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