

## **LeoLetter Committee Guidelines**

(Effective 11/19/94 – Revised 4/9/08)

- 1. PURPOSE:** The primary purpose of the LeoLetter Committee (LLC) is to publish the Club's Newsletter, which shall be known as the LeoLetter. A secondary purpose of the LeoLetter Committee is to help provide other publishing services as may be requested or authorized by the LCA Board of Directors.
- 2. POWERS AND DUTIES:** The LLC shall have the following powers and duties.
  - a.) To produce, assemble, and distribute the LeoLetter three-to-four times a year.
  - b.) To advise, assist, and inform the board and the membership on publishing related matters.
  - c.) To communicate with the Board and the membership regarding LLC activities. This shall include, but is not limited to, (i) making a twice-yearly report to the board, (ii) making a twice-yearly report to the membership in the LeoLetter.
- 3. COMMITTEE COMPOSITION:** The LLC shall be composed as follows:
  - a.) Only the Board may appoint LLC members. The LLC shall be comprised of 3 to 7 members, and up to five (5) non-voting associate members.
  - b.) Each year, or upon vacancy of the position, the LLC shall appoint a Chair from among its members subject to ratification by the Board.
  - c.) Removal from the LLC shall be by majority vote of the Board or expiration of term of office.
  - d.) Terms of office shall be three (3) years, and shall be staggered so that no more than three (3) members go off the LLC each year.
  - e.) The Board shall select members for the LLC based upon knowledge, experience, willingness to serve, geographic location, and recommendations from the LLC.
- 4. INTERNAL PROCEDURE:** The following procedures shall be followed.
  - a.) A vote of the LLC shall be conducted: (i) by the Chair, (ii) by a LLC member appointed in advance by the Chair, or (iii) in the absence of the chair or an appointed substitute, the GC may elect a temporary Chair for the limited purpose of conducting a vote on LLC business.
  - b.) The Chair shall give at least 7-days notice of all meetings. A quorum shall be a majority of all LLC members. No vote shall be valid without a quorum.
  - c.) Meetings/votes may be conducted in person, by mail, or by electronic means, so long as each LLC member has the ability to participate. A record shall be kept of all votes as to which members participated and the number voting to carry or defeat a matter.
  - d.) Failure to participate in, two (2) consecutive meetings shall result in an automatic petition to the Board for removal of that member, unless that member has given prior notice to the Chair, and been excused from participation.
  - e.) The Chair shall have the power to set the agenda and call meetings of the LLC. However, the Chair has no greater powers than the other LLC members, and may not substitute his/her opinions for a decision of the LLC on any matter properly before the committee.
  - f.) The LLC may adopt further rules for its operation not inconsistent with these guidelines or the Constitution and Bylaws.
- 5. LIMITATIONS:** The following limitations shall apply.
  - a.) The SC is subject to the authority of the Board in all matters.
  - b.) Matters which the LLC would like implemented as Club policy must be presented as such, separate from reports of the LLC to the Board. The LLC Chair shall forward such matters, in writing, to the President with a statement regarding what action the SC would like the Board to take on the matter. The President shall place the matter on the agenda for the next regularly scheduled meeting of the Board.
  - c.) Notice to the President shall be considered notice to the Board. However, the opinion(s) of the President may not be substituted for a vote of the Board where Board approval is required.
  - d.) Any member with a personal, or financial interest, in a matter before the LLC shall recuse him/her self from participation in discussion and voting on that matter.