



CIVIL SOCIETY BAHAMAS

COMMITTEE ORIENTATION MANUAL



Contact Information:

Civil Society Bahamas

Mark Palmer

Secretary Civil Society Bahamas

Direct 242-465-6763

Web www.civilsocietybahamas.org

Email markalexpalmer@gmail.com

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1. Introduction

Welcome back to our current member volunteers and congratulations to members newly appointed to one of CSB's, committees, or sub committees. Your willingness to get involved is important to the strategic direction of CSB and we thank you in advance for your time! The mission and activities of a committee can have a direct impact on the decisions made by the leadership and help support the strategic directions of CSB.

Whether you are a committee chair, or member, your first step is getting involved in the work the committee was formed to accomplish.

Information contained in this manual will help you be an effective committee member. You should find this general information helpful. If you have any questions about the mission or function of your particular committee, please contact Mark Palmer at CSB at (242) 465-6763.

2. Appointment Process

The on-line application for committee appointments is located on the CSB Website. A member may be nominated by committee chairs, another member or be self-nominated. However, to be considered all nominees must complete the online application to be considered. The President makes the appointment selections at CSB Executive Board Meetings. Individuals who have applied are notified of the outcome of the process.

3. Important Dates for the Application Process

- September 1: Online application officially is available at www.civilsocietybahamas.org
- November 14: Official deadline for appointment applications; Web page closes
- November 15: Appointments made by President at the CSb Executive Board Meeting
- November 15: Board approves appointments
- November 16: Applicants notified

4. Time Commitment

Committees generally meet during the year via conference call, face-to-face meetings and/or conduct additional business by email.

The number of meetings, duration of meetings and agenda are determined by the Committee Chair for each committee or sub committee.

5. Responsibility of Being a Chair of a Committee

If you have been appointed as Chair of a committee, you will be responsible for:

- Directing and carrying out regular and special assignments of the committee;
- Keeping committee members informed about the work of their committee;
- Replying promptly to all inquiries in their field of work;
- Arranging meetings;
- Making semi-annual reports to the President and Board of Directors on the progress of work assigned the committee;
- Sending copies of all correspondence to the Chairman/President of CSB and the Executive Director (when appointed); and
- Knowing and following the Terms of Reference of the Committee.

The Committee Chair is responsible for leading the committee. The achievement of the group during any year and the success of projects undertaken are due in large part to the Chair's leadership. Initiation and completion of expanded or related projects indicate significant committee progress.

The Chair accepts responsibility for making recommendations regarding the removal of Committee members who are not fulfilling their obligations. The Chair should also be prepared to make recommendations on reappointments of contributing committee members.

6. Responsibilities of Being a Committee Member

6.0. Be prepared!

Agenda and background materials are sent prior to the meeting or conference call. Read through all of the agenda materials. If there is anything you need more in-depth information, contact the Chair well in advance of the meeting. This provides sufficient time so the information you need can be gathered, questions can be answered, and/or staff can have background information available at the meeting/conference call. CSB relies on its committees to thoroughly review and make suggested edits and ultimately approve many

items, including policies, public messages, etc. Therefore, careful review and consideration of all motions by all committee members is of the utmost importance.

6.1. Participation

Responding to emails requesting information, regarding your availability for a date and time for the meeting/conference call, requests for feedback or voting on a motion is important. In order for an action items to be approved, a quorum (at least 51% of voting members) must be present at a meeting/conference call. Not having a quorum slows down the work of the group.

6.2. Attendance

At any time during your appointment term should your personal or professional commitments change and you have difficulty fulfilling your committee appointment, please notify your committee chair and discuss your options. Unless excused by the Chair, a member who has missed three consecutive committee's meetings will be asked to step down from the committee. The chair will contact the member to ascertain the nature of their absences and inquire if the member would like to be removed from the committee, usually due to over commitment in both their personal and professional life at that given time.

6.3. Conference Calling

Whenever possible, arrange to join the meeting/conference call approximately five minutes prior to the beginning of the session. A quorum must be established and the business of the meeting can begin promptly – respectful of everyone's busy schedules.

6.4. Terms of Reference

You will be required to acquaint yourself with the Terms of Reference for your committee, which can be found [here](#). They provide valuable information on the type, purpose, composition, procedures, resolutions, authority, matters, meeting arrangements, conflict of interest, quorum, reporting, documentation, resources and deliverables.

6.5. Reports

Reports must be approved by the committee. Carefully review the report from the recent committee meeting/conference call. Even if you were unable to attend, please review and vote to approve the report as written, or request additional information.

6.6. Suggestions

As you come across issues in your daily activities that apply to your committee (or any other CSB committee), write them down. It is important for issues or suggestions to be in line with the purpose of your committee. Suggestions suited for another committee, will be forwarded to the appropriate committee for review.

7. Conflict of Interest Statements

As a committee member, it is your responsibility to maintain and update your Conflict of Interest Disclosure Statement annually. This is required even when a member has no conflicts to report.

Our Conflict of Interest Disclosure Statement can be found [here](#).

Our Conflict of Interest Policy can be found [here](#)

8. Committee Meetings

8.0. Quorum

A quorum is the minimal number of voting members of a committee who must be present for valid transaction of business.

For a chair to declare a quorum, there must be participation by 51% of the voting committee members. If a committee has 13 voting members, 7 must be present at the beginning of the meeting/conference call. Once a quorum is established it must remain throughout the meeting/conference call. However should any of those originally counted towards the quorum leave the meeting/ conference call, a member may request another call for a quorum.

Once a quorum is declared, the chair will call the meeting to order and request that any conflicts of interest be declared.

8.1. Motions

The main purpose of a motion is to present an idea for consideration and action. A motion, in parliamentary procedure, is a formal proposal by a member to take certain action. There are various types of motions such as those that bring new business before the committee.

All motions made shall require a second, provided that routine motions, such as approval of the minutes or adjournment, may be put to a vote without waiting for a second unless a member objects to the lack of second, in which case the chair will ask for one.

A motion may be withdrawn by the movant at any time up to the point where it is voted upon, including after it has been seconded. The movant may also accept friendly amendments, even after the motion has been seconded.

The Board of Directors is responsible for interpreting the bylaws and administrative regulations as outlined in the interpretation administrative regulation.

8.2. Proposing Motions

A motion is proposed by a member of the body, for the consideration of the body as a whole. With the exception of certain incidental and privileged motions, the person making the motion, known as the mover, must first be recognized by the chair as being entitled to speak. This is known as obtaining the floor. A chair cannot make a motion.

Once the mover has obtained the floor, the mover states the motion, normally prefixed with the phrase "I move." For instance, at a meeting of the board of directors of an association, a director may state "I move that the Board approve the recommendation of the committee." Once the motion has been proposed, another member must second the motion for it to be considered by the committee.

Once the motion has been made and seconded, the chair opens the floor for further discussion. At the conclusion of the discussion, the chair will call for the vote.

For a comprehensive guide to Parliamentary Procedure, please refer to Appendix B.

8.3. Volunteer Travel Related to Committee Meetings

CSB recognizes the commitment made by volunteers to help CSB fulfill its mission and strategic initiatives. When a volunteer is asked to participate in an official capacity, the traveler will be reimbursed for their expenses (economy airfare, hotel, ground transportation and up to \$80 per diem for meals). Please refer to Appendix A for more information.

8.4. Chairman Selection

The President/Chairman of CSB appoints the Chairs of committees. Chairs are generally a member who has previously served on the committee or is knowledgeable or experienced in the specific area.

9. CSB Committee Structure

9.0. The Board of Directors

The Board provides oversight and coordination. The Board is made up of the chairs of the committees that report to it. Committees report directly to the Board of Directors.

9.1. Committees

The seven committees of CSB are: Governance and National Affairs Committee, Finance Committee, Membership and Education Committee, Public Relations Committee, Research and Policy Committee, Executive Committee (to be appointed), Fundraising Sub Committee and Cooperative Sub Committee. Committees perform assigned tasks, and direct and monitor

the specific activities carried out by task forces.

9.2.

A Sub Committee is appointed by the Chair of a Committee to work on a particular project. Sub Committee may utilize specific area experts from outside the entity when necessary.

10. Appendix A - Travel Expense Reimbursement Policy

10.0. Expense Reports

CSB recognizes the commitment made by our volunteers to help CSB fulfill its mission. When a volunteer participates in an official capacity at a CSB meeting, the traveler will be reimbursed for their expenses. Receipts are required for all individual expenses over \$25.00.

All requests for reimbursement of expenses should be made immediately after each trip by completing the [CSB Expense Report Form](#) and [Cheque Request Form](#).

Unless otherwise indicated, CSB Expense Report Form and Cheque Request Form should be sent to the attention of the Committee Chair, who will review it and pass it onto the Treasurer for payment.

All parts of the expense report should be completed, including an explanation of all entertainment and miscellaneous expenses. Inaccurate or incomplete forms may delay reimbursement.

10.1. Reimbursement Guidelines

The basic concept with respect to travel expense reimbursement is reasonableness with neither profit nor loss to the member.

The following limitations define CSB's concept of reasonable travel expense:

10.1.0. Air Travel

Reimbursement to members who travel on CSB's behalf is limited to economy class airfare via the most direct route.

10.1.1. Rail Travel

If the member prefers rail travel, CSB will reimburse the cost of rail fare via the most direct route (reimbursed to the extent of the normal economy air fare).

10.1.2. Rental Car

Reimbursement to members who hire a rental car while traveling for CSB is limited to smallest class of vehicle required to transport the member or official group, as required.

10.1.3. Hotel

CSB will reimburse reasonable lodging expense (single occupancy rooms, not a suite). If accommodations are shared with another member, the costs should be divided equally and each person's share included in his/her own expense report. If a member shares their room

with a guest or family member, the equivalent single occupancy charge should be included on the expense report for reimbursement. A copy of the hotel statement should always accompany the expense report.

10.1.4. Meals

The cost of the member's meals, not to exceed \$15 for breakfast, \$25 for lunch and \$40 for dinner per day to a maximum of 80.00 per day, will be reimbursed by CSB. Budgetary allowances do not provide for the entertainment of others. Receipts are required. Scheduled meals during meetings will be paid for by CSB.

10.1.5. Supporting Documents

CSB requires any expense over \$25.00 to be accompanied by a receipt. If expense is under \$25.00 and no receipt is provided, an explanation is needed on expense report.

10.1.6. Taxi, Tips, Telephone

Reimbursements are made for necessary taxi, tips, telephone, and other essential out of pocket expenses incurred due to CSB business.

10.1.7. Family Travel

When an individual travels on CSB business and elects to take members of his/ her family, CSB will reimburse him/her only for the costs which would have been incurred if the individual had traveled alone. This applies to transportation, hotels, meals, etc.

11. Appendix B - Administrative Regulations – Parliamentary Procedure

Based on Sturgis Standard Code of Parliamentary Procedure (4th Ed.)

Motions are listed in order of precedence. A motion can be introduced if it is higher than the pending motion.

You Want To:	You Say:	Interrupt?	2nd	Debate	Amend?	Vote?
Close meeting	I move that we adjourn	No	Yes	Yes	Yes	Majority
Take break	I move to recess for	No	Yes	Yes	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay aside temporarily	I move that the main motion be postponed temporarily	No	Yes	No	No	Varies
Close debate and vote immediately	I move to close debate	No	Yes	No	No	2/3
Limit or extend debate	I move to limit debate to ...	No	Yes	Yes	Yes	2/3
Postpone to certain time	I move to postpone the motion until ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Bring business before assembly (a main motion)	I move that ...	No	Yes	Yes	Yes	Majority

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

You Want To:	You Say:	Interrupt?	2nd	Debate	Amend?	Vote?
Submit matter to board	I appeal the decision of the chair	Yes	Yes	Yes	No	Majority

Suspend rules	I move to suspend the rule requiring	No	Yes	No	No	2/3
Enforce rules	Point of order	Yes	No	No	No	None
Withdraw motion	I wish to withdraw my motion	Yes	No	No	No	None
Divide motion	I request that the motion be divided	No	No	No	No	None
Demand rising vote	I call for a division of the assembly	Yes	No	No	No	None

Restorative Main Motions - no order of precedence. Introduce only when nothing else pending.

You Want To:	You Say:	Interrupt?	2nd	Debate	Amend?	Vote?
Amend previous action	I move to amend the motion ...	No	Yes	Yes	Yes	Varies
Reconsider motion	I move to reconsider	Yes	Yes	Yes	No	Majority
Cancel action	I move to rescind...	No	Yes	Yes	No	Majority
Take from table	I move to resume consideration of...	No	Yes	No	No	Majority