

**A RESOLUTION OF THE
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
ADOPTING THE PROGRAMMING AND EDUCATION COMMITTEE
OPERATING PROCEDURES**

WHEREAS, the Toledo Metropolitan Area Council of Governments (TMACOG) is a voluntary association of local governments and non-governmental partners in northwest Ohio and southeast Michigan; and

WHEREAS, Article III. **COUNCILS AND COMMITTEES**; of the TMACOG Bylaws currently provides that there shall be three (3) programmatic councils and five (5) administrative committees which includes the Programming and Education Committee; and

WHEREAS, the TMACOG General Assembly adopted the Programming and Education Committee as a standing, administrative committee on January 29, 2013; and

WHEREAS, the TMACOG Bylaws provide that all programmatic councils and administrative committees are to be governed by Operating Procedures which are to be approved by the Board of Trustees; and

WHEREAS, the TMACOG Programming and Education Committee developed and adopted its operating procedures on April 11, 2013; and

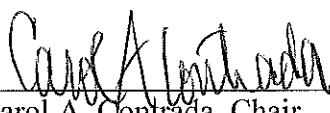
WHEREAS, the TMACOG Executive Committee adopted the Programming and Education Committee operating procedures at its May 15, 2013 meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS:


THAT the Operating Procedures for the Programming and Education Committee (attached to this resolution), are approved.

Adopted by the Board of Trustees on June 19, 2013

Yea 32, Nay 0, Abstain 0



Carol A. Contrada, Chair
Toledo Metropolitan Area
Council of Governments (TMACOG)



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

**OPERATING PROCEDURES
FOR THE
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
PROGRAMMING AND EDUCATION COMMITTEE**

ARTICLE I. COMMITTEE AUTHORIZATION

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

ARTICLE II. PURPOSE

The primary mission of the Programming and Education Committee is to select and present educational content and material that support the goals and objectives set forth by TMACOG. This committee shall work collaboratively with all TMACOG councils and committees to enhance events and programs. Its purpose is to plan, develop, and evaluate TMACOG member events and programs when appropriate, and recommend to the Membership Committee modifications to products and services available to members based on member feedback.

ARTICLE III. DUTIES AND RESPONSIBILITIES

The Programming Committee has the following duties and responsibilities:

- Planning Events
 1. Plan and coordinate TMACOG member events and educational programs, including the annual General Assembly, biennial leadership retreat, forum with state legislators, member caucuses, county receptions, open house and orientation, and TMACOG Tech education series
 2. Identify current legislative and/or regional concerns that need to be brought to the attention of the TMACOG membership in a manner that conveys the importance of the topic, covers the various components of the situation(s), and offers suggestions to the membership that will help them deal with concerns in a sincere and positive direction. In each case, local and/or state experts will be utilized to discuss such topics with the membership
 3. Provide forums for members to discuss and resolve issues of mutual relevance
 4. Identify speakers to discuss relevant topics that are of importance to members
- Developing Events
 1. Design programs, meetings, and events that offer value to members
 2. Work closely with TMACOG's administrative committees to enhance products and programs

- Evaluate the effectiveness of current events
 1. Conduct annual membership survey to determine regional and member needs
 2. Determine value of events and elicit input on relevant topics through post-event evaluations
 3. Discuss and evaluate existing member events and programs for efficiencies and effectiveness

ARTICLE IV. MEMBERSHIP

Members of the Programming and Education 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 chair 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 Programming and Education 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

After due consultation with the committee, the chair and vice chair of the Programming and Education Committee will be appointed by the TMACOG chair. TMACOG Bylaws provide that the Programming and Education 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 Programming and Education Committee is a standing administrative committee of TMACOG pursuant to Section X of the TMACOG Bylaws.

ARTICLE IX. ACCOUNTABILITY

The Programming and Education Committee reports to and is responsible to the Executive Committee.

ARTICLE X: FUNCTIONAL RESPONSIBILITIES

The Programming and Education Committee shall meet at least monthly 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.

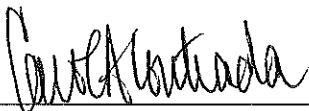
ARTICLE XI. PARLIAMENTARY AUTHORITY

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 Programming and Education 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 on June 19, 2013.



Carol A. Contrada, Chair
Toledo Metropolitan Area
Council of Governments (TMACOG)



Anthony L. Reams, President
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