

Dekker Centre for the Performing Arts

Policy Type: Board Governance

Subject: *Committee Procedures*

Date Adopted: January 17, 2013

Monitoring: Ongoing by Board

- Committees do not have the authority to bind the Dekker Centre and may not speak or act for the Board except when given such authority by a Motion of the Board.
- Committees have no authority over the General Manager or Dekker Centre staff and should not interfere with the execution of their duties.
- The majority of members of the committee will constitute a quorum for the meetings.
- Committees shall keep minutes of their meetings and the Chair or Chair designate shall present a report at Board meetings.
- Committee members must be aware of potential conflicts of interest:
 - A conflict of interest is any situation in which an individual's ability to act in the best interest of the organization is compromised or potentially compromised by personal, business or other interests.
 - A conflict of interest may be actual, or apparent, potential or perceived, and can exist whether or not any financial advantages or other valuable benefit has been or may be derived.
 - If a conflict of interest exists, it must be disclosed to fellow members of the committee and the member must excuse themselves from taking part in any decision which may be made in that regard.
- Committee members are required to advise their committee Chair of their inability to attend a meeting no later than 9 a.m. on the day of the meeting.
 - Committee members absent for two or more pre-scheduled meetings may be asked to step down.