

# DCFCA Committee Guidelines

As last amended March 26, 2008

## COMMITTEE GUIDELINES

### General Committee Guidelines

1. Unless otherwise stipulated in the Constitution or By-Laws, the chairs and Members of Federation committees are appointed by the President from among delegates and alternate delegates. The President shall be an ex officio voting member of all committees except the Nominating and Auditing committees. Nondelegates may be appointed in a nonvoting capacity, provided that the proposed appointment is reported to and approved by the Assembly. (*By-Laws Article V, Sections 1, 5, & 6*)

2. The president shall either assign responsibility for coordinating the work of each committee (except the Nominating Committee) to one of the vice presidents, or take such responsibility him- or herself. (*Constitution Article V. Section 4*) The responsible vice president or the President shall call each committee before each Assembly meeting to ascertain if reports need to be placed on the agenda.

3. Each committee concerned with general public matters shall actively monitor the issues within its purview, including programs, policies, and pending actions of public agencies with responsibilities in the field. It shall notify the Federation and member associations of important issues, recommend courses of action, and prepare responses for the Federation in the form of letters, testimony, etc.

4. All committee reports containing recommendations shall be in writing except upon unanimous vote of the Assembly to the contrary. (*By-Laws Article VII*)

5. Each committee chair shall submit a written report of the activities of his or her committee at the December Annual Meeting.

6. All funds received by any committee shall be forwarded to the Financial Secretary for trans-

mission to the Treasurer and deposit in a Federation account, and no expenses shall be reimbursed except by a check drawn upon an account of the Federation. The Assembly may, however, authorize specific sums as advances toward specific programs. See also Financial Guidelines.

7. No committee except the Awards Selection Committee (for general awards) and the Scholarship Committee (for scholarships) is authorized to select recipients for any award. All awards in the name of the Federation shall be recommended by the Awards Selection Committee and approved by the Assembly. (The President may, however, present special presidential awards and citations at his discretion.)

### Guidelines for Individual Committees

**Administration Committee** consists of the five elected secretaries and such other members as the President may appoint. The President shall designate the chair of the Committee. (*By-Laws Article V, Section 2*) It shall make sure that the routine activities of the Federation are carried out, offering assistance where needed on matters such as preparation of delegate lists and mailings. The president may on occasion assign to this Committee matters that are normally the responsibility of committees for internal affairs that are currently vacant. The Committee shall from time to time conduct delegate orientation seminars.

**Amenities Committee** shall express the sympathy and concern of the Federation to individuals and families regarding illness, death, or other misfortune befalling delegates, former delegates, and influential friends of the Federation. It shall also announce such misfortunes so that other delegates may offer their own sympathy. Families of deceased officers and former officers who served for more than one year may be sent flowers or contributions in lieu of flowers.

**Auditing Committee.** See Financial Guidelines, paragraph 5.

**Awards Program Committee** shall conduct the program at which the principle awards and honors of the Federation are presented. This program shall normally be on the last Saturday in October. A principal consideration in the conduct of the program is to raise funds for the general purposes of the Federation.

**Awards Selection Committee** shall develop criteria for awards or honors offered in the name of the Federation. No award or honor (other than scholarships and presidential awards and citations) may be authorized without prior recommendation of this Committee. The Committee is authorized to conduct an annual review of awards and honors, including awards such as Grass Roots Awards that may be selected by member associations for presentation at Federation programs. Changes in the terms and criteria of awards and honors shall be reported to the Executive Committee, and must be approved by the Assembly before taking effect.

**Awards Selection Committee** shall have exclusive power to select recipients for all city-wide awards and honors given in the name of the Federation (with the exceptions just noted). The chair of any program at which a Federation award or honor is presented shall be an ex officio voting member at the meeting of the Committee that selects the recipient for that award.

**City Planning and Economic Development Committee** shall consider planning, zoning, development, and historic preservation issues, and the agencies responsible for them. It shall study the economic needs of the community, evaluate proposed economic developments, and insure preservation of community and historic values. It shall also take the lead in providing Federation support in resolving planning and development problems of member associations.

**Constitution and By-Laws Committee** shall consider proposals, including those of its own members, to amend the Constitution and By-Laws of the Federation. It may also consider or propose Guidelines for the conduct of Federation business, and make recommendations to the Executive Committee.

**Education Committee** shall develop policies regarding public schools, current education issues, and educational agencies in the District; and take the lead in bringing them into effect. It shall encourage participation in elections for members of the Board of Education by conducting candidate forums, promote respect for education and scholarship, and take all possible measures to motivate students, parents, and educators to work together for better public education.

**Environmental Services Committee** shall consider matters relating to water supply, sanitation, public space, and the environment. It shall work to promote a clean, healthy, and beautiful city.

**Executive Committee** is composed of the elected officers of the Federation and the chairs of the Federation' standing committees, and holds its regular meetings approximately two weeks before the Assembly meeting, at a day, time, and place designated by the President. Chairs of special and ad hoc committees as well as other delegates and resource persons may be invited to attend meetings of the Executive Committee on a nonvoting basis. Matters of general concern may be referred it (if they not more suitable for another appropriate committee) for consideration and recommendation to the Assembly. It shall have responsibility and authority to take action within the scope of policies established by the Assembly. (*Constitution Article IX*)

**Federation Budget Committee.** See Financial Guidelines, paragraph 6. projected activities.

**Health and Human Services Committee** shall consider public health, social welfare, and related social service issues, including issues related to senior citizen and youth affairs. It shall work to insure adequacy of services and respect for the dignity of recipients, and to promote wholesome living conditions and healthy lifestyles.

**Housing Committee** shall consider housing problems in all their ramifications, and follow policies and programs of agencies addressing housing issues. It shall work to increase the supply of affordable housing, promote sensitive renewal and rehabilitation, reduce the problem of

economic and racial discrimination, and moderate conflicts between landlords and tenants.

**Legislation Committee** shall include the chairs of standing committees with pending legislative business, as well a chair and such other members as the President may appoint. (*By-Laws Article V, section 3*) It shall consider legislative and budget proposals before the Council of the District of Columbia and the Congress of the United States, making sure that each issue is addressed by the appropriate committee. It shall be especially watchful for consumer issues, pending emergencies, and issues that have been neglected by inactive committees. It shall alert the Federation and member associations of important issues, and shall help prepare testimony and publicity to further Federation policies.

**Membership and Credentials Committee** shall handle applications for membership in the Federation in accordance with Article III of the Constitution.

**Nominating Committee** is elected at the September meeting of the Assembly. It shall report a slate of candidates for office at the October Assembly. (*By-Laws Article V, Section 6*) It shall conduct the election and installation of officers at the December Annual Meeting. (*Constitution Article VI, Section 1*) Election shall be by written ballot, and by a plurality vote. (*By-Laws Article II*)

**Public Relations and Website Committee** shall publicize the work of the Federation through press releases, news conferences, media programs, and other means, utilizing the President, other officers, committee chairs, and presidents of member associations whenever possible. The content of publicity shall be subject to supervision by the President. A major project of the Committee shall be publishing a Website for distribution

information to delegates and friends of the Federation.

**Public Safety Committee** shall consider police, fire, corrections, and related judicial activities. It shall work to promote safety, crime and fire prevention, civil rights, good police-community relations and general good order in the community. It shall also consider matters related to homeland security and emergency management.

**Public Utilities Committee** shall consider issues concerning electric, gas, and communications utilities, including all cases before the Public Service Commission. It shall work to promote fair rate structures, efficient services, and environmentally sound development of utilities.

**Recreation Committee** shall consider matters of recreation, parks, and cultural activities. It shall work to promote wholesome and stimulating activities for all age groups, especially for youth.

**Scholarship Committee** shall promote competition for Federation scholarships among students in District of Columbia public and charter schools who have demonstrated academic excellence, leadership, and financial need; select recipients to receive Federation scholarships; and solicit contributions to the scholarship fund.

**Transportation Committee** shall consider issues relating to streets, bridges, highways, and public transportation. It shall work to promote convenient and affordable transportation for all classes of people.

**Ways and Means Committee** shall recommend and conduct fund-raising projects, and shall lend support to the ongoing fund-raising endeavors of other committees.