



# Contra Costa County Employment & Human Services Department Community Services Bureau

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## **Executive Committee Positions and Responsibilities**

**Officers:** The officers of the EOC shall be the Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected annually at the September meeting.

**Executive Committee:** Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

**Chairperson:** The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointments to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

**Vice-Chairperson:** The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

**Secretary:** The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.