

Article XV Duties of the Committees

Section 13. Council Committee Size and Constituency: Committee membership discussion is limited to Council committees only. Membership on Standing Committees or Executive Board Ad Hoc Committees is defined by the CFP Executive Board.

Subsection 1. Committee size.

Voting membership for council committees should be comprised of at least eleven (11) voting members with a maximum of ~~no more than~~ twenty-three (23) voting members. Non-voting membership should be comprised of at least six (6) alternates with a maximum of eighteen (18) non-voting alternates.

- a. Minimum size: Voting membership for a minimum size committee is the Chair, Vice Chair, one (1) representative from state regulatory, one (1) representative from local regulatory, two (2) representatives from industry, one (1) from an academic institution, one (1) consumer representative, and three elective (3) representatives which may be selected from any Conference constituency with an emphasis on expertise specific to the committee's charge(s).
- b. Maximum size: Voting membership for a maximum size committee is the Chair, Vice Chair, four (4) representatives from state regulatory, four (4) representatives from local regulatory, eight (8) representatives from industry, one (1) from an academic institution, one (1) consumer representative, and three elective (3) representatives that may be selected from any Conference constituency with an emphasis on expertise specific to the committee's charge(s).
- c. Any committee comprised of membership numbers between the minimum and maximum shall make every reasonable effort to maintain constituency balances.

Subsection 2. Committee Membership Selection. The Chair and Vice Chair of a council committee may be selected from any of the Conference constituencies as approved by the Council Chair and the Executive Board, provided each is from a different constituency. The Committee Chair and Vice Chair are responsible for selecting the voting members and alternates from the list of committee volunteers. If a Committee Chair does not receive sufficient volunteers in the appropriate constituencies, they shall confer with the Council Chair to seek volunteers from the Conference membership making every reasonable effort to maintain constituency balances. The Committee Chair, in conference with the Council Chair and/or Executive Board, shall have the flexibility to fill vacancies in the voting membership with unbalanced constituency representation if deemed necessary to reach a minimum of 11 voting committee members. All proposed committee members must be approved by the Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws. All voting members and alternate non-voting members shall be identified as such on the approved committee roster along with their respective constituency.

Subsection 3. Alternate member duties. ~~A maximum of 23 voting members are permitted on a council committee. All volunteers not selected for a voting position shall be offered an "at large" non-voting position on the committee. There is no limit to the number of at large non-voting members that may participate. At large~~ Alternate members will be included and allowed to participate in all committee functions, including but not limited to, meetings, conference calls, emails, deliberations, research and activities, but will not have an individual vote on committee actions. ~~All voting members and at large non-voting members shall be identified as such on the committee roster along with their respective constituency.~~

Subsection 4. Committee voting member vacancies. In the event a council committee voting member departs such committee during a biennial cycle, an ~~at-large~~alternate member of the same constituency as the departing member shall be selected by the Council Chair to fill the vacancy, subject to approval by the Council Chair and Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws. If a council committee voting member changes constituency during a biennial cycle, and there is no vacancy in that member's new constituency, the member will need to transition from service as a voting member on that committee and may continue to serve as an ~~at-large~~alternate non-voting member for the remainder of the biennial cycle. This transition will occur upon notification to the Committee Chair.

Subsection 5. Committee membership continuity. The Chair of a council committee that continues over more than one biennial cycle shall assess the immediate previous committee membership to ensure at least 50% of the ongoing committee's voting membership are new members that did not serve as voting members on the immediate previous committee. This will ensure that an increased number of ~~at-large~~Conference members ~~or others~~ have an opportunity to participate as a voting member over time when there are a large number of volunteers.