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# HELIN Committees Fundamental Principles

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## HELIN Standing Committees

### Fundamental Principles

#### Membership/Attendance

- A. Each committee except the Committee Council will be comprised of a core membership made up of one appointed representative from each full membership institution, and one representative for each *group* of affiliates. Appointments will be made at the discretion of institution administrators taking into consideration the relevance of each committee's charge to their own institution's operations.
- B. Each appointed representative will serve for a term of two years, after which time they may be reappointed or replaced at the discretion of member institution administrators. It is recommended that appointments rotate within each institution as much as is feasible.
- C. Committee meetings should be attended by the appointed representative from each institution *or* an appropriate substitute. Attendance should be agenda-driven, i.e. by the person whose responsibilities and areas of expertise best suit the agenda topic(s).
- D. Meeting attendance is at the discretion of member institution administrators and is *not* regulated by HELIN.
- E. Central Office will be represented at every committee meeting.

#### Leadership

- F. Each standing committee will elect a committee chair for a term of two years; the election of a co-chair is optional.
- G. The responsibilities of the committee chair are to focus the work of the committee on the committee charge; gather information from the committee's core membership as well as from outside the committee in order to formulate appropriate meeting agendas; run committee meetings in an orderly and inclusive manner; compose a committee annual report; participate in the Committee Council.
- H. Each meeting of the standing committees will be attended by at least one member of the HELIN central office professional staff.

#### Meeting Administration

- I. All standing committee meetings for the coming year will be scheduled in advance at the first meeting for the year. A calendar of all meeting dates, times and locations will be posted on the HELIN FYI page.
- J. A specific number of meetings per year will be recommended for each committee however the total number of meetings is at the discretion of the committees under advisement of the Committee Council
- K. Meeting agendas must be posted to the HELIN list **not less** than one week prior to the date of the meeting.
- L. Minutes for each committee meeting are to be critiqued by the committee chair prior to posting and then posted to the list **within two weeks** following the meeting.
- M. Meeting minutes should conform to the sample minutes posted on the HELIN FYI page.

### **Authority**

- N. Committees have full decision-making authority except in the following cases:
  - Decisions directly affecting the outlay of HELIN financial resources and/or HELIN member institution financial resources;
  - Decisions directly affecting relationships between HELIN and external organizations such as vendors, educational, civic or government organizations, etc.
- O. Committee decisions will be made through show of hands and arrival at consensus rather than use of the parliamentary process.
- P. Each committee decision must be reviewed by the Committee Council which may approve the decision, return it with suggestions for revision, *or* forward it to another committee.
- Q. The Council Liaison shall bring to meetings of the HELIN Board a listing of decisions and plans made by each of the committees since the last Board meeting. This is to keep the Board informed, but not for Board approval.

### **Assessment**

- R. Each standing committee will provide an annual report to the Board of Directors in time for the Board's annual retreat.

- S.** The Board of Directors will periodically evaluate the effectiveness of the standing committees and/or the committee structure and make appropriate revisions as needed to the organizational principles and structure as needed.