

## **SUBCOMMITTEE BYLAWS**

### **Establishment**

The Executive Board may seek to establish subcommittees to assist in the effective conduct of the MCAHA's business.

### **Authority**

The authority of a Subcommittee will be no greater in scope than the responsibilities assigned, and the authority delegated, by the Executive Board. Any delegation of authority to a Subcommittee, and any change in such authority so delegated, will require the approval of the Executive Board.

### **Membership**

Subcommittees will consist of a predetermined number of members by the Executive Board, all of whom must be current MCAHA members. A member of the Executive Board will serve ex officio as an additional member of the Subcommittee. Subcommittees may include advisory members with expertise relevant to the work of the Subcommittee.

### **Appointment**

All members of a Subcommittee, including the ex officio member, will be appointed and approved by the Executive Board.

### **Term**

Subcommittee appointments will be for the length of time necessary to complete the assigned task, not to exceed one year.

### **Voting**

Only the members of a Subcommittee may vote on Subcommittee business (after which will be brought to the Executive Board for review). Advisory members may participate in all respects on matters brought before the Subcommittee, except voting. If a voting matter ends in a tie, the Executive Board Members vote will be used as the tiebreaker.

Subcommittee Members will not receive a vote in any Executive Board matter and any decisions made by a subcommittee may be overturned by a majority vote of the Executive Board.

### **Reporting**

A Subcommittee will provide detailed reports of all matters on which a Subcommittee has exercised its delegated authority at the MCAHA scheduled General Meetings.

