



# Sacramento Valley Association of Building Officials

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## **SVABO Committee Procedures** **Established by the SVABO Board of Directors**

**The following are procedures and minimum standards for the operation of SVABO committees.**

1. Standing Committees (hereafter Committees) and Ad-Hoc Committees are authorized by the Board pursuant to the SVABO By-Laws. Committees are to work to achieve the goals approved by the Board and are not to operate outside the authority granted by the Board and these procedures and standards.

Notwithstanding these procedures, the Board may establish an Ad-Hoc Committee at any time, for any purpose, with membership and duration as needed to accomplish a goal or goals established by the Board.

2. Committees shall have a Chairperson, Vice Chairperson, Past Chairperson and members. The SVABO President will appoint committee Chairpersons. Vice-Chairperson candidates suggested by the Committee Chairperson are to be submitted confidentially to the SVABO President for approval prior to appointment.
3. The Chairperson is responsible for conducting necessary committee meetings and functions for the purpose of achieving approved goals. The Vice-Chairperson is to substitute for an absent Chairperson and be involved in the activities of the committee in order to assume the chairperson duties at any time.

The Past Chairperson may remain a member of the committee for a period of at least one year for purposes of continuity. The Past Chairperson may only advise the Chairperson and has no authority to control or overrule the Chairperson.

4. Committees are encouraged to develop goals in addition to those goals established by the Board. Such additional goals shall be submitted for approval by the Board.
5. By June 1<sup>st</sup> of each year, each Committee shall submit a suggested committee budget to the Board for approval or amendment. Budgets shall provide for the anticipated cost of meetings, events and related materials and travel needed to achieve approved goals. The suggested budget shall itemize proposed expenditures and provide an explanation as to how the expenditure is necessary to achieve the Committee's approved goals.

6. The Chairperson shall maintain a Committee Operations Binder. The binder shall be maintained in such condition that will allow the Vice-Chairperson to assume leadership in the absence of the Chairperson. The binder is to be passed to the incoming Chairperson. The binder shall contain at least the following:
  - a) A copy of these procedures.
  - b) A listing of the members and their contact information.
  - c) The approved committee goals.
  - d) The approved committee budget.
  - e) A listing of projects and events with status information. Meeting minutes may satisfy this requirement.
  - f) An annual calendar of events relating to the committees functions. Critical start dates, due dates and other information needed to facilitate planning and accomplishments shall be included.
  - g) Any other information deemed appropriate for the function of the committee that will insure that goals are met and continuity is maintained as the leadership changes.
7. Committees are not to make directives to or make requests for services from SVABO's management's consultant without approval of the Chapter President. Such needs are to be communicated to the President.
8. The Committee Chairs are responsible for obtaining meeting room locations at no costs to SVABO. It is highly recommended to hold morning or afternoon meetings in order to eliminate the purchasing of lunches.
9. A summary of the committee meeting minutes and presentation for the Chapter meeting are to be provided to the Chapter Secretary prior to the beginning of the SVABO monthly meeting.