

Rules For Ad Hoc Committees

When the Board of Directors determine the need for a committee.

1. The board will select a chairperson.
2. A Board member will serve on each committee.
3. The committee will investigate the problem/situation and prepare a written report for the Board of Directors with their suggestions and recommendations.
4. When appropriate, the committee will create specifications for the project.
5. The chairman will report the findings of the committee at the next available regularly scheduled Board meeting.
6. The Board will review the project recommendations and make changes or accept as presented.
7. When appropriate, the committee will solicit a minimum of three bids for the proposed project.
8. The Board will review the bids at a special or regularly scheduled board meeting and make a decision on whether to proceed with the project.
9. Upon approval by the Board, a contract is prepared with all specifications included.