

5.0 BOARD SELF GOVERNANCE**5.10 COMMITTEE REPORTING PROCESS****INTENT:**

Committees are required to report to Board of Directors.

5.10.1 GUIDELINES:

- 5.10.1.1** Committee reports shall be part of each Regular meeting of the Board of Directors.
- 5.10.1.2** Committee reports shall be presented in person, whenever possible, by the Chair (or designate) of the committee.
- 5.10.1.3** The Airshed Zone and the Beaver River Watershed Alliance committee reports are used to help LICA staff perform the administrative functions that are part of the agreement between these bodies and the LICA Board.

5.10.2 IMPLEMENTATION:

- 5.10.2.1** A committee report may be written or verbal, or consist of the committee meeting minutes.
- 5.10.2.2** Questions relative to the report and committee business are to be directed to the Chair (or designate) of the committee.
- 5.10.2.3** If a report contains insufficient information for the Board to make a decision, the matter shall be tabled until the information can be obtained.
- 5.10.2.4** Board minutes for committee reports shall indicate :
 - No report
 - Report as presented and/or attached
- 5.10.2.5** Even in the absence of a report, the Board may still discuss items pertaining to a committee, and may seek additional information as required.

Review Dates: August 25, 2004, Sep 2006

Approval Dates: September 29, 2004, Sep 27, 2006
