

## Policy 10.2

<b>POLICY TITLE: COMMITTEES STRUCTURE</b>	<b>POLICY # 10.2</b>		
<b>Topic Area:</b> Board of Directors	<b>Issued By and Approved By:</b>  Board of Directors	<b>REVIEW DATES</b>	
<b>Applies to:</b> Board of Directors		11/18/21	
<b>Review Cycle:</b> Annually		6/26/2024	
<b>Developed and Maintained by:</b> CEO			
<b>Supersedes:</b> N/A			
		<b>Effective Date:</b> 9/17/16	<b>Revised Date:</b> 6/26/2024

### I. PURPOSE

To define the roles and functions of the Entity Board of Directors and Committees.

### II. POLICY

A Committee is established as a Lakeshore Regional Entity (the "Entity") Board of Directors Committee only if its existence and charge is directed by the Entity Board of Directors, regardless of whether the Entity Board of Director's members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its work is complete.

#### Committee Structure

- A. The Entity Board of Directors will create Committees, as needed to address specific areas of concern.
- B. A written charge for each Committee will be developed. The charge will include a written statement of the scope, purpose, and obligation of the Committee as well as details regarding committee makeup, member terms, and defined time frames for completion of the Committee's charge.

#### Committee Principles

Committees shall:

1. Assist the Entity Board of Directors by preparing policy alternatives and implications for the Entity Board of Directors deliberation. In keeping with the broader focus, the Entity Board of Directors committees will normally not have direct dealings with current staff operations.
2. Not speak or act for the Entity Board of Directors except when formally given such authority for specific and time-limited purposes.
3. Not exercise authority over the Entity staff.
4. Be developed sparingly and ordinarily in an ad hoc capacity.
5. The Member CEOs will assign staff resources necessary for committee support

**III. APPLICABILITY AND RESPONSIBILITY**

This policy applies to any group that is formed by the Entity Board of Directors action, whether or not it is called a committee and regardless of whether the group includes the Entity Board of Directors members. It does not apply to committees formed under the authority of the Entity CEO.

**IV. MONITORING AND REVIEW**

This policy is reviewed by the CEO on an annual basis.

**V. DEFINITIONS**

N/A

**VI. RELATED POLICIES AND PROCEDURES**

- A. Board of Directors By-laws
- B. Operating Agreement

**VII. REFERENCE/LEGAL AUTHORITY**

N/A

**VIII. CHANGE LOG**

Date of Change	Description of Change	Responsible Party
11/18/21	Merged 10.2 and 10.3, formatted. Renamed policy	CEO
6/26/24	Reviewed, No Changes	CEO