



Precision Machined Products Association

Process: **Policies and Procedures for Committees**

Revision: **0**

Dated: **6/1/06**

Purpose: The purpose of this document is to describe the guidelines by which committees are governed, populated, and operated.

Committee Policy

Guidance:	<ol style="list-style-type: none"> 1.0 Committees are established by the Board of Directors pursuant to Article 5 of the PMPA Code of Regulations to address issues of importance to the Members, the Association, and the Industry. 2.0 Committee purposes and mission statements are to be aligned with the goals and objectives of the Association’s strategic plan. 3.0 The “Committee Procedure” is to serve as a guideline for Committees other than those specifically named within the Code of Regulations. 4.0 Committees are recognized at the Board of Directors meeting at the Association’s Annual Meeting.
Authority:	<ol style="list-style-type: none"> 1.0 Committees, other than those specifically named within Article 5, Sections 1-4, are of equal stature. 2.0 In the absence of specific authorization by the Board of Directors, the powers of the Committees will in no case include the spending of unbudgeted funds of the Association, the making of commitments of any kind on behalf of the Association, or the establishment of Association policy. 3.0 No action by any Committee is deemed to express or imply the official opinion of any member company represented on it.
Participation:	<ol style="list-style-type: none"> 1.0 The Board of Directors allows for the committees to self-populate and to elect Committee Officers to lead the group. 2.0 Any person who is associated with a PMPA Member company is eligible for appointment as a member to a Committee. 3.0 Persons who are not associated with a member company may be invited to advise and consult with a committee in pursuance of its purpose. 4.0 Membership of each committee will be ratified by the board annually.

Committee Structure and Guidelines

- 1.0 Ensure that there are at least five (5) persons on the Committee.
- 2.0 Designate appointments for three year periods.
- 3.0 Allow for Committee members to continue to serve until successors have been seated.
- 4.0 Make existing members aware of the ability to serve an additional term if they desire.
- 5.0 Welcome volunteers for Committee services, but ensure that their appointments are made with the approval of their company’s Certified Representative.
- 6.0 Give preference to those persons best qualified by experience in the field of work involved when making appointments.
- 7.0 Try not to over populate the Committee (consider 15 maximum as a guideline).

Authority: **PMPA Board of Directors**



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Committee Procedure

Responsibilities	Process
Members of Committee:	<ol style="list-style-type: none">1.0 Select a Chair of the Committee with a majority vote, annually.2.0 Choose a Vice-Chair by a majority vote in order for this person to act as the Chair in case of the absence of the Chair.3.0 Solicit information from member companies in order to achieve Committee goals, if needed.4.0 Review the Association Mission and Vision statement in order to ensure the goals of the Committee are aligned.5.0 Hold meetings in order to execute the mission of the Committee.6.0 Perform the tasks and Committee assignments that each member accepts.
Chair:	<ol style="list-style-type: none">1.0 Define the meeting agenda with the Association Staff.2.0 Communicate the agenda with supporting documentation to the Committee either directly or with the assistance of the Association Staff.3.0 Conduct the working meeting.4.0 Designate and instruct subcommittees as needed.5.0 Recognize a majority of the Committee members attending as a quorum.6.0 Utilize e-mail, letter or fax to ratify needed approvals of the Committee if a quorum is not present at the working meeting.7.0 Ensure minutes of the meeting are taken and distributed and maintained by Staff.8.0 Ensure minutes are distributed to the Board of Directors and provided to any Association member upon request.9.0 Inquire as to Committee member's intent to participate if a steady pattern of non-participation continues.10.0 Accept the resignation of any Committee member who informs the Chair directly or informs a member of the Association Staff.11.0 Be cognizant of the Committee Roster and understand the need to keep a diversified group in order to succeed with the Committee's Mission.

Reference: Code of Regulations of the Precision Machined Products Association, Article 5, Effective January 1, 2005.

Authority: **PMPA Board of Directors**