

## **Committee Policy**

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1. Reimbursement Policy for Committee Members
  - 1.1. Any FCCMA member who is requested to serve on a select or standing FCCMA committee will do so at their own expense but will always have the right to appeal to the Board of Directors for reimbursement.
  - 1.2. Any member asked to represent FCCMA on an outside committee (ICMA or others), will receive a reimbursable travel stipend. The amount will be determined by the FCCMA Board of Directors at the time of appointment.
2. Advisory Committees
  - 2.1. Makeup and organization of an Advisory Committee is at the discretion of the Association's President, including the creation and elimination of committees and the assignment of tasks. If the President makes any changes to the structure of the Advisory Committees, the Committee structure will revert at the end of the program year to the Committee structure as stated in this policy.
  - 2.2. In addition to specific requirements laid out in the FCCMA policies, the Association President has the authority to task committees with additional duties.
  - 2.3. Committees are intended to be made up of 16 members, each serving two-year staggered terms. Both voting and non-voting member classes are eligible to serve on a committee.
    - 2.3.1. Corporate members may serve on committee; however, they shall not be permitted to serve as Chair or Vice Chair.
    - 2.3.2. Corporate members should not make public presentations on behalf of FCCMA and their role in content creation (newsletter, webinars, etc.) should be limited to meeting specific requests of the committee(s).
  - 2.4. Membership Committee (See also Membership and MIT policies)
    - 2.4.1. The Membership Committee is responsible for tasks identified under the Membership and MIT policies.
    - 2.4.2. Consider applications for acceptance into the Association.
    - 2.4.3. Consider member appeals for a change of membership category.
    - 2.4.4. MIT support.
    - 2.4.5. Three-year review of Membership and MIT policies.
  - 2.5. Communications Committee
    - 2.5.1. The Communications Committee is responsible for tasks identified under the Communication Policy.
    - 2.5.2. Website.

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- 2.5.3. Monthly newsletter.
- 2.5.4. Presentations for ICMA recognitions of the council-manager form of government.
- 2.5.5. Three-year review of Communications Policy.
- 2.6. Professional Development Committee
  - 2.6.1. Offer professional development and training opportunities to members.
  - 2.6.2. Ensure the four life cycles of a manager (student, entry-level, working manager, retired/soon-to-be retired) are addressed with training.
  - 2.6.3. Ensure training is as cost effective as possible.
- 2.7. Awards and Scholarships Committee
  - 2.7.1. Review and select award and scholarship submissions under the guidelines of the Awards Policy, with the exception of the Richard (Dick) Simmons Lifetime Achievement Award.
  - 2.7.2. Three-year review of Awards and Scholarships Policy.
- 3. Annual Advisory Committees
  - 3.1. The number of committee members is as necessary to complete the committee assignment and the members of these Committees are expected to serve for one year.
  - 3.2. Conference Planning Committee
    - 3.2.1. Responsible for planning the Association's Annual Conference.
    - 3.2.2. Makeup of the Committee is determined by the Association President-Elect.
  - 3.3. Winter Institute Committee
    - 3.3.1. Responsible for planning the Association's Winter Institute.
    - 3.3.2. Makeup of the Committee is determined by the Association President.
- 4. Standing Committees
  - 4.1. Executive Committee
    - 4.1.1. The Executive Committee shall provide general direction to the Executive Director.
    - 4.1.2. The Executive Committee shall consider any items assigned them by the Associations Charter, Bylaws, and/or Policies.
    - 4.1.3. The Executive Committee is made up of the Officers of the Association and the Immediate Past President.
    - 4.1.4. The Executive Committee meets as determined by the President.
  - 4.2. Investment Committee
    - 4.2.1. The Investment Committee operates as described in the Investment Policy.
    - 4.2.2. The members of the Investment Committee include the Executive Committee and

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three members with investment expertise known as the Investment Professionals.

4.2.3. It is expected that the Investment Professional shall have local government CFO experience or equivalent.

4.2.4. The Investment Professionals shall serve a three-year term, the terms shall be staggered so each year the President shall appoint one new Investment Professional.

4.2.5. At the Presidents discretion, the Investment Professional may be re-appointed to a second three-year term. The Investment Professional may not serve more than two consecutive terms.

### 4.3. Ethics Committee

4.3.1. The Ethics Committee operates under a separate set of rules and processes defined in the Ethics Policy. The membership of the Ethics Committee is defined in the Corporate By-Laws.

### 4.4. Nominating Committee

4.4.1. The Nominating Committee operates under a separate set of rules and processes defined in the Corporate Bylaws.

## 5. ICMA Executive Board

5.1. The FCCMA Board of Directors will consider, for endorsement all members, who have self-nominated for a seat on the ICMA Executive Board. To be considered, the FCCMA member must be:

5.1.1. A FCCMA member in good standing.

5.1.2. Meet the requirements as stated in the regional nominating agreement.