



## Parliamentary Procedure Training: Committees

A committee is a group of one or more people appointed or elected by an assembly to consider, investigate, take action on, and/or report back to the larger body, in regard to certain matters or subjects.

### Types of Committees:

- **Standing Committee**- permanently established
- **Special (Ad-hoc) Committee**- appointed to exist until completion of a specific task
- **Committee of the Whole**- consists of the entire body of members in attendance at the assembly's meeting (used mainly in large meeting/legislative bodies)
- **Quasi Committee of the Whole**-
  - convenient for meetings of medium size (50-100)
  - Results of the votes taken are reported to the assembly for final consideration under the regular rules
  - Presiding officer remains chair
- **Informal consideration**
  - Suited to small meetings of ordinary societies
  - Removes normal limits on the number of times members can speak in debate
  - Presiding officer remains chair
  - Results of votes taken are decisions of the assembly, which are not voted on again

### Methods of Committee Selection:

- **Election by ballot** (after nominations): perhaps useful for powerful standing committee
- **Open nominations with *viva voce* elections**: nominees are voted on one at a time until the required number are elected
- **Nominations by chair with voice-vote confirmation**: members may move to strike out a name, but not to insert one
- **Appointment by the chair (or by the president)**
- **Naming the members in the motion establishing a special committee**

### “The Little Things that Count”

- Resignations from committee are addressed to the appointing power
- Vacancies resulting from resignations are filled by the same appointing power, unless stated differently in the bylaws
- Standing and Special committees may appoint subcommittees from their own members
  - A subcommittee is a division of the committee, usually appointed by the committee for a specific purpose
  - All subcommittees report to the committee, not the main body

### **Contact Us!**

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