

APP XIV - Project Study Committee

Approved March 10, 2020; Amended September 12, 2023; Approved June 11, 2024

A. Objective

- To examine and submit recommendations to the Board regarding KPOA special projects including long-term planning.
- To provide support and continuity to the KPOA Board regarding near and long-term multi-year KPOA projects, their vision, initial planning, and execution, while carefully not supplanting any existing KPOA committee.
- To integrate the committee's activities with the efforts of other association committees with particular emphasis upon transparency with the wider membership.

B. Policy

- Reorganize and elect chair following the Annual Organizational Board Meeting.
 - Chair is elected from one of the Board of Directors assigned to the committee.
 - Committee is composed of at least five but not more than seven members.
 - Half of the non-chair members are be Board members representing staggered Board terms.
 - The others are be non-Board KPOA members.
- Chair or Secretary is responsible for the following:
 - Maintain list of current members.
 - Forward current members and officers list to the Administration Office for the committee roster.
 - Keep regular written minutes of committee meetings.
 - Submit a report of the activities to the Board prior to its regular monthly meeting.
 - Submit a copy of the approved minutes:
 - To the Administration Office for posting on the committee's Landing Page for the membership.
 - Submit a copy of the meeting Summary Report:
 - To the Board of Directors.
 - To the Publications Committee for posting in the Kala Pointer.
- Undertake tasks as approved by the Board prior to commencing any study or project.
- Be familiar with committee tasks and recommendations to the Board for the current and two previous years.

C. Procedure

The committee is responsible for all steps of this procedure.

- Reorganize and determine a regular meeting date and time.
- Receive a project or study assignment from the Board.
- Investigate the project using various methods. Methods may include surveys, an ad hoc study, professional consultations, etc. When possible, a cost estimate is obtained. The investigation may occur over an extended period of time in order to gather all pertinent information, and should not be rushed.
- Solicit member comments and recommendations throughout the project development process.
- Inform KPOA members of project progress through various measures as appropriate.
- Compile the results of the investigation. Results should include a statement regarding committee findings, supporting documentation, pros and cons, applicable membership input, and cost estimates when possible.
- Obtain a consensus recommendation prior to presenting any recommendation to the Board. A consensus is defined as the lack of objection or committee approval of 75% or more.
- Present the results of the assignment and their recommendation(s) to the Board.
- Annually, review and evaluate the status of on-going projects and report those results to the Board and general membership.