

TERMS OF REFERENCE

Standing and Special Committees

There are two types of Committees, Standing and Special, and they both serve different purposes. A Special Committee does the preliminary work on matters to be prepared for action. Standing Committees are appointed annually. Unless the presiding Officer appoints a Chair, the first named usually becomes the Chair. A committee by majority vote may elect its own Chair, if not already appointed.

A Special Committee is appointed for a specific purpose and continues to act until the duty assigned has been completed and the committee dissolved. It should report to the body that made the appointment. In small committees the Chair usually acts as Secretary. In large committees, the committee usually elects a Secretary. When the committee has completed its investigation, a report is prepared and signed by the members for presentation to the higher body.

References

- Branch Bylaws
- BC/Yukon Command Bylaws
- General Bylaws