

Code of Conduct – Standing Committees

Excerpt from Chapter 3

STANDING COMMITTEE DEFINITIONS & COMPOSITION

Purpose

- a. To provide direction in the structure, authority, responsibility, and operation of Standing Committees.
- b. To ensure that due consideration be given to fair geographic and demographic representation of the membership of the FICPA and the breadth of the profession in making nominations and appointments.
- c. To help identify and develop current and future leadership of the FICPA.

Eligibility for Service

- a. Standing committee members shall be a voting member of the FICPA as determined by the Bylaws of the FICPA, and in good standing; with membership dues current and up to date by July 31st of each fiscal year. If a member of a standing committee is caused to be a non-voting member, then that member will no longer be eligible to serve and shall resign from the Committee.
- b. No more than one (1) member from the same entity (*as defined in the Bylaws*) shall serve concurrently on the same Standing Committee. If any two or more members from the same entity are caused to serve concurrently on the same Standing Committee, then they shall serve for the remainder of the year (FY) in which the event occurred, at which time the most junior member(s) in service on the committee must resign. This section shall not apply if the occurrence is due to the operation of the Bylaws and/or by policy approved by the Council.
- c. A member of the Committee on Nominations, other than the Chair-Elect, cannot be nominated to serve on another Standing Committee.
- d. Unless otherwise stated in the Bylaws and/or this policy, no person shall serve more than two (2) consecutive, multiple year terms or more than ten (10) consecutive years on the same Standing Committee. A partial term served will be treated as a full term for the purpose of determining eligibility.
- e. When seating committee members, the members' status is considered at the time of appointment and not the time of committee service.

Appointment and Removal

- a. The Committee on Nominations shall be charged with the responsibility of appointing members to a Standing Committee in accordance with the Bylaws and/or policy approved by the Council regarding Standing Committees.
- b. Standing Committee appointments are due to the Secretary-Treasurer by March 1st.
- c. Unless otherwise stated in the Bylaws and/or this policy, the Chair of the FICPA shall select an individual to serve as Chair or Vice-Chair of the committee.
- d. As it pertains to the Committee on Nominations, the Immediate Past Chair shall serve as Chair of the committee.
- e. Members of the Committee on Nominations shall not serve on another Standing Committee while serving on the Committee on Nominations unless they are serving as the Chair-Elect of the FICPA.

f. A member of a Standing Committee may be removed from the committee by a Valid Vote (*as defined in the Bylaws*) of two-thirds (2/3) of members of the Board of Directors present at any meeting of the Board of Directors who are eligible to vote. This removal may be without cause and the vacancy shall be filled as set forth in the Bylaws and/or policy approved by the Council.

Vacancies

- a. The Chair and Chair-Elect in agreement, shall make an appointment to fill a vacancy on a Standing Committee for the remainder of a term when the remaining period of the term is twelve (12) months or less for committees other than the Committee on Nominations.
- b. If the remaining period of the term is more than twelve (12) months, then the Committee on Nominations shall appoint an individual to serve the remainder of the term.
- c. Vacancies on the Committee on Nominations are filled by the Committee on Nominations regardless of the length of remaining term. The recommendation for a replacement candidate shall be approved by the Council. The Committee on Nominations may elect not to fill a vacancy on the committee.

Meeting Attendance

- a. Any member of a Standing Committee, excluding the Chair of the Committee, who shall have been absent from two (2) meetings during any one (1) fiscal year unless excused by the Chair of the Committee shall automatically vacate the seat on said Committee.
- b. If the Chair of the Committee is absent from two (2) meetings during any one (1) fiscal year unless excused by the Chair of the FICPA shall automatically vacate the seat on said Committee.
- c. Any vacancy shall be filled as set forth in the Bylaws and/or by policy approved by the Council.

Amendments to Policy

Amendments to this policy shall require two-thirds (2/3) valid vote (*as defined in the Bylaws*).