

## BOARD SUBCOMMITTEE

### Standard Operating Procedures (SOP) Template

Organization: \_\_\_\_\_

Board/Commission: \_\_\_\_\_

Subcommittee Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Review Date: \_\_\_\_\_

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### 1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish consistent practices, responsibilities, and procedures for the operation of Board Subcommittees. These procedures are intended to ensure transparency, accountability, efficiency, and compliance with applicable laws, regulations, bylaws, and governing policies.

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### 2. AUTHORITY

This Subcommittee operates under the authority delegated by:

- Board Bylaws
- Board Resolution(s)
- Governing Ordinance(s)
- State Open Meetings Act (if applicable)
- Organization Policies and Procedures

The Subcommittee serves in an advisory capacity unless expressly authorized by the Board to act on its behalf.

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### 3. MISSION AND SCOPE

#### Mission

The mission of the Subcommittee is to:

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### **Scope of Responsibilities**

The Subcommittee may:

- Review policies and procedures
- Conduct research and analysis
- Develop recommendations
- Review budgets and financial matters
- Review operational issues
- Evaluate programs and services
- Conduct stakeholder engagement
- Other:

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The Subcommittee shall not exercise authority beyond that delegated by the Board.

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## **4. MEMBERSHIP**

### **Composition**

The Subcommittee shall consist of:

- \_\_\_\_ Board Members
- \_\_\_\_ Staff Advisors
- \_\_\_\_ Subject Matter Experts (if applicable)
- \_\_\_\_ Community Representatives (if applicable)

### **Appointment**

Members shall be appointed by:

- Board Chair
- Full Board
- Executive Committee

Other: \_\_\_\_\_

## **Terms**

Members shall serve for:

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Vacancies shall be filled by:

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## **5. OFFICERS**

### **Chair**

The Chair shall:

- Preside over meetings
- Approve meeting agendas
- Coordinate with staff support
- Ensure completion of assigned tasks
- Present recommendations to the Board

### **Vice Chair (Optional)**

The Vice Chair shall:

- Act in the Chair's absence
- Assist with committee duties

### **Secretary (Optional)**

The Secretary shall:

- Record meeting notes
- Track action items
- Maintain records

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## **6. STAFF SUPPORT**

Staff assigned to support the Subcommittee shall:

- Prepare meeting materials
- Coordinate meeting logistics
- Maintain records
- Provide technical assistance
- Draft reports and recommendations

Staff support shall not direct committee decisions.

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## **7. MEETINGS**

### **Meeting Frequency**

The Subcommittee shall meet:

- Monthly
- Quarterly
- As Needed
- Other: \_\_\_\_\_

### **Scheduling**

Meetings shall be scheduled by the Chair in coordination with staff support.

### **Quorum**

A quorum shall consist of:

\_\_\_\_\_ members.

No official recommendations may be approved without a quorum.

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## **8. AGENDAS**

Agendas should include:

1. Call to Order
2. Roll Call

3. Approval of Previous Meeting Notes
4. Old Business
5. New Business
6. Discussion Items
7. Action Items/Recommendations
8. Public Comment (if applicable)
9. Adjournment

Agenda materials should be distributed at least \_\_\_\_\_ days before each meeting.

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## **9. DECISION-MAKING**

Recommendations shall generally be made through consensus whenever possible.

If a vote is required:

- Motion
- Second
- Discussion
- Vote

Recommendations approved by the Subcommittee shall be forwarded to the Board for consideration.

Subcommittee actions are advisory unless specifically authorized by the Board.

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## **10. RECORDKEEPING**

The following records shall be maintained:

- Agendas
- Meeting notes/minutes
- Attendance records
- Reports

- Recommendations
- Supporting documents

Records shall be retained in accordance with applicable records retention requirements.

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## **11. PUBLIC PARTICIPATION**

If applicable:

- Meetings shall comply with Open Meetings Act requirements.
  - Public comment shall be accepted according to Board policy.
  - Meeting materials shall be made available to the public when required.
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## **12. REPORTING TO THE BOARD**

The Subcommittee Chair or designated representative shall provide updates to the Board including:

- Activities completed
- Recommendations
- Pending issues
- Requested Board actions

Written reports should be submitted prior to scheduled Board meetings whenever practical.

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## **13. ETHICS AND CONFLICTS OF INTEREST**

Subcommittee members shall:

- Act in the best interests of the organization.
  - Disclose conflicts of interest.
  - Refrain from participating in matters where a conflict exists.
  - Follow all applicable ethics policies.
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## 14. ANNUAL REVIEW

The Subcommittee shall annually review:

- Membership
- Objectives
- Work plan
- Accomplishments
- SOP effectiveness

Recommendations for revisions shall be submitted to the Board.

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## 15. SUNSET PROVISION (OPTIONAL)

This Subcommittee shall remain active until:

- Dissolved by Board action
  - Completion of assigned project
  - Date: \_\_\_\_\_
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## APPENDIX A – SUBCOMMITTEE WORK PLAN

**Goal Objective Responsible Party Target Date Status**

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## APPENDIX B – MEETING MINUTES TEMPLATE

**Subcommittee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### Attendance

Present:

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Absent:

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**Discussion Summary**

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**Recommendations**

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**Action Items**

**Action Item Responsible Party Due Date**

**Adjournment**

Meeting adjourned at: \_\_\_\_\_

Prepared by:

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Approved by:

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This template is suitable for municipal boards, transit advisory boards, MPO committees, and City of Santa Fe