

**OPERATING PROCEDURES
FOR THE
COMMUNICATIONS COMMITTEE
OF THE
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS**

ARTICLE I. COMMITTEE AUTHORIZATION.

The Communications Committee is established in Section X of the Toledo Metropolitan Area Council of Governments (TMACOG) Bylaws.

ARTICLE II. PURPOSE.

The primary mission of the Communications Committee is to advise and assist TMACOG staff and leadership on increasing and enhancing the public image of the agency and to provide direction to staff on ways to improve communications to TMACOG members, prospective members, and the general public.

ARTICLE III. DUTIES AND RESPONSIBILITIES.

The Communications Committee has the following duties and responsibilities:

1. In conjunction with the Executive Committee, establish goals and objectives.
2. Meet on a regular basis to work toward meeting goals and objectives.
3. Assist in the development of marketing and promotion for specific projects and events to enhance awareness and increase agency recognition throughout the region.
4. Assist in the review and update of the agency marketing plan.
5. Advise on public relations and marketing strategies to broaden members' knowledge of TMACOG; encourage greater member participation and partnership in TMACOG projects and events; and inspire TMACOG members to become TMACOG's greatest champions.

ARTICLE IV. MEMBERSHIP.

Members of the Communications Committee shall be appointed annually by the chair of TMACOG. A committee member who fails to participate regularly in the activities of the committee may be subject to removal or replacement by the chair of TMACOG. In such a situation the committee shall recommend this action. The committee may also nominate an individual to be appointed as a replacement. Alternate or proxy membership of the committee shall not be allowed.

ARTICLE V. MEMBERS TERM OF OFFICE.

The term of office for each member of the Communications Committee will begin on the first day following the winter general assembly and will conclude at the beginning of the next winter general assembly.

ARTICLE VI. QUORUM.

A quorum shall exist when more than a third of the committee's members are present at any duly called and scheduled meeting.

ARTICLE VII. COMMITTEE OFFICERS.

After due consultation with the committee, the chair and vice chair of the Communications Committee will be appointed by the TMACOG chair. TMACOG Bylaws provide that the Communications Committee chair will be a member of the TMACOG Executive Committee. In the event that neither the chair nor the vice chair of the committee is present at the duly scheduled meeting of the committee, those members present may appoint a chair pro tempore to conduct the affairs of the meeting

ARTICLE VIII. DURATION OF COMMITTEE.

The Communications Committee is a standing administrative committee of TMACOG pursuant to Section X of the TMACOG Bylaws.

ARTICLE IX. ACCOUNTABILITY.

The Communications Committee reports to and is responsible to the Executive Committee.

ARTICLE X: FUNCTIONAL RESPONSIBILITIES.

The Communications Committee shall meet at least quarterly during the year to undertake its regular business and review the progress of each of its subcommittees, or at the call of the chair when committee business dictates a more frequent schedule.

The committee chair is hereby authorized to appoint additional subcommittees on an ad hoc basis as may be desirable to carry out the mission and purposes of the committee. Such committees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the committee chair and must operate within the overall policies of TMACOG.

Members of the committee will annually review the committee's purpose statement and its achievements, and report to the Executive Committee regarding its progress and accomplishments. All committee activities will comply with TMACOG's policy on the Ohio Open Meeting Act.

ARTICLE XI. PARLIAMENTARY AUTHORITY.

Except where otherwise specified in these procedures or agreed to by a unanimous vote of voting members present at a meeting, the rules contained in the most recent edition of *Robert's Rules of Order* shall govern committee proceedings in all cases where they are applicable and not inconsistent with the TMACOG Bylaws.

ARTICLE XII. AMENDMENTS.

These procedures may be amended by a majority vote of the Communications Committee at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Board of Trustees.

Adopted by the Board of Trustees on June 8, 2011

Yea _____, Nay _____, Abstain _____

Theodore J. Rutherford, Chair
Toledo Metropolitan Area
Council of Governments (TMACOG)

Anthony L. Reams, President
Toledo Metropolitan Area
Council of Governments (TMACOG)