

2.25. AD HOC AND SPECIAL COMMITTEES

2.25.1. DEFINITION:

"A special committee, sometimes called an *ad hoc* committee, performs some specific task and automatically ceases to exist when its final report is issued. If the organization votes to delegate additional work to a special committee, it continues until the new assignment is completed and another report is submitted.... These committees report only to the authority that appointed them." *The Standard Code of Parliamentary Procedure*, Third Edition, New and Revised

2.25.2. GENERAL POLICY:

- 2.25.2.1. The President, with the approval of the Executive Board, appoints committees dealing with special problems and/or interests.
- 2.25.2.2. The President appoints all committee chairpersons for a term of one year, beginning at the close of the annual meeting of KLA.
- 2.25.2.3. The chairperson of any special committee will be a voting member of the Board of Directors.
- 2.25.2.4. Committee plans shall be presented to the Board of Directors for approval.
- 2.25.2.5. The chairperson shall notify the President of all committee meetings.
- 2.25.2.6. The powers and programs of these committees shall be evaluated regularly by the Board of Directors.
- 2.25.2.7. Upon completion of assignment, the ad hoc and/or special committee shall be dissolved by the action of the Board of Directors, or at the end of the annual fall joint meeting of KLA/KSMA.
- 2.25.2.8. At the end of the term, the chairperson shall turn in to the President, the committee folder, to be passed to the successor.
- 2.25.2.9. The chairperson of each committee shall be responsible for an annual written report, in triplicate, to be presented to the Board of Directors at the last KSMA Board meeting.

Revised August 2002