



# Organizational Operations of the Committees

## 1. Composition

- a. Each committee shall be composed of a Chairman, a Vice Chairman, a Secretary, and not more than four (4) members.
- b. A committee chairman and members of the standing committees shall be recommended by the Executive Directors, endorsed by the National Executive Vice President and appointed by the National President, subject to confirmation of the National Board of Directors.
- c. No member of the National Board of Directors shall be appointed Chairman or member of any standing committee. He may however, be appointed Chairman or member of any special committee created by the National President.

## 2. Committee Meetings and Activities

- a. Regular meetings of each committee shall be held at least once every month. Special meetings may also be held. Notices of meetings should be circulated to committee members at least one (1) week prior to the meeting date.
- b. Committee activities shall be coordinated and reported to the National Executive Vice President through their respective Executive Directors in the Commission.

## 3. Committee Reports

- a. Minutes of all regular and special meetings shall be submitted to the UAP National Administration Office through their respective Executive Directors for the information of the national officers and members.
- b. All committees shall submit reports of their activities to the National Board of Directors through the Executive Directors and the National Executive Vice President.