHIBIT A

**Pelican Bay Foundation
Standing Committee Membership Form**

Please complete the form below and return it to the Commons or email the same information to Suzanne Minadeo at sminadeo@pelicanbay.org. The form is also located on the website at www.pelicanbay.org under "E-Forms."

Committee of interest _____

Name _____

Pelican Bay Address _____

Email Address _____

Phone _____ Fax _____

Second Address _____

Phone _____ Fax _____

Signature _____ Date _____

Please provide background information and your reason for wanting to be on this committee.
