

## **Committee Good Standing Policy**

A Committee, Task Force, or Working Group (hereafter called a Committee) formed by a vote of the Oregon Country Fair Board of Directors that is fulfilling its mission and purpose and is following the Committee Best Practices Manual, the OCF Code of Conduct and all other OCF Guidelines is considered "in good standing". In the event that a committee is not meeting these conditions, the Board will use the following process to help committees get back on track.

### **Step One: Determination of Committee Status**

A minimum of three Board members must agree that a committee is straying from good standing. They will submit a confidential report to the Board detailing the specific issues that need to be resolved. The Board will meet in a closed session, pursuant to Article VIII, Section 3 of the Bylaws (since personnel issues may be involved) to act on the recommendation. If the Board finds that the committee is not in good standing,, they will send a Board-approved letter to the members of the committee detailing the specific issues that need to be addressed. At the sole discretion of the board, the process may start at whatever step is appropriate or delete any step. For example, the Board could move the committee directly to Step 3 and assign a mentoring team. Good Standing violations include but are not limited to the following:

1. Violations of Committee Best Practices
2. Violations of the Code of Conduct
3. Failure to work on or complete assigned tasks
4. Failure to submit a substantially complete Annual Report
5. Failure to achieve a 50% quorum of approved committee members for three meetings

### **Step Two: A committee will be given three regularly scheduled meetings to resolve identified issues.**

The committee will have three regularly scheduled meetings to resolve these issues. Within two weeks after these three regularly scheduled committee meetings, the committee must submit a response to the Board detailing how and if the issues have been resolved. The lack of a quorum or the cancellation of meetings will not affect this timeline. In the case of a committee that meets infrequently, the timeline may be altered at the discretion of the Board. The Board liaison(s) shall support the committee in dealing with the specific issues outlined in Step One. Board liaison(s) may ask other Board members for assistance or the Board may assign Board members to assist.

The Board shall review the response from the committee in a closed session called in accordance with Article VIII, Section 3 of the Bylaws to determine whether the committee shall remain in good standing. Failure to submit a response automatically

moves a committee to the status of “not in good standing”. In the event the Board determines the committee is “not in good standing” they will move to Step 3 of this process.

**Step Three: A mentoring team will work with a committee “not in good standing” for two regularly scheduled meetings.**

In the event a committee is determined to be “not in good standing” the Board will appoint a Mentoring Team to support the committee’s success. The Board will also determine the steps the Mentoring Team and the committee must take to return the committee to good standing. Depending on the nature of the issues, the Board may suspend the committee while determining these next steps. These may include but are not limited to:

1. Removing members who are not following the OCF Code of Conduct, Committee Best Practices Manual, OCF Guidelines and/or the committee’s Mission Statement;
2. Removing members who have more than three absences at regularly scheduled meetings in the calendar year preceding the determination of “not in good standing” (health issues will be considered);
3. Issuing a call out for new members and selecting new members;
4. Refining the mission of the committee;
5. Ensuring that decisions are made by majority vote (after a reasonable attempt to reach consensus);
6. Requiring a quorum of at least 50% of members;
7. Requiring the committee to submit past due minutes and all new committee minutes within a time specified by the Board for posting on the oregoncountryfair.net site;
8. Requiring that subcommittee minutes are submitted to all members of the committee before the next regularly scheduled meeting; and/or
9. Requiring the committee to submit a list of committee members and friends of the committee (with contact information) to the OCF office for updating the contact list.

Within two weeks after these two regularly scheduled meetings, the Mentoring Team and the committee will each submit a report to the Board detailing the steps taken to cure the issues. Again, the lack of a quorum or the cancellation of meetings will not affect this timeline. In the case of a committee that meets infrequently, the timeline can be altered at the discretion of the Board.

**Step Four: Resolution.**

The Board will then meet in a closed session called in accordance with Article VIII, Section 3 of the Bylaws, to determine the committee’s status. The four options are:

1. The committee would be returned to a status of “in good standing”, or

2. The committee would remain “not in good standing ” but be given additional time to come into good standing , or
3. The committee will be disbanded, or
4. The Mentoring Team and the Board appointed committee may offer an alternative solution.