

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

ARTICLE I. COMMITTEE AUTHORIZATION.

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

ARTICLE II. PURPOSE.

The purpose of the Leadership Development Committee is to identify, recruit, train, and support a broadly diverse group of public officials and private leaders to serve in leadership roles for TMACOG and to help TMACOG meet its regional program needs and agency operations.

ARTICLE III. DUTIES AND RESPONSIBILITIES.

The Leadership Development Committee has the following duties and responsibilities:

- Nominate candidates for leadership positions on the Executive Committee of TMACOG.
 1. A call for applications for leadership of the Executive Committee will be announced in the fall. Interviews will be conducted to select the best qualified persons for the positions of TMACOG chair and vice chair for election at the winter general assembly. An intensive recruitment campaign will precede the interview process.
 2. A region-wide ongoing process will be used to identify and recruit individuals for appointment as members of standing committees, task forces, action groups, etc.
- Work collaboratively with other TMACOG committees to:
 1. Plan, develop, and coordinate the annual General Assembly. Identify caucusing opportunities and participation at the General Assembly and at other times during the calendar year to ensure that members have an opportunity to meet and discuss items of mutual interest.
 2. Develop a networking forum for members that would include an opportunity to caucus and meet with state lawmakers.
 3. Develop an annual leadership retreat, a strategic planning session, to establish the direction of the organization.
 4. Develop, plan, and coordinate programs for the annual TMACOG Tech educational series. Secure keynote speaker to discuss relevant topics that are of importance to members.
- Generate discussion and decisions about existing TMACOG programs for efficiencies and effectiveness.
- Maintain an open dialogue with all TMACOG groups to ensure standard operating procedures, policies, and to monitor attendance.

- Guide other councils and committees to develop agency-wide goals and objectives and evaluate these on an annual basis. Report results of evaluations to the Executive Committee on an annual basis.
- Research and initiate a mentoring program for potential new committee and council members in coordination with the Membership Committee.
- Develop a public policy agenda from a regional perspective. Assemble a legislative ad hoc committee to establish a process for addressing regional issues and develop a public policy agenda summarizing the top priorities. TMACOG senior staff will participate in those discussions as needed. Once developed, the public policy agenda would be presented to the Leadership Development Committee for adoption, followed by the Executive Committee and Board of Trustees.

ARTICLE IV. MEMBERSHIP.

The chair of TMACOG shall appoint members of the Leadership Development Committee annually. 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 chair 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 Leadership Development 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 a simple majority of the committee's members are present at any duly called and scheduled meeting of the committee.

ARTICLE VII. COMMITTEE OFFICERS.

The chair and vice chair of TMACOG will serve as chair and vice chair of the Leadership Development Committee. TMACOG Bylaws provide that the Leadership Development Committee chair will be a member of the TMACOG Executive Committee. In the event that neither the chair nor the vice chair of the council 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 Leadership Development Committee is a standing administrative committee of TMACOG pursuant to Section X of the TMACOG Bylaws.

ARTICLE IX. ACCOUNTABILITY.

The Leadership Development Committee reports to and is responsible to the Executive Committee.

ARTICLE X: FUNCTIONAL RESPONSIBILITIES.

The Leadership Development 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 Meetings Act.

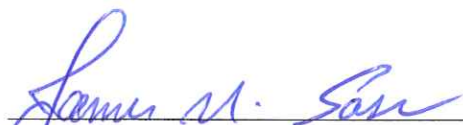
ARTICLE XI. PARLIAMENTARY AUTHORITY.

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 Leadership Development 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 of the Toledo Metropolitan Area Council of Governments
June 18, 2014.



James M. Sass, Chair
Toledo Metropolitan Area
Council of Governments (TMACOG)



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