



Committee Member Removal Policy & Procedure

Committee members enter into the duties of the committee by signing the specific committee charter with detailed expectations and requirements outlined. Committee members agree to a minimum of the following duties:

- Attend at least 85% of all meetings or calls
- Join meeting within first 10 minutes of scheduled call time
- Sign Confidentiality Agreement established by HBMA annually and return to National Office
- Sign Committee Charter document annually and return to National Office
- Understand objectives assigned to the committee via the Strategic Plan
- Read all meeting minutes and provide feedback, if necessary
- Come to meetings prepared, having read meeting material in advance
- Complete work assignments in agreed upon time frame or notify of any delay

*Additional duties may be included in the specific committee charter.

Committee members may be penalized or removed from a committee by leadership defined as Committee Chair and Committee Vice Chair (as applicable) or by the Board of Directors for the following infractions:

- Failure to sign and return the annual Committee Charter and/or Confidentiality Agreement document(s)
- 3 or more unexcused absences from committee calls in a single year
- Failure to maintain HBMA's Confidentiality Agreement
- Violation of HBMA's Code of Conduct
- Unexcused failure to complete committee work assignments 3 or more times within a year

For infractions such as absences or failure to complete committee work, committee leadership may contact the member and create a plan for correction before a removal process is engaged. For infractions such as violations of the Confidentiality Agreement or code of conduct, contact prior to removal is not necessary. Members who do not complete the Committee Charter or Confidentiality Agreement will be automatically removed from the committee.

To penalize or remove a committee member from the committee:

- Committee leadership must notify the National Office of decision to penalize or remove a member prior to reaching out to member
- Committee leadership must contact committee member either by phone or by email to notify member of penalization or removal from committee and send confirmation to National Office that they've been contacted
- National Office will communicate reasons for committee member removal to the Board of Directors on behalf of Committee Leadership