
Policy Committee Charter and Bylaws

General Purpose

The Policy Committee (“Committee”) is commissioned by and responsible to the Stansbury Service Agency Board of Directors (hereinafter the “Board”) to review, adjust, develop, and recommend policies for approval by the Board and monitor policy implementation, with the goal of advancing the strategic mission the Stansbury Service Agency (“SSA”).

Appointments and Composition

1. The Committee shall be composed of no less than two members of the Board, the General Manager, and appointed staff.
2. Appointments shall be made by the Board chair with the advice and consent of the Board.
3. Appointments shall be for one year and may be renewed annually upon approval of the Board during the first Board meeting each January.
4. Members may be removed from the Committee by a majority vote of committee members for violation of these bylaws or the governing bylaws of SSA, failure to fulfill committee duties, malfeasance, or undisclosed conflict(s) of interest.
5. The Committee may meet as necessary but no less than on a quarterly basis.
6. Decisions “to recommend policies to the board” are made by a majority vote of committee members present at the time of the vote.
7. The Committee shall elect its own officers. The Committee chair shall be a member of the Board.
8. Officers to include Committee Chair and Secretary.
 - a. Chair duties:
 - i. Conduct meetings.
 - ii. Set meeting agenda.
 - iii. Make assignments as necessary.
 - b. Secretary duties
 - i. Distribute meeting agendas and meeting minutes to committee members or advise members that information is available.
 - ii. Prepare meeting documents and information for committee members.
 - iii. Take meeting minutes.
 - iv. Maintain committee records.

Responsibilities

1. Recommend updates to the SSA charter, Administrative Policy Manual, Personnel Manual, and Master Plan.
2. Recommend updates to policies to maintain legal compliance with current legislation and regulatory changes regarding special service districts and local government entities.
3. Recommend updates to other internal operational policies.
4. Gather public input as needed.

Approved on 07.26.2023