

Veterans Home of California at Yountville
ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES

1 June, 2009

COMMITTEES

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| Policy No. | 06 - 0140 |
| Subject | Policies and Procedures Committee |
| Adopted | 6/1/09 |

1. Charge: The Policies and Procedures Committee shall review and recommend revisions and additions to the Policies and Procedures of the Allied Council to assure they conform to the Bylaws and are needed to clarify the activity of the Council.

2. Membership: The Policy and Procedures Committee shall consist of a Chair, a Vice-Chair, and three to five other members.

3. Policy: All Policies and Procedures shall be created by, and only by, two-thirds (2/3) approval of the Allied Council at a regular meeting of the Council.

4. Meetings: The Committee shall meet as frequently as necessary to discuss and investigate matters referred to it by the Council and activities of the Council that may require review. All meetings of the committee shall have appropriate notice to all members. Three members of the committee shall constitute a quorum.

5. Reports: The Chair of the Committee shall assure that the activity of each meeting of the Committee is reported to the Allied Council.