

CHHS Subcommittee Guidelines

The following guidelines apply to all CHHS subcommittees. These guidelines will be reviewed after six months.

1. Officers

- a. Subcommittees will either have a Chair and Vice-chair or a Liaison who are current board members. These positions are appointed per the Bylaws.
- b. Liaisons serve on subcommittees where the Chair is a subject expert.
- c. Liaisons provide committee reports back to the Board, as well as Board information to the subcommittee, ensuring two-way communication.
- d. All Subcommittee Chairs (whether Board members or not) will:
 - i. Set agendas
 - ii. Facilitate meetings
 - iii. Ensure subcommittee is meeting objectives
 - iv. Function as liaison to the Board
 - v. Appoint a recorder responsible for recording meeting minutes
 - vi. Complete the Subcommittee Report after each meeting
 - vii. Submit the Subcommittee Report to the Dept. 5 days before the Board meeting so it can be included in the Board packet
 - viii. Recruit subcommittee members
- e. Vice Chair
 - i. Acts for Chair in absence of Chair
 - ii. Will rotate into role of Chair the next year

2. Meeting Summaries

- a. Meeting summaries will be taken at each meeting. Names of attendees will be included. However, names will be omitted when recording discussion.
- b. Notes will be in a summary format rather than verbatim. The intent is to cover the topics discussed and record actions.
- c. Recorder will submit meeting summaries to the Dept. in a timely manner since meeting summaries are part of public record.

3. Conduct of Meetings

- a. All meetings will have an agenda.
- b. Decisions will be made by a consensus process since subcommittees only recommend to the Board.
- c. Actions or recommendations will be determined by simple majority of those present at the meeting.
- d. Subcommittees will decide how often they should meet to accomplish their tasks.

4. Membership

- a. Legacy board members will be given priority in initial subcommittees.

- b. Initial subcommittee members will serve either an initial two-year or three-year term to stagger the terms.
 - c. Each member may serve a second three-year term upon Board approval.
 - d. A community member may serve on only one subcommittee at a time unless otherwise approved by the Board.
 - e. Subcommittee members may move to another subcommittee when their term expires with Board approval.
 - f. Attendance policies mirror those of the Board except that absences are reported to the Board Chair rather than the Mayor.
 - g. Potential members will apply using the online form for City Boards. In addition, they will include a cover letter explaining their passion for serving the moderate-low income people of Spokane and what expertise they contribute. If a conflict of interest statement is required they will address that as well.
5. Intercommittee communication
- a. The Board Chair and Dept. Director will oversee the systems and processes of the subcommittees to prevent overlapping actions.
 - b. A Dept. staff member will keep a Board calendar and oversee overlapping meetings.

Adopted: 6/5/13