



# Charter Policy Committee

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## **Type**

Standing Committee Required by Bylaws and governed by Sacramento Natural Foods Cooperative (SNFC) Board policy.

## **Accountability**

As with any committee, the Policy Committee serves at the request and under the direction of the SNFC board. The committee has no independent authority to direct the general manager or any co-op staff, or to commit any of the Co-op's resources.

## **Purpose**

This committee is mandated by the SNFC Bylaws, section 13.02d to be responsible for the Bylaws and Board policy as required by Bylaws section 8.06. The committee's primary responsibility is to provide recommendations to the Board on policies or changes to existing policies and the Bylaws.

## **Specific Duties**

The committee has specific duties in the areas of Bylaws, Board policies, and elections, as well as other duties as determined by the Board. The Policy Committee will meet on an ad hoc basis as directed by the Board.

### **Bylaws**

1. Review the Bylaws annually and recommend changes to the Board as needed.
2. If Bylaws changes are recommended, perform tasks as outlined in Bylaws section 10.05b.

### **Policies**

1. Develop policy recommendations at the request of the Board.
2. Draft Board committee charters at the request of the Board.

### **Elections**

1. Ensure that a system is in place to conduct elections in accordance with the Election Policy.
2. Six months before the election cycle begins, create an election schedule with specific dates.
3. Oversee the Election Committee as required by Bylaws.

## **Chair**

An SNFC Board Member as appointed by the SNFC Board of Directors.

## **Committee Make-Up**

At least three and no more than seven current SNFC member-owners, at least two of whom shall be Board Directors. All members shall be appointed to the committee by the SNFC Board annually and as needed to fill vacancies. The Board administrator shall serve as a non-voting member on the committee.

## **Meetings**

The committee will meet as often as deemed necessary for its functions, generally expected to be monthly.

## **Budget**

Included with the budget established for the Board of Directors.