

## MACD Resolutions and Policy Committee and Subcommittee Charter - Duties and Responsibilities – V2

Approved by the MACD Board 5/8/2023

### **Purpose.**

This Charter implements the Bylaws of Montana Association of Conservation Districts (MACD) with regard to the Resolution and Policy Committee.

**Limitations.** No committee of the board has the authority to:

1. Approve dissolution, merger, sale, pledge, or transfer of MACD's assets.
2. Elect or remove directors or permanently fill board vacancies.
3. Amend or repeal bylaws or articles of incorporation.
4. Hire or fire executive director.
5. Approve or change the budget.

### **Structure of the Resolutions and Policy Committee and Subcommittees**

#### **1. The Resolutions and Policy Committee.**

- a. This committee is charged with assisting, facilitating, coordinating, acting as a communication link between subcommittees, districts, and members and tracking of all resolutions.
- b. Membership on this committee is made up of the subcommittee chairs, who shall be supervisors (not necessarily a MACD board member) of districts in good standing. The MACD board may elect other supervisors to this committee.
- c. The Chair of the Resolutions and Policy Committee shall be the MACD Executive Director, with no voting authority, and approved by the Board.

#### **2. Subcommittees.**

- a. The Resolution and Policy Committee may recommend the creation and dissolution of subcommittees depending on the content of resolutions submitted in a given year. MACD board approval is needed for the creation or disbanding of any subcommittee.
- b. Membership on the subcommittees shall be supervisors of districts in good standing. Board approval of subcommittee members is required.
- c. Subcommittees may include non-voting advisors, such as outside experts, partners, and other individuals. No board approval of subcommittee advisors is required.
- d. Each subcommittee shall elect a chair whose responsibility is to organize and lead the subcommittee's work and serve on the Resolutions and Policy Committee. No board approval of subcommittee chairs is required.
- e. Subcommittees may form informal workgroups to complete tasks in a timely manner; no board approval is needed for workgroups or members.
- f. Subcommittees are charged with reviewing, recommending changes, facilitating the resolution process from districts to MACD membership, and of determining how a resolution fits into MACD's capacity and priorities.
- g. Subcommittees make reports to the Resolution and Policy Committee regarding resolutions modifications and priority.
- h. Subcommittees as of 2023 are:
  - Soil and Land Use Resolution Subcommittee. Focuses on resolutions pertaining to soil conservation, land use, terrestrial wildlife, and agriculture (where the primary issue is not water).
  - Water Resources Resolution Subcommittee. Focuses on all water-related resolutions.
  - Conservation District Operations Resolution Subcommittee. This subcommittee focuses on resolutions that will impact conservation district operations.

- National Policy Subcommittee. The National Policy Subcommittee will look at what NACD is already doing in a given area as well as the broader national context and policies both proposed and in place. The MACD Rep. to NACD (and Alternate Rep.) should be part of this committee and serve as a connection point to the NACD Northern Plains Region and NACD at a national level. This committee is specifically for National Directive Resolutions.

#### **Meetings and Procedure for both the Resolution and Policy Committee and Subcommittees.**

1. **Governance Calendar.** The Committee shall establish and continuously update and revise the MACD Board Governance Calendar that outlines the months or quarters that basic functions and timeline of this Committee.
2. **Scheduling meetings.** The Committee shall schedule meetings throughout the year, per the resolutions process document, in order to handle resolutions in a timely manner and adhere to the resolution timeline. Meetings may be called by the committee chair, Executive Director, or any two members of the committee.
3. **Minutes.** The Committee and subcommittees shall maintain minutes of its meetings and provide them to the full Board at regularly scheduled meetings or per MACD policies.
4. **Reporting to the Board.** Any action taken by the Resolution and Policy Committee between meetings of the Board shall be reported to the Board at the next meeting.

#### **Responsibilities of the Resolutions and Policy Committee.**

1. **Helps with the drafting of resolutions.** Acts as the interface between districts and MACD to ensure all resolutions are edited, complete, legal, and information of how they interface with existing MACD policies is included.
2. **Organizes resolutions and sends to subcommittees for review.** Determines the appropriate subcommittee for review of resolutions and if additional subcommittees need to be created.
3. **Monitors subcommittees work and progress.** Ensures that the subcommittees are staying on task and meeting timelines.
4. **Helps organize all resolutions passed by sponsoring districts for distribution to all members.** Works with MACD staff to organize resolutions and prepare for membership discussion and approval during the annual Convention.
5. **Presents resolutions to the members during the Convention.** Presents resolutions to membership for discussion, along with the subcommittee recommendations and reasoning.
6. **Tracks and Monitors:** Works with sponsoring districts on the implementation of a resolution and assists with the tracking and reporting of resolutions progress to membership.

#### **Responsibilities of Subcommittees.**

1. **Reviews resolutions.** Reviews resolutions for application completion, grammar, clarity, pre-existing policy or resolutions, financial impact/feasibility, availability of resources, timeline, and any legal questions/concerns.
2. **Seeks legal counsel as needed.** If necessary, seeks counsel with the DNRC/CDB lawyer for review.
3. **Recommends changes.** Contacts the sponsoring district to recommend changes, edits, completion, modification or other information. These changes can be accepted by that district immediately (if the district chooses) or sent out as proposed amendments to consider at Area Meetings.
4. **Ensures resolutions are ready for Area review.** Works with districts to make sure resolutions are completed per the Resolutions timeline, all recommendations have been addressed, and the resolution is ready for Area review.
5. **Incomplete resolutions.** Resolutions not updated/completed per the subcommittees' recommendations will NOT be forwarded to Areas for review.
6. **Reviews for changes and add comments or notes for membership.** Reviews resolutions for any significant changes made at Area Meetings and note discussion points and recommendations for consideration during the Convention.
7. **Facilitates subcommittee discussions during the Convention.** Facilitates resolution discussion during the Convention.