Article I: Willingness to Serve On Committees

1. All Executive Board Members, Institutional Member (IM) Directors, representatives and other IM participants may serve on standing or ad hoc committees and task forces and will be considered available for appointment.

2. Exceptions to allow community at-large participants to serve on Standing or ad hoc committees and task forces will be made if needed, and will be noted in the minutes of the Board.

3. To assist in committee appointments, LSSTC member representatives will be given the opportunity annually to indicate any committees on which they would like to serve and to nominate people from their member institutions.

Article II: Term Length and Rotation

1. Term length for all Standing Committees is two (2) years. Committee members are expected to serve no more than two (2) consecutive terms. Appointments typically begin on May 1. Roughly one quarter of the membership will rotate off each year.

Article III: Limits of Membership

1. Executive Board members shall serve on no more than two (2) Standing Committees at any time. Exceptions will be made if needed, and will be noted in the minutes of the Board.

2. Member representatives shall serve on no more than two (2) Standing Committees at any time. Exceptions will be made if needed, and will be noted in the minutes of the Board.

3. Every Standing Committee should have a minimum of one Executive Board member.

4. The LSSTC Board Chair and the Executive Officer serve as an ex officio members on all Standing Committees.

Article IV: Committee Chairs
1. The Chair shall be appointed by the Executive Board in consultation with the committee members.

2. Committee Chairs shall not serve as Chair of more than one Standing Committee at any time. Exceptions will be made if needed, and will be noted in the minutes of the Board.

3. An elected Committee Chair shall serve as Chair no longer than two (2) consecutive years. Exceptions will be made if needed, and will be noted in the minutes of the Board.

4. LSSTC Treasurer is the permanent Chair of the Audit & Finance Committee.

Article V: Process for Selection of Committee Members

The following process should be used to select committee members:

1. The LSSTC Board Secretary will publish a list of the number of anticipated vacancies for all Standing Committee representation for the next year. The anticipated vacancies will be presented at the annual October Face-to-Face Board meeting.

2. Where vacancies occur, the LSSTC Board Secretary will request committee members and Institutional Member Directors and representatives to submit names of potential candidates to recommend for appointment to the committee(s). The deadline for submission is February 1.

3. The LSSTC Board Secretary shall contact the nominated individuals, request their consent prior to recommendation for appointment and obtain a short bio and information about why they would like to be considered to serve on a committee.

4. The Nominating Committee will consider candidates based upon their interest and expertise and forward recommendations for appointment for the anticipated vacancies to the Executive Board Chair no later than March 1. A final slate of candidates shall be selected by the Executive Board no later than March 15.

5. Members will be notified in writing of appointments to Standing Committees. A roster of committee member names for all committees will be published by the LSSTC Secretary on or before the annual April Face-to-Face Board meeting.

6. Election results shall be announced publicly during the face-to-face meeting as well as electronically to all IM representatives. Once these announcements are completed, the election outcome will be posted to an appropriate LSSTC web page.
Article VI: Monitoring of the Guidelines

1. Monitoring of adherence to the Guidelines for Operation of Committees is the task of the Executive Board Secretary. The process should insure continued rotation of membership at specified intervals to promote breadth of participation and renewal of committee vitality.

1 From Bylaws 12/10/15

ARTICLE VI: Committees

The Board may form committees, both standing and special, as is required for the conduct of business. Unless specified in the enacting motion, the Chair, acting on recommendations from the Nominating Committee, shall appoint the members of the committee. Each committee shall include at least one director. The Chair shall be an Ex Officio member of all committees.
Appendix 1

2016 Rotation and Selection of Members for Standing Committees
June 29, 2016

Note: This Appendix is intended to provide some agreement on cohorts within the existing committees. Because we want to keep a solid core of current participants involved (committee memory), we would want to rotate only a fraction of each committee each year. I have provided a possible scenario, but also give the final say to each committee to implement an appropriate term and rotation solution. Feedback is certainly appreciated.

Because the current members of Standing Committees were elected or appointed without a term length and rotation procedure in place, there is the need to establish the rotation procedure in order to fulfill the conditions of the ‘Guidelines for LSSTC Standing Committees Composition’.

Based on the individual circumstances of the currently serving members, each committee will use the following course of action as possible term and rotation guidelines in order to implement an appropriate election rotation:

- On or before September 1, 2016, roughly one quarter of all Standing Committees’ membership will be identified to rotate off the committee starting May 1, 2017, roughly one quarter starting May 1, 2018, roughly one quarter starting May 1, 2019; and roughly one quarter starting May 1, 2020; this process will be handled internally by the committee,

- The LSSTC Board Secretary will publish a list of the number of anticipated vacancies for all Standing Committee representation for the next year. (Article V) The anticipated vacancies will be presented at the annual October Face-to-Face Board meeting.

As per ‘Article V: Process for Selection of Committee Members’ of the Guidelines for LSSTC Standing Committees, committee member selections will be held to replace the number of seats (representing roughly one quarter of the membership).

The procedure will begin anew in September 2017.

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