

COLUMBIA ASSOCIATION
INTERNATIONAL & MULTICULTURAL
ADVISORY COMMITTEE
CHARTER

Mission Statement

The mission of the Columbia Association International & Multicultural Advisory Committee (“IMAC” or the “Committee”) is to provide input to the Columbia Association (“CA”) on community needs, interests, and concerns as they relate to international exchange & multicultural programs, in order to foster international understanding and to celebrate the diverse cultures of Columbia/Howard County.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA’s Strategic Plan and the President/CEO’s goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. IMAC’s Charge may include some or all of the following:

1. Inform and advise CA of community issues and opportunities as they relate to the mission, goals and objectives of CA’s international exchange & multicultural programs.
2. Review CA policies and programs related to the mission of this Committee.
3. Provide volunteer assistance at events or programs sponsored by CA’s International Exchange & Multicultural Programs (the “Programs”).
4. Assist CA in disseminating information about international exchange & multicultural programs and other CA cultural programs.
5. Stimulate understanding and interest in other cultures and peoples.
6. Encourage outside funding of CA’s International Exchange/Sister Cities programs to spread the financial commitment throughout the community.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

IMAC shall consist of at least one CA staff member and no more than 24 other members. The other members will be appointed as follows:

a) Organization Representation

One member will be appointed by the Howard County Public School Department of Foreign Languages.

b) International & Multicultural Participants

At least two memberships will be reserved for students who have participated in CA's Sister Cities High School Student Exchange Program. Students must express an interest in serving on the Committee and be recommended by a teacher. In addition, at least three memberships will be reserved for adults who have participated in an international exchange program or are themselves foreign-born. These participants will be selected by a majority vote of IMAC and appointed by the CA Board of Directors.

c) At-Large Appointments

All Village Community Associations will be invited to nominate one member with a demonstrated interest in the program. The nominee from each village association must be a member of that association. The associations are not required to make a nomination.

Additional at-large appointments will be solicited through Village Association newsletters, press releases, local newspaper advertisements and postings on CA's website. All at-large candidates must be members of a Village Association and will be nominated by IMAC and appointed by the CA Board.

Section 2

Student IMAC members will serve one-year terms. All other IMAC members will serve two-year staggered terms, one half commencing on May 1 of even-numbered years and one half commencing on May 1 of odd-numbered years. Members may be re-appointed in accordance with the above requirements.

Section 3

Any member may be removed by a vote of two-thirds of those members in attendance at a regularly scheduled meeting. Grounds for removal include three unexcused absences from regular IMAC meetings within a one-year period, failure to perform their other duties or to adhere to CA's Board Values, or otherwise at the discretion of the CA Board.

Section 4

Any vacancies occurring during the term of a member shall be filled in accordance with the requirements outlined above.

Section 5

On any matters brought to a vote before the IMAC, each member present shall be entitled to one vote.

ARTICLE II: OFFICERS

Section 1

The officers of IMAC shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of IMAC in May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff member shall be responsible for preparation of meeting agendas and shall preside over meetings of IMAC.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on IMAC, each member agrees to attend and actively participate in regular and special IMAC meetings, to provide volunteer help as needed, to promote the activities of the Programs with the public at-large and to offer feedback and new ideas to the Columbia Association staff.

Section 2

IMAC advises on specific matters as directed by CA.

Section 3

IMAC may recommend policy to CA, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of IMAC shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public as to the time, place and purpose of such special meetings. Members may participate by telephone, at the discretion of the Chairperson.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of IMAC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire IMAC. Proposed amendments must be communicated to the Committee membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA management may at any time recommend charter amendments to the CA Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in "Robert's Rules of Order, Newly Revised" shall govern all proceedings of this IMAC, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff member of IMAC will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of IMAC meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in "Responsibilities of Staff Liaisons for CA Advisory Committees." The CA staff member also will assist IMAC in gathering, assessing and presenting information to the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year listing the Committee's major accomplishments, stating its recommendations to the Board, if any, and outlining its proposed Charge.

Approved February 2010
Revised May 2014
Revised October 27, 2016