PROMISES2KIDS

Policy on the Establishment, Changes or Termination of a Board Committee

Purpose:

This policy outlines the process for establishing, altering, or terminating Board Committees including authority for these actions.

Committees Identified in Promises2Kids Bylaws:

The Stewardship Committee may, at its discretion, review any standing committee and determine whether modifications or termination should be considered. Following such review, the Stewardship Committee shall prepare a formal recommendation to the full Board of Directors. This recommendation shall include:

- The proposed action (modification or elimination)
- The rationale for the recommendation
- Any anticipated impact on governance, operations, or organizational effectiveness

All recommendations from the Stewardship Committee regarding the modification or elimination of standing committees shall be presented to the full Board of Directors. The Board shall review the recommendation, engage in discussion as needed, and take formal action through a majority vote.

No standing committee shall be modified or eliminated without approval by the full Board of Directors. The Stewardship Committee's role is advisory and evaluative, and final authority rests with the Board.

With committees outlined in the Bylaws, any changes will require an amendment to the Bylaws which requires approval by majority vote of the full Board of Directors. The process for amendments to the Bylaws is as follows:

- The Secretary drafts a proposed bylaw change/s
- Executive committee will review and if approved, will move it forward to the full Board
- The full Board membership (quorum) will vote on the amendment and requires a majority of the members in favor to pass
- The result of the vote will be recorded, and if the amendment is approved, the secretary will date and sign the amended Bylaws

All decisions made by the Board regarding standing committees shall be documented in the official Board meeting minutes. Any approved changes shall be communicated to relevant stakeholders and implemented in a timely manner.

Committees not identified in our Bylaws:

The Stewardship Committee may establish, amend, or terminate a committee to support the work of the Promises2Kids Board in support of the organization's mission. Any actions taken by the Stewardship Committee to create, revise, or dissolve a Board Committee shall be documented and communicated to the full Board of Directors in a timely manner. The report shall include the rationale for the change and any relevant details regarding the committee's purpose, structure, or scope.

This policy is enacted in recognition that the organization's bylaws do not prescribe specific requirements or limitations regarding board committees outside those described in the Bylaws, thereby allowing the Board to delegate such authority to the Stewardship Committee.

Effective Date & Review of this Policy:

This policy was approved on May 14th, 2026, by a majority vote of the Board of Directors. This policy may be reviewed periodically by the Board of Directors to ensure continued alignment with governance, best practices, and organizational needs.