

Charter for Hunger Mountain Co-op Council's Committee on Council Development

Overview

This charter outlines the role, responsibilities, and authority of the committee. The charter provides a framework for effective operation, in alignment with the goals of Hunger Mountain Co-op and the objectives of the Co-op Council.

1. Committee Name:

Council Development

2. Purpose and Function:

The Council Development Committee is established to recruit and develop council members for a healthy and diverse council, and such other duties as the council authorizes.

3. Authority and Powers:

The committee is authorized to propose initiatives to the council, and with council approval of an initiative, the committee has the authority to make operational decisions necessary to effectuate the initiative.

The committee will engage the council as a whole, other committees, and staff as appropriate.

4. Membership and Composition:

Membership: The committee shall consist of up to three council members and up to two non-council members, including staff. At least 50% of the committee shall consist of council members. The council president and the co-op general manager are *ex officio* members of the committee.

Appointment: Members are appointed by the Co-op Council and serve until their successors are appointed; the Co-op Council shall appoint or re-appoint committee members in connection with its annual review of the committee.

Chairs: The committee shall pick a chair.

5. Quorum:

A quorum for making committee decisions shall be a majority of the committee (not counting the council president or general manager) or three, whichever is fewer. Members of the committee may meet to conduct committee business without a quorum being present; these meetings shall not make decisions for the committee, without specific authorization from the committee.

6. Meetings:

Frequency: The committee shall meet as needed.

Notice: Meetings shall be called with appropriate notice to all members.

Procedures: The committee shall meet to share information, plan, and make decisions, seeking consensus through discussion that shows respect for the group by being concise and civil. While seeking consensus, the committee may finalize decisions through a simple majority vote. Within these parameters, the committee may organize its meeting procedures in a way that it considers effective and useful.

7. Reporting Requirements:

The committee shall report its activities, findings, and recommendations to the Co-op Council in writing, at least eight (8) days ahead of the next regular council meeting following a committee meeting.

8. Duration and Review:

The committee is established as a standing committee and shall remain in operation until dissolved by Co-op Council. The committee's charter and performance shall be reviewed annually by the Co-op Council.

9. Conflict of Interest:

Committee members shall follow the bylaws and governance policies regarding disclosing any potential conflicts of interest and recusing themselves from decisions when a conflict may arise. In the event of a disagreement about a conflict of interest, the committee may follow the ordered recusal process that the bylaws (3.6 (c)) prescribe for the Co-op Council.

10. Budget and Resources:

The committee shall operate within the budget allocated by the Co-op Council (if any) and manage resources as directed.

11. Amendments:

This charter may be amended by a majority vote of the Co-op Council.

Approval:

This charter was approved by the Co-op Council on March 11, 2025.