

CAPITAL IMPROVEMENT PLANNING COMMITTEE BYLAWS

General Purpose

The Capital Improvement Planning Committee (CICP) is a collaborative body comprised of members of the SSA Board of Directors, management, and staff. The committee shall study proposed capital projects, major equipment purchases and improvements involving major new and replacement tangible assets and project that: 1) are purchased or undertaken at intervals of not less than five years, and 2) have a useful life of at least five years, and 3) have a cost of at least \$5,000.

Appointments and Composition

1. The Capital Improvement Planning Committee is commissioned by and answerable to Stansbury Service Agency's Board of Directors.
2. The Committee shall be composed of no less than two members of Stansbury Service Agency Board of Directors, the General Manager, and appointed staff.
3. Community members may be invited to participate in an ad hoc manner as determined by the committee.
4. Appointments from the Board of Directors shall be made by the Board Chair with the advice and consent of the Board.
5. Members may be removed from the committee by majority vote of committee members for violation of these bylaws or the governing bylaws of Stansbury Service Agency, failure to fulfill committee duties, malfeasance, or undisclosed conflict(s) of interest.
6. Appointments shall be for one year to renew on the first of January each year.
7. The committee shall elect its own officers.
8. Decisions are made by majority vote of committee members present at the time of the vote.
9. Officers to include Committee Chair and Secretary.
 - a. Chair duties
 - i. Run meetings.
 - ii. Set meeting agenda.
 - iii. Make assignments as necessary.
 - b. Secretary duties
 - i. Distribute meeting agendas and meeting minutes to committee members or advise members that information is available.
 - ii. Prepare meeting documents and information for committee members.
 - iii. Take meeting minutes.
 - iv. Maintain committee records.
10. The committee may meet on a monthly basis but no less than a quarterly basis.

Responsibilities

1. Collaborate with Finance Committee to develop funding plan for annual Capital Improvement Plan (CIP) to present to the Board of Directors for review by September work meeting for approval in September business meeting.
2. Prepare proposed annual Capital Improvement Plan (CIP) and proposed capital budget for the succeeding year to present to the Board of Directors for review at the July work meeting.
3. Collaborate with management and staff to develop a working five-year capital improvement plan to present to the Board of Directors for review and to be updated on an annual basis.
4. Act as oversight body on current capital projects to ensure completion of project within defined timeline and budget.