

# Metro | *Policies and procedures*

**Subject** Metro Committees  
**Section** Office of the Chief Operating Officer; Human Resources  
**Approved by** Martha Bennett, Chief Operating Officer; MERC Commission

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## **POLICY**

*Metro committees provide valuable contributions to improve business operations and support our region's communities. To succeed, these committees need active participation from their members. This policy establishes procedures to support these committees and recognize employees' contributions.*

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## **Applicable to**

All employees who are members of ongoing internal committees.

*Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.*

## **Guidelines**

1. This policy applies to internal committees that serve an ongoing business need and for which membership crosses departments. Teams supporting finite projects or projects with external partners are excluded from these criteria.
  - a. Examples of committees that meet the criteria: Safety Committees, Joint Labor Management Committee for Health Benefits, Diversity Action Team, 401(k) Committee, Green Teams, Sustainability Committee.
  - b. Examples of committees that do not meet the criteria: Web design team.
2. The procedures outlined below are intended to support Metro committees by:
  - a. Clarifying documentation expectations;
  - b. Promoting transparency between participating employees and their supervisors; and
  - c. Creating an environment that recognizes employees' contributions.

## **Procedures**

### **Committee bylaws**

1. Each internal committee covered by this policy must have bylaws that follow the template attached to this policy. Bylaws must be reviewed by the respective Department Director and approved by the Senior Leadership Team and/or Deputy Chief Operating Officer.

- a. The bylaws should include:
    - i. Committee mission;
    - ii. Membership selection criteria;
    - iii. Terms of membership and requirements of members;
    - iv. Level of committee authority (i.e., advisory or decision making body) and decision-making process; and
    - v. Officer or chair responsibilities.
  - b. Human Resources will house copies of bylaws for all committees.
2. When recruiting members, a committee should provide a copy of its bylaws to the interested employee.

### **Employee participation**

3. An employee must have a supervisor's approval to participate in a Metro committee. A supervisor may decide not to approve an employee's participation if it would prevent the employee from meeting the business needs of the department. Conversely, participation in some committees may be required to meet a department's business needs and employees may be assigned to participate.
4. The terms and hours of the membership commitment must be identified in advance and discussed with the supervisor.
5. The supervisor must adjust the employee's workload as necessary to allow the employee to participate on work time.
6. Committee participation should be noted as a goal in the employee's performance evaluation and appropriately documented for future review.

### **Fundraising and cash handling**

7. A committee that wishes to raise funds in support of its mission must receive authorization to do so from Metro's Chief Operating Officer (COO) or Deputy COO.
8. For fundraisers expecting minimal proceeds, committees must follow the cash procedures listed in Appendix A. Committees planning to conduct significant or repeated fundraising events should seek financial and legal advice concerning non-profit status and other critical issues.

### **Responsibilities**

#### Employees:

- Request supervisor approval to participate in a committee.
- Follow fundraising and cash handling procedures as applicable.

Supervisors and Managers:

- Assign and approve committee membership.
- Adjust employees' workloads and performance evaluation goals to reflect committee memberships.

Human Resources Department:

- Maintain copies of committee bylaws.

Committee:

- Complete draft bylaws following the format in the attached and seek approvals as outlined in this policy.

**Attachments**

Appendix A – Metro Committee Cash Handling Procedures

Appendix B – Template for Committee Bylaws

## **Appendix A**

### **Metro committee cash handling procedures**

#### Accepting Checks

1. Checks must be preprinted and include the issuer's name, address and must have a check number.
2. Checks must only be made payable to the committee conducting the fundraiser.
3. Foreign checks are not accepted.
4. Checks must not be post-dated (dated after current date) or stale-dated (dated more than 6 months prior to the current date).

#### Accepting Cash

1. The beginning cash fund must be counted by two people in charge of the fundraiser.
2. A petty cash box has to be used during the fundraising event.
3. During the fundraiser cash has to be counted in front of the customer.
4. When closing out, two people involved in the fundraiser have to count the total of the cash and fill out a cash report, stating the beginning fund balance, the sales amount and ending fund balance.
5. The balancing of cash and preparation of the cash report should occur immediately after the close of the event.

#### Depositing Cash

1. Fundraising proceeds should be deposited into the committee's bank account within three business days of the event.
2. Cash held until deposit should be kept in a locked secure area.

#### Reconciling the Bank Account

1. The bank account should be reconciled on a monthly basis and in a timely manner
2. A person without access to the bank account and not involved in the collection of fundraising amounts should be responsible for the monthly bank reconciliations.
3. Any discrepancies noted in the bank reconciliations should be reported to an individual with management oversight of the committee (Committee board member, president, etc.)

No credit cards can be accepted for fundraisers.

**Appendix B**

**(NAME) BYLAWS<sup>1</sup>**

*Adopted (Date)*

*Revised (Date)*

**ARTICLE I NAME**

The Committee shall be known as the (Name).

**ARTICLE II MISSION**

**ARTICLE III AUTHORITY**

Level of authority (advisory or decision-making body)

**ARTICLE IV MEMBERSHIP**

- Section 1: Criteria for membership
- Section 2: Terms of membership
- Section 3: Responsibilities of members
- Section 4: Attendance requirements
- Section 5: Selection and termination process

**ARTICLE V OFFICERS**

- Section 1: Selection/Election of Officers
- Section 2: Officers' responsibilities
- Section 3: Vacancies

**ARTICLE VI GOVERNANCE**

- Section 1: Annual work plan and reporting<sup>2</sup>
- Section 2: Budget development, tracking and reporting
- Section 3: Decision-making process
- Section 4: Quorum
- Section 5: Manner of Voting
- Section 6: Amendment of bylaws

**ARTICLE VII MEETINGS**

- Section 1: Schedule of meetings
- Section 2: Minutes
- Section 3: Conducting a Meeting

**SIGNATURES/DATE**

Committee Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy COO or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> See Metro Committees policy

<sup>2</sup> Annual report of progress due to Deputy COO or designee