

Committees

POLICY

Date adopted: February 15, 2016

Signed by:  Vice President

NASBLA Policy and Procedures

Policy on Committees *

Quick Reference to Key Provisions:

- The NASBLA Policy and Administrative Committees, made up of volunteer members, assist the NASBLA Executive Board in achieving the association's mission and implementing its strategic plan (see also *NASBLA Committees: Committee Member Position Description*);
- Committee cycles run for one (1) year, generally beginning and ending in conjunction with the NASBLA annual conference (see Committee Calendar);
- Committee chairs are appointed by the NASBLA President;
- Committee vice chairs and members are approved by the board upon recommendation of the committee chairs and staff;
- Each committee is assigned a liaison from the board (see also *Executive Board: Board Liaison Description*);
- Committee leaders and members serve for the length of the committee cycle and may be eligible for reappointment;
- Committees are assigned charges approved by the board, and deliver work products to the board and NASBLA membership in response to those charges;
- Committee work products intended to result in official action at NASBLA's Annual Business Meeting are delivered to the board no later than 45 days before that meeting, and are made available to NASBLA membership for review no later than 30 days before the meeting;
- A quorum is required for a full committee to conduct official business. For purposes of this policy, a quorum is a majority of state committee members present either physically or virtually by means of electronic communication (see *NASBLA Bylaw III, Sections 2, 5, 8, for similar procedures applied to association business*);
- For purposes of voting on official business in the full committee, each state or organization represented on the committee is entitled to cast one vote. The procedure for deciding how the vote will be cast is determined by the state or organization;
- During the committee cycle, in consultation with their respective board liaisons, committee chairs and staff prepare status reports to inform the board on the progress of committee work;
- Before the end of a cycle, committees submit charge-related recommendations to assist the board in making final decisions on charge assignments for the next cycle.

* History: October 2008 version of policy was amended by the NASBLA Executive Board, March 25, 2010; current version was revised and approved February 15, 2015.

- At the end of a cycle, committees produce final reports on the status of their charges and other activities, and make available copies of their completed work products or working documents that are suitable for external release;
- During the NASBLA Annual Conference, committee chairs brief the NASBLA membership on their respective committees' work, progress made in the current year, and their plans for the next cycle.

PURPOSE OF POLICY

This policy and its associated procedures are intended to guide the work of Policy and Administrative Committees ("committees") of the National Association of State Boating Law Administrators ("NASBLA" or "the association"). They do not apply to committees of the NASBLA Executive Board ("board") or to advisory boards, independent panels or commissions that are established by the association and governed by separate rules.

In the event of a conflict between this policy and the NASBLA Bylaws, the latter shall prevail.

COMMITTEE JURISDICTION

NASBLA Bylaw IV, Section 3 authorizes the establishment of committees made up of volunteer members. The committees report to and assist the board in accomplishing the mission and implementing the strategic plan of the association.

Each committee, in turn, develops a mission statement or charter approved by the board. It explains, at minimum, the committee's purpose, the fields or subject matter it covers, the audience(s) it serves, and what it produces.

Committees have jurisdiction over the charges, tasks or projects ("charges") assigned to them by the board. If the board assigns a charge to more than one committee, it must designate one committee as the lead for the sake of accountability. The board also may refer work recommended to it by one committee to another committee(s).

COMMITTEE WORK PRODUCTS

Committees develop and issue work products in response to the charges assigned by the board. Products include, *but are not limited to*: reports, articles, information briefs, survey findings, written recommendations, formal resolutions, model acts, and position papers and other statements or products intended to represent official NASBLA policy. Products can be issued in written or online formats.

Products developed by any subdivision within a committee should be made accessible to the full committee so that other members can review and comment on them as part of product development. Final drafts of products must be made available to the full committee before

they are delivered to the board and then reported out to the NASBLA membership at the NASBLA annual conference.

Committee products can only be identified as the work of that committee and not as official actions of the association unless the products have been voted upon and approved by the NASBLA membership (see Bylaw III; and *NASBLA Policy on Policies: Public Policies of the Association and Interim Board Positions*).

Committee products that are intended to result in official action by the association at its Annual Business Meeting should be delivered to the board for review no later than 45 days before the meeting. Products approved by the board for association action must be announced to NASBLA membership and made available on the NASBLA website for members' review no later than 30 days before the business meeting.

COMMITTEE COMPOSITION AND OPERATIONS

Committee Work Cycle:

Committees operate in a cycle that runs approximately one (1) year, generally beginning and ending in conjunction with the NASBLA annual conference (see COMMITTEE CALENDAR, page 8 of this policy).

Assignment of Committee Leadership:

Committee chairs: Each year, the NASBLA Vice President (presumed President-Elect), in consultation with the incumbent NASBLA President, develops a list of committee chair appointees for the next committee cycle. The list must be made available to the board for discussion at an in-person meeting or teleconference that takes place at least 30 days prior to the NASBLA annual conference. Committee chairs are formally appointed by the NASBLA President *no later than* the first board meeting following the NASBLA annual conference at which board elections were conducted (*see Bylaw IV, Section 3*).

The tenure of committee chairs is approximately one (1) year from their appointment date, coinciding with the cycle described in Committee Work Cycle. Chairs that retain their eligibility as NASBLA members are eligible for reappointment as committee leaders.

Board liaisons to committees: Each year, in consultation with incumbent and prospective board members, the NASBLA Vice President (presumed President-Elect) proposes assignments of board member liaisons to each of the committees. The assignments are finalized by the NASBLA President prior to the beginning of the committee cycle and are in effect for the length of the cycle (*see Executive Board: Board Liaison Description*).

Other committee leaders: Vice chairs are approved by the board based on the recommendations of the committees' chairs and staffs. Leaders of any subdivisions of a committee are appointed by the committee chair. All serve for the length of the committee cycle or the completion of their work with the committee.

Committee Membership:

NASBLA Bylaw II, Section 1 defines the categories and privileges of NASBLA membership, including eligibility for appointment to committees, eligibility to vote on committee business, and eligibility to serve as committee chairpersons:

- **Eligible for appointment as voting members of committees:** the states' Boating Law Administrators (BLAs); other state agency personnel (subject to the approval of their state's BLA); NASBLA Associate members; members of international government agencies or international associations and members of other government agencies who desire to participate in NASBLA; and life members of the association.
- **Eligible for appointment as chairpersons or vice chairpersons of committees:** the states' BLAs, and other state agency personnel (subject to the approval of their state BLA).

A general committee membership solicitation of eligible persons is conducted prior to each committee cycle. The number of members assigned to each committee is based on need (e.g., requirements associated with the subject matter covered by the committee) and available resources. Depending on funding availability each cycle, a set number of slots on each committee are to be designated as "travel-funded" positions for state-employed members to attend one in-person meeting of the committee (see additional detail below).

At the beginning of each committee cycle, the board approves committee member appointments upon recommendation of the committee chairs (see Assignment of Committee Leadership below) and staff. Persons who are appointed to a committee and who become ineligible to serve or decide not to serve should notify the committee chair and staff so that they may be formally deleted from the committee roster.

A committee may have more than one member appointed from the same state or organization; however, for purposes of voting on committee business, each state or organization is only entitled to cast one (1) vote on any given measure (see Committee Meetings below).

State-employed members (BLAs and other state agency personnel) who have been appointed to slots on the committee roster that have been budgeted for travel funding in the committee cycle will be eligible for reimbursement from NASBLA of the allowable expenses associated with their attendance at the in-person meeting (if any) of their assigned committees (see *NASBLA Travel Policies and Procedures*). State-employed members are not eligible for reimbursement

of their travel to the NASBLA annual conference. However, as funds allow, committee chairs who must attend the conference to brief the NASBLA membership on their respective committees' work and who cannot otherwise secure funding from their states, may be eligible for reimbursement from NASBLA for some or all of their travel expenses.

Committee Structure:

To facilitate their work, committees will subdivide based on the size of their membership, their coverage of specific subject areas (if more than one area exists), and the number of assigned charges for the cycle. For purposes of this policy, a "subdivision" may refer to a formal subcommittee, charge team, or a temporary work group assigned to a committee activity.

Committee Meetings:

Full committee meetings: in-person and virtual. During a cycle, as funding allows, committees may conduct one in-person meeting of their members. As needed, and by call of the committee chair, additional meetings may be conducted using communications methods open and accessible to all committee members (*see similar procedures applied to association business in NASBLA Bylaw III, Sections 2, 5 and 8*).

Meetings of the full committee should be conducted in accordance with Roberts Rules of Order - Revised, so far as practicable.

At the beginning of each meeting of the full committee in which official business will be conducted, the committee chair must establish the presence of a quorum. For purposes of this policy, a "quorum" is a majority of the state-employed members appointed to the committee. The state members may be present physically or virtually by means of electronic communications in which they can hear and be heard (*see similar procedures applied to association business in NASBLA Bylaw III, Sections 2, 5 and 8*).

Discussion items in the full committee may be resolved or concluded by achieving a general consensus of the members or by conducting a formal vote. The committee's acceptance of work products intended to result in official action by the board and then the association at its Annual Business Meeting should be by vote.

For purposes of voting on official business in the full committee, each state or organization is entitled to cast one (1) vote on each actionable item before the committee. The state or organization will define the procedure for determining how its vote will be cast.

In the event a vote on official committee business cannot take place during an in-person or virtual meeting, the chair can put forth measures to be voted on by eligible members using e-mail, online surveys, or a combination of communication and tabulation systems that are open and accessible to the members. For voting conducted using such methods, a quorum will be

determined by the number of responses received. The method used should accommodate a minimum of seven (7) days between the date the measure is issued and the deadline for members' response.

Each committee must produce a written report of its full committee meetings whether they are conducted in person or virtually. The report(s) should, at minimum, identify the attendees, summarize major discussion points, and record all official actions taken by the committee. The report may be produced as a stand-alone document or incorporated into the final committee report produced at the end of a committee cycle.

Meetings of committee subdivisions: In-person and virtual: During a cycle, subdivisions of a committee may meet during the in-person meeting of the full committee and as often as needed using communications methods open and accessible to members. Major discussion points and actions taken on the assigned charge(s) should be captured in writing or recordings to facilitate completion of the charge work (see also Committee work products).

COMMITTEE REPORTS TO THE BOARD AND NASBLA MEMBERSHIP — CHARGE STATUS REPORTS, CHARGE RECOMMENDATIONS, FINAL REPORTS

Status reports: At designated points in the committee cycle (see COMMITTEE CALENDAR) or at the specific request of any board member, committee chairs and committee staff—working with their respective board liaisons—must prepare status reports to inform the board on the progress of committee work. The format and delivery method(s) for these reports will be mutually agreed upon at the beginning of a committee cycle.

Charge recommendations: Proposals for committee charges can come from internal or external sources. All proposals must be vetted by each committee using a predetermined method. Before the end of a cycle, each committee must submit its charge recommendations to assist the board in making decisions on initial assignments for the next committee cycle. Once the cycle begins, committees can make additional charge recommendations to the board for possible assignment in the current or future cycle(s).

Final committee reports: At the end of a committee cycle (see COMMITTEE CALENDAR), committees must produce final reports on the status of their charge work and other committee activity, and make available to the board and the NASBLA membership copies of completed work products or working documents suitable for external release. The format and delivery method(s) for these reports will be determined at the beginning of a committee cycle. See also Committee work products.

During the NASBLA Annual Conference, as part of the final report process, committee chairs (or their designees) brief the NASBLA membership on their respective committees' work and progress made in the current year and their plans for the next cycle.

Committee Calendar Cycle

Month	Task	Date	Who must Complete
September	<ol style="list-style-type: none"> 1. Committee Reports from previous cycle are reported out at Annual Conference 2. Incoming Executive Board, new prospective committee chairs, and Prospective President – meet to discuss the next year’s vision and agenda 3. Charges finalized (based on feedback from outgoing and prospective committee chairs) and approved by Executive Board (with input from incoming board members) 	<ol style="list-style-type: none"> 1. At the opening of the conference 2. Prior to the opening of the conference 3. At conference board meeting 	<ol style="list-style-type: none"> 1. Chairman of the Committee gives the report out. 2. Prospective President is in charge of this. 3. Executive Board, Chairs & Staff
October	<ol style="list-style-type: none"> 1. Committee members named 2. Committee Work begins. Committees hold organizational teleconferences, assign charge leaders/teams. 	<ol style="list-style-type: none"> 1. No Later than one month from conference. 2. After committee members named 	<ol style="list-style-type: none"> 1. Vetted by the Board 2. Committee Chair and Staff kick things off
November	<ol style="list-style-type: none"> 1. First Quarter Report to Executive Board (on standard form) 	<ol style="list-style-type: none"> 1. Board Meeting 	<ol style="list-style-type: none"> 1. Prepared by Chairman, Staff and Board Liaison
December	<ol style="list-style-type: none"> 1. Committee Work Continues 		<ol style="list-style-type: none"> 1. Committee Chair, Committee Staff
January	<ol style="list-style-type: none"> 1. Committee Work Continues 		<ol style="list-style-type: none"> 1. Committee Chair, Committee Staff

Month	Task	Date	Who must Complete
February	1. Committee Halfway point Committees deliver written, interim reports to board on status of charges. Purpose of board review is to determine whether charges are tracking, ensure they are valid, and ensure that committees are working cross functionally to accomplish NASBLA's mission and outcomes. (on standard form)	1. No later than end of February	1. Committee Chair, Staff and Board Liaison. Board accepts reports.
February - April	1. In-person Committee meetings take place.	1. As scheduled	1. Committee Chair and Staff
February - May	1. Committee Work Continues		1. Committee Chair and Staff
June	1. Committees deliver written, charge status reports and preliminary recommendations for next-year charge ideas to board for first review. Board liaisons give verbal report to board on their respective committees and lead discussions on current charge status and next-year charge ideas. Board provides feedback to committees. 2. Membership is solicited for new charge recommendations.	1. As scheduled 2. By June 15	1. Committee Chair and Staff 2. NASBLA Staff

Month	Task	Date	Who must Complete
June	<ol style="list-style-type: none"> 1. Summer board meeting. Board liaisons report on committees. (Report on Standardized Form) 2. Board reviews/discusses outstanding current-year charge issues, likely charge products requiring vote, and possible next-year charges. Board reports decisions to committees. Vice President leads board in identifying/selecting committee chairs for 2017. 	<ol style="list-style-type: none"> 1. As scheduled 2. As scheduled 	<ol style="list-style-type: none"> 1. Prepared by Chairman and Staff; Presented by Board Liaison 2. Executive Board, Vice President
July - August	<ol style="list-style-type: none"> 1. Committee Work Continues 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Committee Chair and Staff
August	<ol style="list-style-type: none"> 1. Vice President – work with incoming and current executive board members and make assignments for board liaisons. 2. Committee work is finalized in preparation for the report out. (Using template) 3. Executive Board and chairs finalize the charges and approve them for the next year with input of incoming prospective board members (with prior feedback from prospective and outgoing committee chairs) 4. Any work products needing a membership vote are posted and announced. 	<ol style="list-style-type: none"> 1. 15 days prior to conference 2. 15 days prior to conference 3. 30 days prior to conference 4. 30 days prior to conference 	<ol style="list-style-type: none"> 1. Vice President 2. Committee Chairs and Committee Staff 3. Executive Board, Committee Chairs, Committee Staff 4. Executive Board, Committee Chairs, Committee Staff and NASBLA Staff

Month	Task	Date	Who must Complete
September	<ol style="list-style-type: none"> 1. Committee Reports from previous cycle are reported out at Annual Conference 2. Incoming Executive Board, new prospective committee chairs, and Prospective President – meet to discuss the next year’s vision and agenda 3. Charges finalized (based on feedback from outgoing and prospective committee chairs) and approved by Executive Board (with input from incoming board members) 	<ol style="list-style-type: none"> 1. At the opening of the conference 2. Prior to the opening of the conference 3. At conference board meeting 	<ol style="list-style-type: none"> 1. Chairman of the Committee gives the report out. 2. Prospective President is in charge of this. 3. Executive Board, Chairs & Staff