

# COMMITTEE FLOWCHART



## MEMBER HAS AN IDEA!



**MEMBER COMMUNICATES  
IDEA TO COMMITTEE  
CHAIR OR MEMBER**



**MEMBER ASKS CHAIR  
TO INCLUDE ON AGENDA**



**CHAIR CONTACTS  
STAFF LIAISON TO  
PUT ON THE AGENDA**



**COMMITTEE DISCUSS THE IDEA &  
MOTION A VOTE TO APPROVE**



**IDEA IS THEN NOTICED  
TO THE COMMITTEE**

**APPROVED MOTION  
GOES TO THE  
BOARD OF DIRECTORS  
FOR PRESENTATION**



**BOARD OF DIRECTORS  
APPROVES OR  
SENDS BACK TO  
THE COMMITTEE**

**STAFF ACT ON APPROVED ACTION ITEM UNDER THE  
DIRECTION OF THE AE AND INFORM THE MEMBER  
WHAT IS HAPPENING WITH THEIR IDEA**