

**ANTELOPE VALLEY HOSPITAL  
ADMINISTRATIVE POLICY & PROCEDURE MANUAL**

**POLICY NUMBER: LD.16**

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**SUBJECT: BOARD OF DIRECTORS – STANDING  
COMMITTEE/SUBCOMMITTEE APPOINTMENTS**

**REFERENCE:** The Joint Commission

**PURPOSE:** To define the guidelines for appointment to Board Standing Committees and Subcommittees.

**AFFECTED AREAS/DEPARTMENTS:** Board of Directors

**POLICY:**

- I. Board Standing Committee Membership
  - A. Pursuant to the Governing Body and Management Bylaws, the Board may appoint members of the Board or other persons as necessary or appropriate to constitute Special or Standing Committees. Committee charters shall be approved by the Board and shall outline the duties and responsibilities of each Committee.
  - B. An initial slate of Board Member Committee appointments shall be approved by the Board.
  - C. With the input of the Board Members, subsequent Board Member appointments to the Committees shall be determined by the Chairperson recommending a slate of two (2) Board Members per Committee. Board Members may not sit on more than four (4) Committees of the Board.
  - D. Board Committee appointments shall be subject to Board majority approval.
  - E. If majority Board approval is not obtained, all Board Member appointments to Committees shall be determined by members choosing lots and assigning themselves, until all Committees have been filled. A majority of the Board must approve such assignment. If majority Board approval is not obtained, the Board shall affirm by a majority whatever process the Board deems reasonable in appointing Board Members to Committees, and approve such appointment by a majority.
  - F. Appointments will be made every two years prior to March 1<sup>st</sup>. The term of the position is two (2) years, running from March 1 to February 28, except for new non-returning Board Members elected January 1, who shall fill in the remaining open positions according to the aforementioned procedures.

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- G.    Financial compensation will be \$100 per each fully scheduled meeting, with up to five (5) meetings per month pursuant to the Governance Bylaws.
  - H.    Board Members who fail to attend 75 percent of each meeting 75 percent of the time are subject to removal by a majority of the Board.
- II.    Board Subcommittee Membership
- A.    Pursuant to the Committee’s charter, each Committee may maintain one (1) or more Subcommittees that serve under the Committee.
  - B.    Each Board Member on the Committee shall serve on a Subcommittee, if any, unless one (1) or more decline to serve, and shall be appointed by the Chairperson of the Board, with input from the Board Members. In the event that there are more Subcommittees that Board Members who desire to serve on a Subcommittee, the Chairperson shall appoint one (1) or more Board Members already assigned to a Subcommittee to serve on the additional Subcommittee(s).
  - C.    Board Subcommittee appointments shall be subject to Board majority approval.
  - D.    The term of the position is one (1) year, with terms running July 1 to June 30.
  - E.    Board Members who fail to attend 75 percent of each meeting 75 percent of the time are subject to removal by a majority of the Board.
- III.   Additional Committee/Subcommittee Membership
- A.    Pursuant to the Committee charters, Antelope Valley Hospital employees and community members may be members of the Committees and Subcommittees, if any, if so provided by the charters. Certain employee members shall be designated by the Committee charters (the “Designated Employee Members”). Community members and non-designated employee members (the “Community Members”) shall be appointed by the Board pursuant to the procedures described below. Community Members should have experience in the topic for the Committee they would like to serve.

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- B. Each Board Member may nominate Community Members for each Committee, with designated Community Member slots, to be part of a pool of Community Members for selection. Each Community Member shall then submit a resume`curriculum vitae (C.V.) and an application to the Committee to which s/he has been nominated. The Board Members and the administrative staff on the Committee will review the submissions and, upon a majority vote, make a recommendation to the Board regarding which Community Members they will select to sit on the Committee.
  - C. All Community Members shall be appointed or selected for membership based on their interest in the Committee or Subcommittee, their ability to meet the needs of the community and the district at large. These characteristics may be determined by application and/or interview.
  - D. Community Member appointment and recommendation must be approved by a majority of the Board in open session.
  - E. Should there be a vacancy in a Community Member slot; applicants interested in filling the vacancy shall submit a C.V. and an application to the Committee in which there is a vacancy. Community Member vacancies shall be filled by a majority vote of the existing members on the Committee, to be approved by a majority of the Board in open session.
  - F. Community Members may be removed with or without cause by a vote of the Committee the Community Member sits on, to be approved by a majority of the Board in open session.
  - G. Term of service is two (2) years from start of service. Members may serve additional terms subject to approval. Community member terms shall run from July 1 to June 30.
  - H. No financial compensation shall be given.
  - I. Members who fail to attend 75 percent of each meeting 75 percent of the time are subject to removal by a majority of the Board.
  - J. There is no obligation for appointments of any Community Members.
- IV. Standing Committee/Subcommittee appointment guidelines shall automatically become a part of the Governing Body and Management Bylaws.

