

## **STUDY COMMITTEE**

**PURPOSE:** The Study Committee is responsible for researching issues which have been determined by the Executive Board to be of importance and significance to the membership and for proposing an appropriate course of action on these items.

### **RESPONSIBILITIES:**

1. Research the issue(s), including conducting membership surveys and querying other organizations.
2. Propose a course of action to the Executive Board, including the pros and cons of such action as well as the pros and cons of taking no action.
3. If item is to be voted on by membership, prepare a proposed ballot title and provide background information to Executive Board for inclusion in ballot packet. Board will forward packet on to the Nominating Committee.
4. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.

**NUMBER OF COMMITTEE MEMBERS:** Five. (This number serves only as a guideline for the committee chair. The chair may appoint any number of members necessary to carry out the responsibilities of the committee.)

**REPORTS REQUIRED:** Written reports are created for the business meetings held at the Colorado Municipal League Conference and at the CMC Institute. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. Another written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent, in duplicate, to the Secretary prior to the meeting. The original of all reports will be preserved by the Historian.

Surveys and other background information used in making recommendations should also be transferred to the Historian.

### **BUDGET:**

Refer to current budget for committee allocation amount.

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