

GU ACHI DISTRICT POLICY AND PROCEDURE COMMITTEE BYLAWS

I. ESTABLISHMENT

The Policy and Procedure Committee is established as one of the standing committees of the Gu Achi District and shall be known as the “Gu Achi District Policy and Procedure Committee (PPC)”

II. PURPOSE:

1. The Policy and Procedure Committee shall review and make recommendations to amend to the District’s Personnel and Procedure Manual, which shall require a majority vote of the District Council.
2. To advise and assist the Chairperson and Vice Chairperson on matters of interpretation of the Personnel and Procedure Manual.
3. Administer the employee grievance and appeals procedures as it appears in the Personnel and Procedure Manual.
4. The Policy and Procedures Committee shall review and make recommendations on any Policies, By-laws or guidelines written by any other Committee(s) of the District.
5. Any laws, ordinances, forms, or policies affecting the Gu Achi District shall be reviewed by the Policy and Procedure Committee.
6. To review all homesite forms before proceeding to the Gu Achi District Council. The individual requesting for the homesite and a community representative should be present at the Policy and Procedure Committee (PPC) meetings. The committee has the authority to hold the document until the form is complete.
7. To review all project request forms.

III. MEMBERSHIP:

1. The Policy and Procedure Committee members shall consist of three (3) District council members, and one (1) District Member-At-Large. The District Chairperson, Vice Chairperson, and District Treasurer shall serve as ex-officio members of the committee and will also provide support for the Committee’s activities. The District Chair or Vice Chairperson shall select a designee among the ex-officio members if they are unable to attend the committee’s meeting.
2. The Chairperson of the committee:
 - a. Shall be elected by the voting members of the committee to serve until the end of their term.
 - b. Shall preside at all committee meetings.

c. In case of absence of the Chairperson where a quorum is present, the members will select a chairperson to preside over that meeting.

3. The District Council Secretary shall serve as the Secretary for the meetings.

IV. VOTING:

Committee members will have voting rights, excluding ex-officio members.

V. APPOINTMENT:

The Gu Achi District Council following the general election shall appoint Committee Members.

VI. TERMS, RESIGNATIONS AND REMOVALS

The Policy and Procedure Committee members will serve for (2) two years. Committee members may resign from the Policy and Procedure Committee, at anytime with a written resignation letter addressed to the Committee Chairperson. The District Council shall appoint another member to serve out the remainder of that term. The Policy and Procedure Committee members may be removed by the Gu-Achi District Council, by resolution, for just cause.

VII. MEETING AND QUORUMS

1. Committee meetings shall be held on the week prior to the scheduled District meeting. Committee members shall designate a day for the regular committee meetings. The District Council shall adopt, by resolution, a two (2) year committee meeting calendar and shall specify date, time, and location. The approved committee calendar shall be posted as notice to the public. The committee reserves the right to amend their meeting calendar when necessary, with the approval of the district council. Special meetings may be called when necessary by the Chairperson of the Committee or the Chairperson or Vice Chairperson of the Gu Achi District Council.
2. At any meeting, a quorum shall consist of no less than three (3) Committee members. No formal action shall be taken without a quorum present. One (1) ex officio, non-voting member of the Committee present at the meeting shall be deemed a member of the Committee for the purpose of establishing a quorum.
3. The Polices and Procedures Committee shall have closed sessions if an issue arises, which is deemed personal and confidential.
4. A committee member shall be removed if he/she fails to attend (3) three consecutive meetings without legitimate cause.
5. Any presenter(s) shall notify the Committee Chairperson within (3) three working days prior to a scheduled committee meeting.
6. The Policy and Procedure Committee shall make reports to the District Council when necessary.

VIII. COMPENSATION

The Gu Achi District Policy and Procedure Committee members shall receive compensation at a rate determined by the Gu Achi District Council, in accordance to the approved Fiscal Year Budget.

IX. AMENDMENTS:

Policies, and By-laws, of the Gu Achi District Policy and Procedure Committee may be, amended at anytime, or when deemed necessary by the Committee, subject to approval by the Gu Achi District Council.