



Committee

Guidelines

July 2007

COMMITTEE Guidelines

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Note: These Committee Guidelines are considered policies of the National Board of Directors and are subject to change at any time by National Board action.

Guideline I – National Committees

Section 1. Composition

- a. National Committees shall be made up of no more than nineteen (19) voting members. The ratio of members from each Division shall be based on proportional representation (which, as of the most recent census, was a breakdown of eleven (11) members from the Hollywood Division, four (4) members from the New York Division, and four (4) members from the Regional Branch Division).
- b. A quorum will be not less than one-third rounded up to the nearest whole number, with at least one (1) representative from each Division.
- c. The adoption of these guidelines is not intended to alter the composition of any existing committee that has been previously approved by the National Board or NEC under its constitutional authority.

Section 2. Annual Reconstitution Process

- a. Prior to the National Board meeting following the annual election, each Division Vice President shall submit a list of recommended candidates for the positions of Division Co-Chair to its Division Board for review and approval.
- b. A list of the elected Division Co-Chairs will then be submitted to the National President for consideration.
- c. The National President will then make recommendations for National Committee Chairs to serve from among the appointed Division Co-Chairs at the October National Board plenary, where the National Board will be asked to approve the list of national committee chairs. If elected as a National Chair, each member will continue to serve simultaneously as the Division Co-Chair.
- d. The National Chairs and Division Co-Chairs will then work to develop a list of voting members and alternates for their Division, the composition of which will be determined by proportional representation. Each Division should also be selecting Vice Chairs for each committee.
- e. The lists of voting committee members and alternates will then be submitted to each Division Board for approval at its next meeting.
- f. Each Division Board may decide to delegate the authority to its Division National Committee Co-Chair, to add or remove committee members and alternates throughout the year for that Division.

Section 3. Committee Transition Policy

All Guild committees will remain constituted each year after the fall elections until the committees are fully reconstituted by each of the Division Boards with the following specific provisions:

- a. Sitting committee members be authorized to continue their work until the incoming Chair and members have been officially approved by each of the Division Boards;
- b. The national policy explicitly states that all committee members work towards a healthy transition, with no manipulation of the committee agendas or budgets during the transition period when new members are replacing sitting members;
- c. The Division approved Co-Chairs may be allowed to attend committee meetings in the fall as non-voting attendees, in order to learn about the committee's work;
- d. That sitting committee Chairs work diligently to train incoming Chairs about the committee's work; and
- e. The national policy explicitly states that the transition process be expedited in a timely fashion and completed no later than November 15th of each year. If a Division Board fails to meet this deadline, the sitting committee members and alternates for that Division will continue to serve until the incoming members and alternates have been approved.

Section 4. Committee Meetings

- a. In order to bring forward recommendations to the National Board for consideration and/or work on other committee related activities, National committees will meet as necessary.
- b. All national committee meetings will be held by teleconference. Teleconference numbers are

arranged and budgeted for RBD members and national staff, since NY and Hollywood committee members are expected to attend at the NY or Hollywood office of the Guild. All other committee members should make every attempt to attend meetings in person whenever possible, but may call in if necessary. The Staff Liaison will initiate the conference call promptly at the meeting start time. The speaker's list is maintained by the meeting Chair to insure that the order of speakers will be rotated among all three Divisions in a fair manner.

- c. Each national committee will have one designated National Chair recommended by the National President, and voted on by the National Board, unless otherwise approved by the National Board. The remaining two Divisions will each have a designated Division Co-Chair. (This does not preclude a Division from having "Vice" Chairs designated.)
- d. With the help of the Staff Liaison, National Chairs should coordinate meeting dates with Division Co-Chairs prior to calling a meeting.
- e. Whenever possible, national committees will schedule meetings at least ten (10) business days in advance and schedule the meetings to occur during the hours of 10:00AM – 1:00PM Pacific Time to avoid the added cost of ordering a meal.
- f. In the event that the designated National Chair becomes unavailable to attend a meeting, the designated Division Co-Chair representing the Division with the largest percentage of membership will chair the meeting. If all of the Division Co-Chairs are unavailable, the Vice Chair from the National Chair's Division will chair the meeting and in succession, the Vice Chairs representing the Division with the largest percentage of the membership. Example: If the National Chair is from the Hollywood Division and cannot attend the meeting, the Chair then goes to the NY Division Co-Chair, and then to the RBD Division Co-Chair.

Section 5. Staff Support/Liaisons

- a. SAG Staff Liaisons will coordinate with the Committee Office in reserving meeting room(s) and preparing meeting notices. All official meeting notices, agendas, and documents must be sent via Screen Actors Guild for all duly constituted committees.
- b. SAG Staff Liaisons will prepare and distribute meeting agendas in coordination with the National Chair and gather, prepare materials for the meetings and solicit agenda items from Division Co-Chairs. ALL materials must be forwarded to all members not attending in person by the day prior to the meeting. No documents should be distributed at the meetings unless they have been mailed, faxed, or emailed to all committee members the day before. If this is not possible, the documents must be faxed or emailed to those on the phone prior to the relevant discussion.
- c. SAG Staff Liaisons will keep records of all motions and action items. The SAG Staff Liaison is responsible for forwarding motions referred for action by an elected body (Board, NEC, Division), in writing to Guild Governance. These motions shall be available to all National Board members for review on a timely basis via the Committee Office.

Section 6. Sub-Committees

- a. Sub-Committees may be established by National Committees to work on a specific issue or proposal for recommendation to the committee. Sub-Committees may also exercise authority as delegated by the National Committee.
- b. The members and alternates of each sub-committee are then appointed by the respective Division Co-Chair.
- c. A quorum will be not less than one-third rounded up to the nearest whole number, with at least one (1) representative from each Division represented.

Section 7. Committee Reports

- a. The National Chair in consultation with the Division Co-Chairs may report on committee activities, actions taken and events at any time.
- b. Committee reports for all committees and taskforces will be posted in the authorized users section of the Guild website. In addition, hard copies will be made available for review at all National Board meetings.

Guideline II – National Taskforces

- a. National Taskforces shall be made up of voting members as determined by the National Board of Directors or NEC under its constitutional authority. The ratio of members from each Division shall be based on proportional representation unless otherwise approved by the National Board or NEC.
- b. The President in consultation with the National Vice Presidents shall recommend the total number of voting members and alternates subject to approval by the National Board of Directors or NEC under its constitutional authority.
- c. Taskforces should not be used to circumvent the committee process or supercede the authority of any committee. Sub-committees should be utilized whenever possible.
- d. A quorum will be not less than one-third rounded up to the nearest whole number, with at least one (1) representative from each Division represented.

Guideline III – National Contract Committees

Section 1. Purpose

National Contract Committees shall be established for each national contract in order to :

1. Guarantee local/divisional involvement and encourage “performer” (as defined in the Constitution) participation in the Wages & Working Conditions process and in negotiations of national contracts;
2. Provide for informed, experienced, uniform contract administration, enforcement and interpretation of national contracts and;
3. Ensure knowledgeable, experienced member input to the waiver process.

Section 2. National Wages & Working Conditions Committee

- a. National Wages & Working Conditions Committees shall be comprised of members from Local Wages & Working Conditions Committees and shall be appointed for the purpose of formulating contract proposals for submission to the National Board of Directors or NEC.
- b. Joint Wages and Working Conditions Committees shall be comprised subject to the provisions set forth under the Phase I Agreement.

Section 3. Negotiating Committees

- a. Negotiating Committees shall be comprised primarily of members of the National Wages and Working Conditions Committee and shall be appointed to serve throughout the negotiations. However, this does not limit each Division Board’s ability to add or remove members as deemed necessary.
- b. The most current performers’ earnings under each contract shall be the primary basis for determining the proportional representation of Hollywood, New York and Regional Branch Division participation on such committees so that the committee reasonably reflects the distribution of earnings under each of the contracts in these three areas.
- c. Joint Negotiating Committees shall be comprised subject to the provisions set forth under the Phase I Agreement.
- d. A quorum will be not less than one-third rounded up to the nearest whole number, with at least one (1) representative from each Division represented.

Section 4. Contract Standing Committees

- a. Contract Standing Committees shall be comprised primarily of members of the Negotiating Committee and shall be appointed to serve for the life of the Contract to review the negotiation process, deal with problems arising from the Contract and grant waivers under the authority delegated to it by the National Board. However, this does not limit each Division Board’s ability to add or remove members as deemed necessary.
- b. The most current performers’ earnings under each contract shall be the primary basis for determining the proportional representation of Hollywood, New York and Regional Branch Divi-

sion participation on such committees so that the committee reasonably reflects the distribution of earnings under each of the contracts in these three areas.

- c. Joint Contract Standing Committees shall be comprised subject to the provisions set forth under the Phase I Agreement.
- d. A quorum will be not less than one-third rounded up to the nearest whole number, with at least one (1) representative from each Division represented.

Guideline IV – Creation of New Committees

- a. National committees may be created at any time throughout the calendar year.
- b. Recommendations for the composition and scope of responsibilities for each proposed national committee must be considered and approved by the National Board or NEC under its constitutional authority in accordance with Guideline I., Section 1.
- c. If the recommendation includes the appointment of a National Chair, the appointment will be subject to Division Board approval and each Division Board will then be responsible for appointing Division Co-Chairs and the remaining committee members and alternate positions. Otherwise the process outlined in Guideline 1., Section 2 will apply with the exception of provisions related to timing.
- d. Appointments should be made in a timely manner so as not to delay the work of the committee.

Guideline V – Local Committees

- a. Local committees will have no more than nineteen (19) voting members. A quorum will be not less than one-third rounded up to the nearest whole number.
- b. Local committees will schedule their meetings to avoid meal times whenever possible in order to avoid the cost of ordering food.
- c. Local committees that also operate on a national level may have an annual caucus where members-at-large will be invited to be given information and to make recommendations.
- d. SAG Staff Liaisons will keep written records of all motions, action items, recommendations and will forward to the National and Division committee Chairs.