



## PRINCIPLES OF COMMITTEE OPERATION

*Approved by the Board of Directors on March 14, 2008*

**Membership:** Any member of AWE in good standing may be allowed to join one or more advisory committees. No more than one representative per member organization may sit on each committee, although member organizations may sit on multiple committees without limitation.

**Staffing:** Each committee will be staffed by an AWE staff person or consultant. Brief minutes of discussion topics and action items will be taken for a permanent record of the committee business. Staff will coordinate meeting scheduling and agenda preparation. All committee materials will be posted on the AWE web site.

**Meetings:** Most of the committee work will be conducted by conference call and email, with occasional in-person meetings for special topics.

**Governance:** The committees shall be managed by a Chair and Vice-Chair elected from the Committee membership. The first Chair and Vice-Chair will be chosen by the AWE Board. Terms of the Chair and Vice-Chair will be two years. The Vice-Chair shall ascend to the position of Chair in a natural succession process. The Chair shall run the committee meetings and make sure that Roberts Rules are followed for discussion of sensitive items. The Chair shall also review the staff-prepared minutes to make sure that they are accurate.

**Decisions:** Decisions on recommendations or other business items of the committees will be by majority vote.

**Independence:** The committees will operate independently of the AWE Board and will advise the Board on program and policy as appropriate. Major policy decisions will be made by the Alliance Board, following recommendations that may be made by individual Advisory Committees. For purposes of liaison with the Board, each committee shall have at least one AWE Board member assigned to participate in committee activities.