

MEMORANDUM

DATE: March 14, 2007
TO: PPACG Board of Directors
FROM: Robert MacDonald, Executive Director
SUBJECT: PPACG Executive Committee Meeting Process

ACTION REQUESTED: Review and Approve

SUMMARY

During the February 14, 2007 PPACG Board meeting, a number of Board members requested a clarification on the process used for meetings of the PPACG Board Executive Committee. Additionally, the Board members requested that we try the process once it is finalized by the Board. Since the last PPACG Board meeting, there have not been items to discuss through the Executive Committee process; therefore a meeting has not been requested. The current process is described in Article II, Sections 9.0 and 10.0 of the PPACG Board of Directors Bylaws (Bylaws), last updated on December 14, 2005. The Bylaws are included as Attachment 1.

Article II, Sections 9 and 10 of the Bylaws state:

Section 9. Executive Committee. The Executive Committee is comprised of all officers of the PPACG Board of Directors, and the PPACG Executive Director (non-voting). The Executive Committee shall have general responsibility for the affairs of the Council of Governments between its regular meetings, make recommendations to the Board of Directors, and shall perform other duties as are authorized by the Board of Directors. The Executive Committee shall be subject to the direction of the Board of Directors and none of its decisions shall conflict with actions taken by the Board of Directors. Meetings may be called by the chairman of the PPACG Board or by the request of three members of the Executive Committee. Notification of the meeting to Executive Committee members and the public shall be made not less than twenty-four (24) hours before the date of the meeting. A quorum composed of a majority of the voting members of the Executive Committee must be present in order to conduct business.

Section 10. Legislative Committee. The Legislative Committee is comprised of the PPACG Executive Committee and is open to all members of the PPACG Board of Directors who have an interest in helping to develop and communicate legislative positions. The purpose of the Legislative Committee is to draft the annual Policy Statement on Legislative Issues for Board approval, help develop legislative bills, develop position statements either supporting or not supporting proposed bills, laws, regulatory actions and other initiatives, meet with elected representatives and lobbyists

in order to communicate PPACG's position, to testify before legislative bodies, boards and commissions, and work with other similar agencies and groups in formulating legislative positions. The Committee's legislative positions shall be subject to the direction of the Board of Directors and none of its actions shall conflict with decisions taken by the Board of Directors.

We propose that the PPACG Board consider the following procedural steps as part of the existing process written in the Bylaws.

1. All Board members will be notified by e-mail of the proposed meeting place, date, time and topic(s).
2. The results of the Executive Committee meeting will be e-mailed to the full PPACG Board in advance of the next PPACG Board meeting. The actions of the Executive Committee will be ratified/approved at the PPACG Board meeting following the Executive Committee meeting.
3. Results will also be reported to the PPACG Board of Directors as part of an agenda item to be included in the mailed packet for the next PPACG Board of Directors meeting.

PREVIOUS BOARD ACTION:

The PPACG Board of Directors has approved its Bylaws over time, most recently on December 14, 2005.

BACKGROUND:

Occasionally as needs arise, PPACG staff and the Board of Directors have a need to clarify operational procedures for activities of PPACG. In the case of legislative matters requiring Board actions for support or opposition of specific legislation the discussion would involve the process for meetings of the Executive Committee and subsequent Board actions.

FINANCIAL IMPLICATIONS:

None

STAKEHOLDER PROCESS:

Discussions limited to the members of the Board of Directors and PPACG administrative staff.

ALTERNATIVES:

1. Approve the process as stated above
2. Disapprove the process as stated above
3. Revise and approve a modified process

RECOMMENDATION:

PPACG staff recommends that the PPACG Board of Directors approve the process for the Executive Committee as outlined in this document and the December 14, 2005 Board Bylaws.

PROPOSED MOTION:

Approve the process for the Executive Committee to meet and make recommendations to the PPACG Board.

ATTACHMENT:

1. December 14, 2005 version of the PPACG Board of Directors Bylaws