

Document #:	Operating Council – C-3	Created:	6-9-2002
Title/Subject:	Program Council	Revised:	10-30-2016
Purpose:	Define Program Council through Bylaws Reviewed/Unchanged:		
Operational Authority:	Bylaws		

Policy

Defined by Bylaws.

ARTICLE VIII. COMMITTEES AND COUNCILS

Section 8.2 Program Council

The purpose of the Program Council is to coordinate activities of all church committees and councils, serving as the operational arm of the Board of Directors. The Program Council will provide a forum for committee and council chairs to ensure activities and initiatives are coordinated and to maximize cooperation between program areas. The Program Council will facilitate the development and submission of all committee and council budgets.

The voting membership of the Program Council is comprised of the Board Vice President, the chair of the Finance Committee, and the chairs of the committees and councils chartered by the Board of Directors. Chairs of committees and councils may designate an alternate member of their committee or council to vote on issues in their absence. Chairs of the Nominating Committee, Endowment Committee, Personnel Committee, Clara Barton Guild, Memorial Garden Committee, and all committees, sub-committees, and groups reporting to Board chartered committees and councils may attend Program Council meetings and participate in discussion but may not vote.

The Vice President serves as chair of the Program Council and shall convene meetings of committee and council chairpersons or designates. The Vice President may appoint a voting member of the Program Council to serve as Secretary to the Council.

The Program Council shall meet as necessary to carry out its duties. Program Council members will be notified of meetings by phone or e-mail at least one week in advance of the meetings.

An act of the Program Council shall require an affirmative vote of a majority of the voting members in attendance. At his or her discretion the Chair of the Program Council may call for a vote on an issue by e-mail. An act of the Program Council conducted by e-mail shall require an affirmative vote of a majority of voting members responding during the voting period designated by the Chair of the Program Council.

Procedure

None.

Associated Documents

None.