



# OPERATIONAL GUIDELINES

---

## LISTING OF REGULAR EXECUTIVE BOARD ACTIVITIES

VERSION I  
APPROVED BY EXECUTIVE BOARD  
SEPTEMBER 15, 2011  
PAT NOBLE, OPERATIONS GUIDE COMMITTEE CHAIR

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Executive Board Code of Conduct</b> .....	<b>4</b>
<b>General Duties of Executive Board</b> .....	<b>5</b>
<b>Board Officers</b> .....	<b>6-13</b>
President .....	6
Vice President .....	7
Secretary .....	8-9
Treasurer .....	10
Past President .....	11
Historian .....	12
Member-At-Large .....	13
Ongoing .....	14-17
<i>Newsletter Editor</i> .....	16
<i>Webmaster</i> .....	17
Standing .....	18-22
<i>Audit</i> .....	19
<i>Scholarship</i> .....	20
<i>Nominating</i> .....	21-22
Special .....	23-24
<i>Constitution &amp; By-Laws</i> .....	23-24
<i>Other</i> .....	24
<b>Appendices (by position)</b> .....	<b>separately on disc</b>

## Introduction

---

### PURPOSE OF DOCUMENT

---

The purpose of this Operational Guideline document is to provide guidance and continuity for the members of the board so that they may meet the Vision and Mission of the Virginia Association of Government Archives and Records Administrators.

---

### VISION

---

To be Virginia's premier resource for education and best practices in the management of public records.

---

### MISSION

---

To promote education, best practices, and professional networking in support of the professions responsible for the administration of public records.

---

### VAGARA BOARD POSITIONS

---

<b>President</b>	<b>Vice-President</b>
<b>Secretary</b>	<b>Treasurer</b>
<b>Historian</b>	<b>Member-At-Large</b>
<b>Member-At-Large-Central</b>	<b>Member-At-Large-Piedmont</b>
<b>Member-At-Large-Northern</b>	<b>Member-At-Large-Tidewater</b>
<b>Past-President</b>	

# Executive Board Officer Tasks and Duties

---

## EXECUTIVE BOARD CODE OF CONDUCT

---

The following list is to be used as a guide when conducting business on behalf of the VAGARA organization as part of the Executive Board:

1. Each board member will allow their colleagues to speak freely and uninterrupted when they have the floor. The exception is when the board may be brainstorming or a positive, lively discussion is taking place.
2. Side bar conversations are discouraged. If the subject being discussed in the sidebars is relevant to the topic at hand, please have discussion out in the open and not held as a side bar, if not, please refrain.
3. Each board member has an opinion or feelings about what items are on the agenda for discussion and we will all show respect for each other to allow each person to openly agree or disagree with the subject matter being discussed. Everyone can benefit from hearing different points of view and need to consider each equally.
4. The Executive Board will follow Roberts Rules of Order for business as the Bylaws dictate.
5. Politicking behind the scenes during and between meetings is discouraged. Each person is to vote how they feel, without interference, majority will rule.
6. If anyone has an issue with another board member, the issue should be discussed and resolved privately.
7. Remember that each of us represent the Association and therefore issues brought to the board should benefit the organization, not the individual.
8. Be prepared for each meeting. If you were responsible for a task, make sure that item is on the next agenda under unfinished business as follow up.
9. While each of us needs to be respectful of board members' responsibilities to their own organizations, as well as travel time, every item on each agenda will be acknowledged and addressed and not skipped or cut short in favor of adjourning the meetings by noon.
10. Attendance is expected. If you cannot make it to a majority of the meetings, please do the right thing and ask to be excused from any committees or if necessary, step down from the board. There are always exceptions, ie, work related situations or illnesses.

---

## GENERAL DUTIES OF ALL EXECUTIVE BOARD MEMBERS

---

1. To serve a term of office that is two years.
2. To always act in accordance with the *Constitution and By-Laws*, to abide by the guidelines as stated in the *Board Member Code of Conduct* and to achieve the Association's mission through prudent and ethical action.
3. To participate in, and be knowledgeable about public policy issues on any legislative and government agenda which affects records management.
4. To attend a minimum of three Board meetings per year and actively participate in the board's decision-making process.
5. To approve and support the financial and program goals of the annual budget to assure the Association's financial stability.
6. To participate in establishing strategic plans and act as a spokesperson to support and disseminate the plan's goals and objectives at the national, regional, state, and local levels.
7. In addition to the above duties, Board Members-at-Large are charged with communicating the ideals and goals of the Association, as well as pertinent information to members and non-members within their region.
8. All essential documents associated with organizational activities should be compiled and supplied to the Historian on a quarterly basis.

---

## **PRESIDENT**

---

The President is the Chief Executive Officer of the Association and may serve as an ex-officio member of all committees, with the possible exception of the Nominating Committee.

---

## **TASKS**

---

1. Preside at regular and special meetings of the Association.
  2. Issue calls for meetings of the Executive Board.
  3. Conduct meetings of the Executive Board.
  4. Consult with Executive Board on matters of policy and the development of annual goals and objectives.
  5. Create and appoint committee chairmen, including the Nominating Committee, Scholarship Committee, Audit Committee, and others as needed. Furnish each committee with objective and job descriptions.
  6. Communicate with committees and assist in special projects.
  7. Receive reports from committees. Forward reports to the Historian for chapter records.
  8. Represent VAGARA in relations with other professional, business and service organizations.
  9. Acknowledge letters and correspondence addressed to VAGARA and route to the appropriate officer, or committee chairman for proper handling. May prepare letters of thanks and of congratulations, notes of condolence, expressions of regret to resigning members, letters of appreciation, as well as other official communications of the organization.
  10. Has authority to negotiate, amend and sign any agreement or contract for events involving VAGARA and another entity. Contract shall be submitted to the Executive Board for signatory consent.
  11. Issue awards to members in good standing at his/her evaluation who has contributed to VAGARA goals and objectives.
  12. The President shall determine, with the committee chairpersons, a timeline for each activity.
- 

## **PROCESS**

---

### **MEETINGS:**

- Prepare meeting agenda 1-2 weeks prior to Board Meeting to allow time for additions/changes to the agenda.
- Follow up with Committee Chairs prior to meetings to determine if they are ready to report activities to the board.
- Sign each meeting minutes once they have been approved by Executive Board

---

## **VICE-PRESIDENT**

---

The Vice-President is the second officer for the Association and servers as President during any absence of the residing President. In addition, the Vice-President is the committee chair for the Member/Vendor Awards Committee.

---

## **TASKS**

---

1. The Vice President in the absence of the President shall preside at all meetings of the Association. In the absence or disability of the President, the Vice President performs all the duties of the President. In addition, other powers or duties may be delegated to the Vice President by the Executive Board. In all ways, this position assists the President in the executive direction of VAGARA affairs.
  2. The Vice President may be assigned specific duties, as assigned by the President or Executive Board.
  3. The Vice President will act as the Awards Committee Chairman for the Annual Conference.
  4. The Vice President selects and purchases the gift for the Outgoing President.
- 

## **PROCESS**

---

### **AWARDS:**

- Publicize the Criteria for the Outstanding Member and Vendor awards
- Vice President selects 2 past recipients for the committee
- VP provides committee with copies of criteria and any nominations or recommendations received for consideration along with supporting documentation
- VP addresses all disputes or complaints regarding award recipients
- VP must build a timeline based on the conference date to have the plaque and letter to award recipients finalized for presentation at the annual conference.
- Pass this information to the incoming Vice President

---

## **SECRETARY**

---

The Secretary is the recording officer of the Association. This position has recordkeeping responsibilities and acts as a liaison between chapter members, officers, and the Executive Board.

---

## **TASKS**

---

1. Attends all board meetings and the Annual Business Meeting.
2. Prepares minutes of all Executive Board meetings and distributes to the Executive Board at least 10 days prior to the next meeting. Obtains all necessary signatures on the original approved minutes; prepares and submits all approved documents to the historian based on the retention schedule.
3. Files all attachments including agendas from the Executive Board meetings, the Annual Business Meeting, and any Special Called meetings with the minutes.
4. Receives slate of nominees for the new board from the Nominating Committee and mails to members with minutes from the last annual business meeting, at least 30 days prior to the annual conference.
5. Acknowledges and prepares letters and other written communications, as required, on behalf of the organization.
6. At end of term, prepares copies of all Board meeting minutes and turns over to new Secretary. In addition, the outgoing secretary provides an updated list of Past to Present Conferences and Workshops, updated list of Outstanding Members and Vendors, an updated list of Past Presidents, and Scholarship Recipients.
7. Provides Historian with all originals of Board Minutes Agendas to be archived as described in the retention schedule.

---

## **PROCESS**

---

### **ORGANIZATIONAL COMMUNICATIONS:**

- Annual Business Meeting, Executive Board, Special Called Meetings
  - Date, Time and Location of Meeting
  - List of present and absent
  - List of items discussed
  - List of reports presented
  - Text of motions presented and text description of disposition of motions
  - All approved minutes must have signatures from the President and Secretary

- Additional documents to update and maintain:
  - List of Past Presidents
  - List of Conferences and Workshops
  - List of Outstanding Member and Vendor of the Year
  - Scholarship Recipients

---

## **TREASURER**

---

The Treasurer is the financial officer of the Association. This position is responsible to the President and the Executive Board for the receipt and deposit of all funds of the chapter and for the disbursement of funds that have proper vouchers and approved expenditures.

---

## **TASKS**

---

1. Deposit all receipts, membership dues, fees from meetings, etc. Record receipts in a journal and in a checkbook register with the following information: date, from who received, items covered, and the amount. Deposit receipts are kept for record
2. Prepare a chapter financial budget for approval by the Executive Board.
  - a. Request a budget from each committee chairman. After receipt, a budget for Board approval can be prepared.
  - b. Direct the Board's attention to expenses which are running over budget appropriation.
3. Pay all approved bills of the organization.
4. Reconcile monthly bank statements. Print required documents, such as cancelled checks, from online banking and verify receipts in record book. Maintain a book of accounts showing receipts and expenditures, which are open at all times for inspection by the Executive Board and membership.
5. Furnish all financial records for the annual audit of the organizations' accounts by the Audit Committee within 90 days of close of fiscal year. As long as gross receipts are less than \$50,000, e-file 990 postcard by May 15 following close of fiscal year.
6. May also serve as budget chairman for the Annual Conference.

---

## **PROCESS**

---

**FOLLOW THE TREASURER'S GUIDE.**

---

## **PAST PRESIDENT**

---

The Immediate Past President is a non-voting member of the Executive Board.  
The term of office is two years beginning January 1, immediately after the year(s) served as President.

---

## **TASKS**

---

1. Assist the Executive Committee in the maintenance of continuity from one administration to the next.
2. Chair Board meeting(s) in the event the President and Vice-President are not able to attend.
3. Present nominations for Honorary Membership (if any) to the board for consideration.

---

## HISTORIAN

---

The historian is responsible for maintaining the historical context of the organization.

---

### TASKS

---

1. Collect and secure all records as described in the Records Retention and Disposition Schedule. Any materials needed to update history of chapter activities
2. Update the chapter history annually and furnish to the President. This may include information with a list of Board members, Committees, etc.; Awards, Conference sites and information that provides a picture of the activities of the association during the Historian's term of office.
3. At end of each Board Term (2 yrs.) check all original minutes submitted for signatures.
4. Purge documents based on the VAGARA Retention Schedule. Review with President to ensure all documents have been submitted.
5. Maintain a yearbook of all association activities, such as:
  - a. Newsletters
  - b. Programs/seminar literature
  - c. Photographs
  - d. Local media coverage

---

## **MEMBERS – AT – LARGE**

---

Four Executive Board members who represent the four regions of the state and perform duties as required by the President or assigned by the Executive Board.

---

## **TASKS**

---

1. To provide leadership to clarify and sustain the mission of the Association.
2. To provide information, ideas, and suggestions from the membership to the Board.
3. To participate actively in the deliberations on the Association's agenda of issues relevant to the entire records management field.
4. To represent and promote the Association to the profession by maintaining a working knowledge of the Association's operations and services.
5. To represent the Association by identification as an Association Board member and act as spokesperson for the work of the Association when attending regional, state, local and other meetings. Attend meetings and conferences where Association representation is desirable.
6. To assist the Association in resource development activities that broadly benefits the membership which may include being a committee chairman.

# COMMITTEES

---

## ROLES

---

There are three ongoing functions consisting of the Membership Coordinator, Newsletter Editor, and the Webmaster. These three positions have an ongoing responsibility to the board. The individuals that serve in these roles are appointed by the President. They do not need Executive Board approval.

---

## MEMBERSHIP COORDINATOR

---

The duties of the Membership Coordinator include but are not limited to:

1. Maintaining a current membership roster and making said roster available to Board members at all times.
  2. Present a membership report at all Board meetings.
  3. Maintaining a current mailing label file
  4. Collect dues
  5. Make deposits and report to the Treasurer
  6. Purge the membership roll
  7. Maintain an accurate accounting of all monies received
  8. Prepare membership packets and prepare directories for mailing
  9. Promote the growth of membership and recruit new members.
  10. Inform new members of their regional representation and the name and contact information for Member-At-Large that represents their region.
- 

## TASKS

---

### TIMELINE OF DUTIES:

#### December/January

- Obtain a letter from the President to be sent out about becoming a VAGARA member.
- Work with webmaster to send mass e-mail to all members reminding them that dues should be paid by January 31<sup>st</sup>
- Submit notice to newsletter editor for publication
- Invoices are sent via e-mail to members who require them
- Send reminders to members who overpaid the previous year that their dues are current
- Receive Payments

- Post in data base
- Record name and check number to be sent to Treasurer
- Notify member via e-mail when payment is received
- Make deposits and send any documentation to Treasurer
- Prepare and send new member packets as their payment is received
- Keep an updated mailing label file
  - Payments will be received throughout the year
  - Membership is from January 1 thru December 31 and dues should be paid no later than July 1 to avoid being purged from roll.

### **June/July**

- Reminders are sent notifying unpaid members of the July 1 deadline

### **August**

- The roll is usually purged, however, the Board decided to create an inactive member list in 2009 due to economic circumstances

### **October**

- Membership directories are prepared and printed for mailing prior to the annual conference

---

## NEWSLETTER EDITOR

---

The Newsletter editor is responsible for publishing the quarterly newsletter. The position plans and budgets for the Newsletter each year to present to the Board for approval. The Editor attends Board meetings when possible to gather relevant information for newsletter publication.

---

### TASKS

---

The Editors responsibilities include:

- Content
- Editing
- Layout or recruiting someone to assist with the layout
- Recruiting new people to contribute to the newsletter
- Finding new information for publication
- Updating the calendar of events
- Contacting the Membership Chair to find out which of the advertisers is current and which ones are not (Note: All paid advertisers have a slot in the newsletter.)
- Maintain a current membership list provided by the Membership Chair
- Gains approval for the newsletter from the president prior to publication

### SUGGESTED OUTLINE:

- **FRONT PAGE** - *Letter from the President*, picture to jazz up the front, check to see if any of the information for the right hand column has changed.
- **2ND PAGE** - remainder of President's letter, the rest of the space is filled by an advertisement, blurb, or reminder.
- **3RD PAGE**- (This page can change) *Get to Know* you section with picture of member that filled out the questionnaire, any blank space is devoted to advertisement or reminder.
- **4TH PAGE** - Article #1, picture(s), possible advertisement.
- **5TH PAGE** - Article #1 continued or start of calendar of events.
- **CALENDAR OF EVENTS** is usually a page and a half with the rest devoted to an announcements section. The announcements section usually lists retirements, birthdays, etc.
- **ADDITIONAL INFO** - The rest of the newsletter covers additional articles and the rest of the advertisers.

---

## **WEBMASTER**

---

The webmaster shall serve as the administrator for all technical aspects of the VAGARA website.

---

## **TASKS**

---

- The acquisition and renewal of the Association domain address.
- Maintain the hosting service for Association website pages and templates.
- Operate interfaces between the Association website and any external applications.
- Ensure periodic backup of all website materials and accompanying information.
- Authorization of individuals to access materials, information, interfaces, or data as provided through the Association website.
- Appropriate monitoring of website traffic in an effort to maintain acceptable data throughput of website data.
- Report and receive authorization from President for information content to be placed on the web page not already approved by the President or Board.
- Provide a web traffic report for the Board meetings.
- Attend Committee and/or Board meetings that require information, changes, access, interfaces, etc. to the website.

---

## STANDING COMMITTEES

---

There are several committees that are formed once a year to carry out various functions for the Executive Board. They are the Award Committee, the Audit Committee, the Scholarship Committee, and the Nominating Committee.

---

## AWARDS COMMITTEE

---

The Awards Committee Chairman is chaired by the organization's Vice-President. In turn, the Vice President selects two past awards recipients to review nominations and select not more than two outstanding member awards and one outstanding vendor award. The By-laws do not indicate that an award must be given each year if there are no nominations received. All members and current vendors are eligible to be nominated with the exception of current officers with voting rights.

### **AWARDS COMMITTEE DUTIES:**

- Vice President must build a timeline by June 1<sup>st</sup> based on the conference date.
- The nominating member(s) should understand they must follow the awards criteria to describe why the member or vendor is being recommended.
- Require that all applications have a due date in order to give the committee time to select the recipients in time for the annual conference.
- When possible, notify individuals who are affiliated with the nominee and may wish to attend the ceremony. Make them aware the award is not announced until the time of presentation.
- Have a copy of the verbiage to be used on the member and/or vendor award.
- Vice President shall maintain an awards package containing the information needed for the plaque, the letters, the honorary member card, the verbiage and plates used to create those items, and the vendor utilized.
- Vice President addresses all disputes or complaints regarding award recipients.
- Honorary Membership requires the vote of the Executive Board and should be presented to them in advance.
- The Honorary Membership award is a brass card with the current VAGARA Logo and detailed information about the recipient.

---

## AUDIT COMMITTEE

---

The Executive Board will appoint an Audit Committee, consisting of two or more members, to perform an annual audit of the chapter's fiscal year records within four months following the Annual Meeting. The Committee shall render a prompt report of its findings to the Executive Board.

### **AUDIT COMMITTEE DUTIES:**

- Review preceding year audit report.
- Review books and records of the Treasurer:
  - Copies of audit report that are on file with the Treasurer
  - Cash disbursement ledger
  - Checkbook
  - Bank statements
  - Monthly financial reports
  - Investments - money market, CD's, etc.
- Perform audit of the following:
  - Cash receipts and disbursements transactions in the cash disbursement ledger;
- Audit cash receipts using deposit slips and checkbook.
- Audit cash disbursements using invoices attached to bank statements and checkbook.
- Reconcile cash in bank with cash disbursement ledger and checkbook, per bank statement.
  - Accounts payable
  - Accounts receivable
  - Membership dues paid to Association
  - Investments
- Apply general overall tests and checks to satisfaction that the records represent fairly the financial position of the Association.
- Marshal all evidence and data reviewed and then prepare the Audit Committee's opinion with accompanying exhibits.
- Prepare Audit Report and findings (if any) for distribution to:
  - Executive Board members
  - Membership (upon request)
  - Treasurer

---

## SCHOLARSHIP COMMITTEE

---

The **Connis O. Brown Scholarship** fund was established by the Virginia Association of Government Archives and Records Administrators (VAGARA) in February, 1989, in order to recognize and support those individuals who desire to advance their knowledge of the records management profession and the principles of VAGARA. The Scholarship Committee shall consist of three persons all appointed by the President from the general membership, one of whom shall be designated as Chairman. The committee shall select and present proper candidates from the membership for scholarship awards to the Executive Board for approval.

### **DUTIES:**

- The VAGARA Executive Board will designate to the Scholarship Committee the amount of money that can be awarded based on amount budgeted.
- Committee will be appointed at the beginning of the President's Term and serve concurrently with that term.
- Application and Scholarship information to be distributed in the VAGARA Newsletter and on the web page.
- Application response due dates will be on the application and posted on the web page and newsletter.
- In the event the chosen candidate(s) are unable to accept or utilize the award, he/she should notify the current Scholarship Committee Chairman, no later than one month prior to the conference for the award to be given to another candidate.
- The Scholarship Committee will meet and make their selections during the dates designated by the VAGARA Board each year based on the VAGARA Conference date.
- The award recipient would receive a letter of congratulations outlining the benefits and limitations of the award. Copies to be sent to the President, Treasurer and Conference Registration Chairperson.

---

## NOMINATING COMMITTEE

---

The Nominating Committee Chairman is appointed by the President and must be a member of the Executive Board. The remainder of the Nominating Committee shall consist of four members in good standing of the Association, one from each region, appointed by the Chairman and approved by the Executive Board.

The Committee shall prepare a list of recommended candidate(s) to the board no less than 90 days prior to any scheduled election. The slate is determined by the committee and approved by the Board.

### **NOMINATION COMMITTEE DUTIES:**

- The nominating chair shall prepare and present a timeline to the board.
- The committee explores potential candidates for the new board. They may secure advice from any source it desires.
- In the event there is more than 1 nominee for a particular position, the committee then determines whether to put both candidates forward.
- Prepare a list of prospective nominees and obtain their permission to be nominated.
- Make recommendation to the executive board 90 prior to election.
- Inform those who have been approved by the VAGARA Board they will be on the slate for election by the membership at the annual conference.
- Inform the Secretary of the individual nominees for presentation to the membership 30 days prior to election.
- Notify the Newsletter Editor of the slate of nominees for publication in the newsletter.
- The Committee Chair presents the slate of candidates at the annual conference to be voted upon.
- The Committee remains in office until the end of the calendar year.
- All files, supporting documentation, and information are to be turned over to the Historian.

### **COMMITTEE TIMELINE:**

- 5 months prior to conference - the President appoints a Chairman. The Chairman then appoints four other members in good standing, representing the four regions, to be on the Committee.
- 4-5 months prior to conference - the Committee prepares a list of prospective nominees for office and presents them to the Board for approval no later than 90 prior to the conference.

- 4 months prior to the conference - the nominees are contacted to be on the slate for the election in November.
- 4 months prior to the conference - the Chairman informs the Secretary as well as the Newsletter Editor of the nominees. The nominees are listed in the Summer Newsletter that is sent to all members.
- 1 month prior to the conference - the listing is sent out by the Secretary to the membership for review.
- At Conference Time - the Nominating Committee Chairperson will present the slate for a vote of approval at the Annual Conference business meeting. Open nominations from the floor, of those members present, if they have anyone else they wish to nominate for any position. If there are no nominations proceed with a vote of the entire slate. (It is not necessary to obtain approval for each position one at a time)

---

## **SPECIAL COMMITTEES**

---

The President may create special committees on an as needed basis to carry out the objectives set forward by the President and the Executive Board. Such committees may be chaired by either a current member of the Executive Board or from the general membership. The committee shall exist as long as the task is ongoing. The President sits on each committee as an ex-officio if they so wish. Some of the committees that have been created to serve specific functions are listed here: website content committee, website re-design committee, brochure update committee, history update committee, conference site selection committee, conference committee, operations guide committee, the retention schedule committee, and the constitution and by-laws committee. Some committees are formed regularly as directed by the membership or the board. The constitution and by-laws committee is one such committee.

---

## **CONSTITUTION AND BY-LAWS COMMITTEE**

---

This Committee is formed when the Board votes for an update to the Constitution, By-Laws or Standing Rules. Since VAGARA is incorporated, the Constitution is seldom altered unless there is a significant change in the association; verbiage clarification or the need for changes in grammar (spelling, punctuation, etc.). The By-Laws and/or Standing Rules need to be consistent when referring back to the Constitution or each other.

### **COMMITTEE MAKEUP:**

The Committee consists of:

- A Past-President as Chairperson (selected by the current President)
- Two (2) additional Past-Presidents (selected by the Chairperson)
- The current President
- One (1) board member or member in good standing to vote with the committee and act as Scribe for all changes

### **COMMITTEE RESPONSIBILITIES:**

The Responsibilities of the Committee:

- The Chairperson is to collect and provide the committee with all available C&BL or Standing Rules from past years to use for discussion and past historical need.
- The committee will meet for discussion; determine all changes; clarify all changes, additions/deletions made on the draft document(s).

- The committee will vote by consensus. If a consensus cannot be reached, a majority vote of the committee is necessary to bring a draft copy of all changes to the Board. Any dissenting committee member(s) shall abide by the majority decision.
- Provide the draft document(s) to the Board in a timely manner (two months prior to the Annual Conference) for review, updating and approval.
- The Scribe will maintain all copies of drafts and points of discussion by the committee.
- The final copy of the Constitution and ByLaws will be given to the Secretary for distribution at the Annual Conference for a vote by membership at the business meeting and historical purposes.
- The Chairperson will present all changes before the general membership for a final vote at the Annual Conference Business meeting.
- The Committee Chairperson will turn over all documents at the end of the Board term to the Historian for archival purposes.

---

### **OTHER SPECIAL COMMITTEES**

---

Any other committee formed will determine their objectives, reports, and recommendations to be given to the board.