

Veterans Home of California at Yountville

ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES

1 June, 2009

COMMITTEES

Policy Number	AC 06-0100
Subject	Standing Committees
Adopted	6/1/09
Revised	06/10/15

1. **Purpose:** To facilitate its operation the Allied Council shall create Standing Committees as stipulated in the Bylaws to monitor on a regular basis on-going operations within the Home and report regularly to the Council.
2. **Creation:** The Council shall create and charge all Standing Committees by adoption of a Policy and Procedure by two-thirds (2/3) roll call vote.
3. **Composition and Appointment:** Subject to approval by the Council, the Chair of the Allied Council shall appoint the Chair of all Standing Committees. Except as otherwise required, other committee members shall be selected by the Committee Chair and reported to the Allied Council.
 - a. **Vice-Chair:** Where a Standing Committee is required to have a Vice-Chair, the appointment shall be made by the Committee Chair. Except when acting as the chair, the Vice-Chair shall enjoy the same privileges as other committee members. In the event of a vacancy of the Committee Chair, the committee Vice-Chair assumes the position of Acting Chair until a new Committee Chair is appointed.
 - b. **Members:** The membership of each Standing Committee shall be as many as needed to adequately accomplish the specific charge of the committee, but in no case less than five. The number of members and their qualifications may be stipulated in the Policy and Procedure establishing the committee.
 - c. **Representative Members:** Where committee members are required to be representative of domiciliary or care units of the Home, the selection made by the Committee Chair shall be in consultation with and approved by the Delegate for that unit.
4. **Meetings:** Unless otherwise provided, each Standing committee shall meet regularly to perform the functions of its designated task. The Committee Chair is responsible for the timely and effective performance of the committee.

5. **Reporting:** Unless otherwise provided the Chair of the Committee shall report each month to the Council on the activity and progress of the Committee.

a. Failure to Report: If a committee fails to meet or report satisfactorily to the Council for a period of three months, the Allied Council shall reconsider the appointment and /or composition of the committee with a view to abolishing or reconstituting the committee.

History

Original date

04/09/09

Revisions made on {3 a vacancy of committee Chair Vice Chair assumes the position.}

06/10/15