***Status: Submitted to NSITSP Board of Directors for recommendations or approval.***

**All committees - Guidelines**

* The Formation Committee makes recommendations for new committees to the board of directors. If approved, the initial members of the new committee will be selected by the board, who may delegate this task as they see fit. The new committee members will then recruit the necessary number of remaining members.
* Initial elections of the committee will designate three committee positions to serve a one-year term. The remaining committee members will be elected for a two-year term. After that, each committee member shall hold office for a period of two years and until his or her successor is elected and qualifies.
* As positions become available (vacancies etc?), applicants to a committee must be approved by a majority of the current committee members. In the event of a tie, the board will break the tie.
* Leadership: Each committee should have at a minimum a Chair, Vice-chair, and Secretary. If there are only two members of a committee, they will forego the role of Vice-chair.
* Committee leadership positions will be elected by committee members for terms of 1 year, where they can choose to stand for re-election for another year.
* Members who serve on a committee must be paid members of NSITSP.
* Committee members can be recruited by other committee members and the NSITSP website.
* Members who wish to apply for a committee need to complete an application provided through the NSITSP website.
* Committee size will be determined by the committee members unless otherwise directed by the board.
* Board and Committee meeting minutes should be posted to the NSITSP website according to the current procedures.
* Committee members who do not consistently maintain at least 70% attendance to meetings may be subject to removal as determined by a majority of the committee or action by the board of directors.
* NSITSP board and committees use Robert’s Rules of Order for meetings.
* Committee Secretary should communicate action items for the board to the NSITSP board liaison.
* In the need of a board liaison, the Committee Chair will fill that role.
* Committees should vote to determine their meeting frequency, but meet once a quarter at a minimum.
* Elections (see Elections Guidelines)
	+ Propose that they are held from midnight on the 15th of September through midnight on September 30.
	+ Only professional members in good standing will be able to submit one vote for each position or question. (Good standing will be determined by the membership committee.)
	+ Elections will be held online electronically.
	+ The nominees receiving the most votes for the available positions will be the new committee members.
	+ NSITSP will consider ways to encourage diverse committees.