Verde Valley Board Advisory Committee

Operating Guidelines

1. **Mission Statement & Vision Statement**
   Mission: To provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities. Vision: Recognized as the Verde Valley’s voice for constructive and collaborative dialog between residents and the Yavapai College District Governing Board to promote improved access to quality higher education.

2. **Committee Structure**
   The committee shall initially consist of one representative from each of the following communities in the Verde Valley: Camp Verde, Clarkdale, Cottonwood, Sedona, Yavapai-Apache Nation, and two representatives from the unincorporated areas of the Verde Valley. New representatives may be added by the Yavapai College District Governing Board, in consultation with the Committee, and representative communities.

3. **Committee Meetings**
   a. All meetings shall be public except when discussion matters pertain to legal advice, which will be in executive session.
   b. All regular meetings, special meetings, and executive sessions of the committee may be held, at any time and place, as determined by the chair or upon a vote of the committee, upon proper notice to the public per A.R.S §38-431.02, Notice of meetings.
   c. Minutes of each meeting will be taken, and approved for posting at the next regular meeting.
   d. Each action item shall require a motion, and all motions shall require seconding. All motions shall be carried by a majority of the members who vote, except that motions to remove an officer or to amend Operating Guidelines require a majority vote of the full Committee.

4. **Quorum**
   “Quorum” is defined as more than half the membership of the Committee. A quorum shall be necessary to conduct any business at a Committee meeting.

5. **Roles of the Committee are to:**
   a. Represent the Verde Valley as a whole and the member’s community.
   b. Determine the issues to resolve and prioritize.
   c. Seek out accurate data and input from stakeholders.
   d. Perform careful analysis as a basis for advice.
   e. Provide information to the Verde Valley Community as appropriate.
   f. Make recommendations to the Yavapai College District Governing Board through the liaison appointed by the District Governing Board Chair.

6. **Member Expectations**
   a. To attend committee meetings and participate.
   b. To excuse themselves from discussions and votes where they have a conflict of interest.
   c. To take active part in fulfilling the goals listed in item #5 - Roles of the Committee.

Approved by the District Governing Board on March 3, 2015
7. **Officers**

   The officers’ roles and responsibilities are:
   
   a. The Committee Chair shall lead the Advisory Committee, including presiding at all meetings; designating subcommittees and subcommittee membership; and serving as an ex-officio member of all subcommittees.
   
   b. The Vice-Chair shall assist the Chair and assume the duties of the Chair when necessary.
   
   c. The Chair and Vice-Chair shall set the agenda for the meetings, with consideration of member requests, provided that any two members may have a subject placed on the next available agenda by so requesting it in writing to the Chair in a timely manner.
   
   d. The term of office for the Chair and Vice-Chair shall be one year.
   
   e. Officers shall be elected annually at the December Advisory Committee meeting and take office at the close of that meeting.
   
   f. Any elected officer may be removed upon a vote of the majority of the Committee membership at any regular meeting or at a special meeting called for that purpose, when it its sole judgment, the best interests of the Committee would be served by such a Committee action.

8. **Subcommittees**

   Subcommittees shall be selected and have their duties and responsibilities defined by a quorum of the Advisory Committee or by the Chair.

9. **Open Meeting Law**

   All committee members shall act in accordance with the Arizona Open Meeting Law - A.R.S. §§ 38-431 through 38-431.09.

10. **Revision of Operating Guidelines**

    The Committee may vote to propose revisions to these Operating Guidelines at any time, but the revisions shall not be effective until and unless they are approved by the Yavapai College District Governing Board at a public meeting.