

# **Kings Community Action Organization**

## **Board Bylaw**

BB 1050

Board Bylaw: COMMITTEES

### SECTION 1

#### STANDING COMMITTEES

- A. There shall be standing committees as described in Section 2 through 7 of this Bylaw.
- B. Each committee shall have a minimum of three (3) board members, with one member from each sector (Public sector, Private Sector, and Targeted Sector), except as otherwise required. No committee shall be comprised of more than six (6) board members. The Chair of each committee may appoint non-board members to serve in an advisory (non-voting) capacity on that committee.
- C. The Chairperson of the Board of Directors shall appoint the Board members to each committee and the Chairpersons of the 1) Real Estate, Investment, and Facility Committee, 2) Marketing and Resource Development Committee and 3) each Ad Hoc Committee.
- D. Committee members shall serve until the annual organizational meeting.
- E. Any committee vacancies which occur during the year shall be filled through appointment by the Chairperson of the Board of Directors.
- F. The Chair of each committee shall track and report the attendance of the committee members to ensure that the committee member's attendance is supporting the ability of the committee to meet quorum and conduct necessary business. If a committee member is not able to attend regular committee meetings they will be replaced on the committee according to Board Bylaw 1050, Section 1A and 1B. Three (3) meeting absences of any one committee in a calendar year will equal one regular board meeting absence for the same calendar year.
- G. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the seated committee members shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### SECTION 2

#### EXECUTIVE COMMITTEE

There shall be an Executive Committee.

- A. The Committee shall consist of the Chairperson of the Corporation and five (5) Directors. The Chairperson of the Corporation shall function as the Chairperson of the Committee. The membership of the Executive Committee shall be: Chairperson, Vice-Chairperson (Planning and Program Committee Chairperson,) Treasurer (Finance Committee

Chairperson), Secretary (Personnel/Affirmative Action Committee Chairperson), Real Estate/Investment/Facility Chairperson, and the Marketing and Resource Development Committee Chairperson.

- B. The Committee shall meet as requested by the Chairperson or two (2) Committee members.
- C. The Committee may transact business of the Corporation between regular meetings of the Board of Directors when such business requires immediate attention.
- D. The Committee shall not make decisions establishing new or altering existing policies of the Board of Directors.
- E. The Committee shall report to the Board of Directors on actions taken between regular meetings.

### SECTION 3

#### FINANCE COMMITTEE

There shall be a Finance Committee.

- A. The Committee shall consist of the Treasurer of the Corporation and a minimum of two (2) Directors.
- B. The Committee shall meet as requested by the Chairperson or by two (2) Committee members.
- C. The Committee reviews all financial reports, records, budgets, etc., including audits.

### SECTION 4

#### STRATEGIC PLANNING AND PROGRAM COMMITTEE

There shall be a Planning and Program Committee.

- A. The Committee shall consist of the Vice-chairperson of the Corporation and a minimum of two (2) Directors.
- B. The Committee shall meet as requested by the Chairperson or by two (2) committee members.
- C. The Committee shall review and advise upon all matters relating to the programmatic affairs of the Corporation.
- D. The Committee shall monitor existing programs and review periodic program reports.
- E. The Committee shall conduct or cause to be conducted/reviewed annually, an evaluation of all programs including KCAO administration.

### SECTION 5

#### PERSONNEL AND AFFIRMATIVE ACTION COMMITTEE

There shall be a Personnel and Affirmative Action Committee

- A. The Committee shall consist of the Secretary of the Corporation and a minimum of two (2) Directors.
- B. The Committee shall meet as requested by the Chairperson or by two (2) Committee members.
- C. The Committee shall serve as a hearing body for grievances of the Executive Director.

- D. The Committee shall review and advise the Board of Directors on all affirmative action matters, including various reports to State and Federal agencies.
- E. The Committee shall assume the duties of recruiting members to fill vacancies on the Board of Directors.

#### SECTION 6

##### REAL ESTATE/INVESTMENT/FACILITY COMMITTEE

There shall be a Real Estate/Investment/Facility Committee.

- A. The Committee shall meet as requested by the Chairperson or by two (2) Committee members.
- B. The Committee shall review and advise the Board of Directors of all investment matters.
- C. The Committee shall develop a business investment plan including, but not limited to, land acquisition, sale, and leasing of real and personal property so long as such property is in compliance and in furtherance of the Corporate Mission and Vision Statements.

#### SECTION 7

##### MARKETING AND RESOURCE DEVELOPMENT COMMITTEE

There shall be a Marketing and Resource Development Committee.

- A. The Committee shall meet as requested by the Chairperson or two (2) Committee members.
- B. The Committee shall use all means available to inform the public and promote KCAO's purpose and programs. It will also increase KCAO's collaboration with private sector corporate partners and other agencies and actively seek donations and funding opportunities.

#### SECTION 8

##### AD HOC COMMITTEES

Ad hoc committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution of the Board of Directors. Members of each such Committee shall be members of the Board of Directors and other resource people selected by the Board of Directors. The Board of Directors' Chairperson shall appoint and replace the members thereof as necessary.

Approved by Board of Directors:	May 21, 1980
Revised by Board of Directors:	December 19, 1990
Revised by Board of Directors:	September 20, 2006
Revised by Board of Directors:	May 18, 2011
Reviewed by Board of Directors:	June 15, 2011
Revised by Board of Directors:	February 19, 2014
Revised by Board of Directors:	January 18, 2017
Revised by Board of Directors:	June 15, 2022
Revised by Board of Directors:	April 19, 2023