

MEMBER ADVISORY COMMITTEE GUIDELINES

I. PURPOSE

The Member Advisory Committee (MAC) is formed by and for the benefit of the GVEA Board of Directors. The function and purpose of the MAC is to inform GVEA's board regarding issues and concerns of GVEA's membership and to undertake assignments when specifically requested by GVEA's board.

II. COMPOSITION

The MAC shall be composed of 24 members consisting of 21 Regular Seats (three members from each of GVEA's seven districts) and three At-Large Seats. Annually, between May and July, GVEA will solicit members from all districts to fill vacancies and expired terms on the MAC. GVEA members desiring to serve on the MAC are required to complete and submit an application by the stated application deadline.

III. SELECTION PROCESS

MAC applications will be reviewed by the entire MAC (or a subcommittee of the MAC) and separated by district. The MAC will thereafter select applicants from the respective districts and will submit a list of recommended appointments to the GVEA board for approval.

IV. TERM

The term of service for MAC members shall be as follows:

- A. Regular Seats: MAC members appointed from districts will serve a three-year term. Terms will be staggered so that one MAC member will be appointed from each district per year. MAC members may not serve consecutive terms but may reapply for appointment after a one-year waiting period unless the district from which they are serving has a vacant seat, in which case, the one-year period will be waived.
- B. At-Large Seats: Three members from any of the seven districts will be appointed to fill three At-Large Seats for a one-year term. MAC members holding an At-Large Seat may, at the end of their term, apply for either a Regular Seat from the district in which they are a member or for an At-Large Seat.

In order to provide continuity and a smooth transition between incoming and outgoing MAC members, the term of service for MAC members will begin on September 1 of each year and will expire on September 30 of the following year.

V. VACANCIES

- A. To the extent there are vacancies on the MAC resulting from a resignation or dismissal, the vacancies will be filled from the pool of applicants on file with GVEA as prescribed in Section III. If there are no applicants for a particular district, the MAC will solicit, select and recommend applicants as prescribed in Sections III and IV. A member appointed to fill a MAC vacancy is eligible to reapply for appointment once their term has expired.
- B. A MAC member in good standing who moves from one district to another will remain on the MAC for the duration of their term if the district to which they are moving already has three members. However, if the district to which a MAC member is moving has a vacant position, the MAC member will be appointed to fill the vacant position and will serve the remaining term of the vacancy.

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VI. OFFICERS

Election of MAC officers will take place at the October MAC Meeting. Elections will be facilitated by the GVEA staff member in attendance and be conducted in the following manner:

- A. Each office will be elected separately by secret ballot in the order of: Chairperson, Vice-Chairperson and Secretary.
- B. Nominations will be taken for the office under consideration. MAC members may nominate themselves. Each MAC member will be given a ballot for the office up for election and will cast the ballot by writing the name of the MAC member who they are voting for. Votes may be cast for MAC members who have not been nominated.
- C. Ballots will be counted by the GVEA board member and staff representative attending the meeting. The MAC member receiving a majority of the votes cast for the office will be deemed elected.
- D. In the event of a tie vote between the candidates receiving the most votes, a run-off election will be held between those candidates unless all but one of those candidates withdraws. Re-balloting will continue until one MAC member receives a majority vote.
- E. Newly elected officers will take office immediately upon conclusion of the elections and shall serve until the next election.
- F. If an office becomes vacant, the office will be filled through an election (Section VI) and the individual so elected will serve until the next election.

VII. ATTENDANCE

- A. MAC members who are unable to attend a scheduled MAC meeting will notify the MAC Chairperson or GVEA's Public Relations office prior to the meeting in order to be considered excused.
- B. A MAC member who has two consecutive unexcused absences will be notified in writing through the MAC Chairperson that they will be dismissed from the MAC if a third consecutive unexcused absence occurs. A copy of the notification will be provided to the MAC secretary. If that same MAC member misses a third consecutive MAC meeting, or having made the third meeting thereafter has two additional consecutive unexcused absences during their term, the MAC member will be automatically dismissed from the MAC and their vacant position filled. Notice of dismissal will be provided through the MAC Chairperson and a copy retained by the Secretary.

VIII. MEETINGS

A. Member Advisory Committee Meetings:

1. Meetings will be run by the Chairperson. If the Chairperson is unable to attend a MAC meeting, the Vice-Chairperson (or if absent, the Secretary) will run the meeting. If none of the officers are able to attend a meeting, the GVEA board director or staff representative in attendance will ask for volunteers and will appoint a Chairperson pro tem. If the Secretary is absent, the Chairperson will appoint a MAC member to serve as Secretary pro tem.
2. Meetings will be held within GVEA's service area (typically at GVEA's main office), at a date and time previously scheduled by the MAC.

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3. Meetings will be open to GVEA's membership, directors and staff.
4. A meeting notice and agenda will be provided to MAC members in writing at least one week in advance and posted on GVEA's website.
5. The meeting agenda will include a period for GVEA member comments. If any member comments are made during a MAC meeting, a brief summary of those comments will be provided to GVEA's board on a timely basis.
6. Meetings will be conducted in accordance with the most current edition of *Roberts Rules of Order*.
7. Official MAC business may be conducted only when a quorum of MAC members is present. The act of the majority of the MAC members present at a meeting at which there is a quorum will be deemed an act of the MAC.

B. GVEA Annual Meetings:

1. MAC members will be called upon to assist in various capacities at GVEA's Annual Meeting.
2. MAC members appointed to be Sergeants-at-Arms at the Annual Meeting must maintain neutrality while serving in that capacity. In accepting a position as Sergeants-at-Arms, a MAC member relinquishes their right to speak to the membership during the member comments portion of the Annual Meeting.

IX. STAFF SUPPORT

- A. Information and briefings will be provided to the MAC by GVEA management, staff and consultants, when the board and/or President & CEO considers it appropriate.
- B. Clerical support will be provided to the MAC by GVEA when reasonably appropriate and approved by GVEA's President & CEO or their designee.

X. BOARD ASSIGNMENTS

Assignments from GVEA's Board of Directors to the MAC will be in written form and conveyed through the Chairman of the Board of Directors to the MAC Chairperson.

XI. RESPONSIBILITIES

- A. The MAC will serve only in an informational/advisory capacity to the GVEA Board of Directors and will act only in accordance with directives given by the board.
- B. As a condition of serving on the MAC, committee members will sign and agree to abide by the MAC Rules of Decorum Agreement. Violations of this agreement will be addressed by the Chairperson.
- C. The MAC Chairperson or their designee will submit a written report to GVEA's Board of Directors on a monthly basis following a MAC meeting. The MAC Chairperson or designee will also attend GVEA board meetings to verbally report on the MAC minutes.
- D. MAC members will not speak at GVEA's Annual Meeting on behalf of the MAC or on any matter relating to the MAC without prior consent of the Board of Directors. This does not preclude MAC members from speaking in their individual capacity as a rate payer.

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- E. A board director assigned to attend a MAC meeting will only speak for the GVEA board-when reporting on board meetings and activities. Likewise, a MAC representative assigned to attend a GVEA board meeting will only speak for the MAC to report on MAC meeting minutes.

GVEA Board Action:
Adopted September 19, 1983
Revised September 28, 2021