

**OPERATING PROCEDURES  
FOR THE  
LEADERSHIP, POLICY, AND PROGRAMMING COMMITTEE  
OF THE LAKE ERIE WEST REGIONAL COUNCIL (formerly the -TOLEDO  
METROPOLITAN AREA COUNCIL OF GOVERNMENTS)**

**ARTICLE I. COMMITTEE AUTHORIZATION**

The Leadership, Policy, and Programming Committee is established in Article VI of the Lake Erie West Regional Council (Lake Erie West) Toledo Metropolitan Area Council of Governments Bylaws.

**ARTICLE II. PURPOSE**

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

**ARTICLE III. DUTIES AND RESPONSIBILITIES**

The Leadership, Policy, and Programming Committee has the following responsibilities:

1. Nominate candidates for leadership positions to serve the General Assembly and Governing Board of Lake Erie West TMACOG.
  - a. A call for applicants for leadership of the General Assembly and Governing Board will be announced annually. Interviews will be conducted to select the best qualified persons for the positions of TMACOG chair, vice chair, and second vice chair for election at the winter general assembly.
  - b. A region-wide ongoing process will be used to identify and recruit individuals for appointment as members of standing committees, advisory groups, taskforces, etc.
2. Provide oversight for:
  - a. The annual general assemblies. Identify caucusing opportunities and participation at the general assemblies and at other times during the calendar year to ensure that members have an opportunity to meet and discuss items of mutual interest.
  - b. A networking forum for members that would include an opportunity to caucus and meet with state lawmakers.
  - c. An annual leadership retreat, a strategic planning session, to establish the direction of the organization.
  - d. Programs for the annual Lake Erie West TMACOG Tech educational series. Ensure relevant topics that are of importance to members.

3. Generate discussion and decisions about existing Lake Erie WestTMACOG programs for efficiency and effectiveness.
4. Provide oversight for the development of a public policy agenda from a regional perspective. Lake Erie WestTMACOG senior staff will participate in those discussions as needed. Once developed, the public policy agenda would be presented to the Leadership, Policy, and Programming Committee for adoption, followed by the Governing Board.

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The Leadership, Policy, and Programming Committee shall meet at least four (4) times during the year to undertake its regular business.

Members of the Leadership, Policy, and Programming Committee will annually review the committee's purpose statement and its achievements, and report to the Governing Board regarding its progress and accomplishments.

#### **ARTICLE IV. COMPOSITION OF THE COMMITTEE**

The Chair of TMACOG-Lake Erie West shall appoint members of the Leadership, Policy, and Programming 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. A committee member who fails to attend at least 50% of the regularly scheduled meetings over a one-year period shall be subject to replacement. In such a situation the 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 for each member of the Leadership, Policy, and Programming Committee will begin upon appointment by the Chair of Lake Erie WestTMACOG and will conclude at the second Winter General Assembly following the appointment. A member may be reappointed at the discretion of the Chair of Lake Erie West. ~~TMACOG.~~

#### **ARTICLE VI. QUORUM**

Fifty (50) percent of the Leadership, Policy, and Programming Committee shall constitute a quorum required to conduct the business of the Leadership, Policy, and Programming Committee. A motion shall be considered to have passed upon affirmative vote of a simple majority of members present at any duly called and scheduled meeting of the Leadership, Policy, and Programming Committee.

#### **ARTICLE VII. COMMITTEE OFFICERS**

The chair, and vice chair, and second Vice Chair of TMACOG-Lake Erie West will serve as chair, and vice chair, and second Vice Chair of the Leadership, Policy, and Programming Committee.

~~TMACOG Bylaws provide that the Leadership, Policy, and Programming Committee chairs will be members of the General Assembly and Governing Board.~~ In the event that neither the chair nor the vice chair 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, Policy, and Programming Committee is a standing committee of the [Lake Erie West Regional Council](#). ~~Toledo Metropolitan Area Council of Governments.~~

#### **ARTICLE IX. ACCOUNTABILITY**

The Leadership, Policy, and Programming Committee reports to and is responsible to the Governing Board.

#### **ARTICLE X. FUNCTIONAL RESPONSIBILITIES**

The chair of the Leadership, Policy, and Programming Committee is hereby authorized to appoint task forces on an ad hoc basis as may be desirable to carry out the purpose of the Leadership, Policy, and Programming Committee. Such tasks forces shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the chair of the Leadership, Policy, and Programming Committee and must operate within the overall policies of [Lake Erie West](#).~~TMACOG.~~

#### **ARTICLE XI. PARLIAMENTARY AUTHORITY**

Except where otherwise specified in these procedures or agreed to by a unanimous vote of the Governing Board members present at a meeting, the rules contained in the most recent edition of Robert's Rules of Order shall govern Leadership, Policy, and Programming Committee proceedings in all cases where they are applicable and not inconsistent with the [Lake Erie West](#).~~TMACOG~~ Bylaws.

#### **ARTICLE XII. AMENDMENTS**

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

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[Lake Erie West](#).~~TMACOG~~ Chair

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[Lake Erie West](#).~~TMACOG~~ Executive  
Director