



Missouri Association of Counties

Steering Committees

Committee descriptions and guidance for members/partners

MAC steering committee descriptions

- **Agriculture/Environment Committee** – Shall be responsible for issues affecting agriculture and related industries, as well as planning, zoning, environmental protection, solid waste management, and soil and water conservation.
- **Community/Economic Development Committee** – Shall be responsible for all matters pertaining to housing, community and economic development, and workforce development including the creation of affordable housing and housing options for different populations, residential, commercial, and industrial development, and building and housing codes.
- **Intergovernmental Affairs/Finance/Tax Issues/Pensions Committee** – Shall be responsible for issues affecting mandates, elections, open meetings, open records, retirement benefits, employment laws, property taxes, sales and use taxes, other sources of revenue, investment laws, and county budgeting. The committee shall also be responsible for issues affecting the offices of the county clerk, treasurer, assessor, collector, commissioner, recorder, and public administrator.
- **IT/Telecommunications/Broadband Committee** – Shall be responsible for all matters pertaining to telecommunications and technology policy, information technology development and implementation, information technology innovation, e-governance, and geo-spatial data collection and utilization.
- **Policing/Justice/Mental Health Committee** – Shall be responsible for issues affecting the court system, jails, the prosecutorial system, probate, and the offices of the sheriff, prosecuting attorney, circuit clerk, and coroner. The committee shall also be responsible for issues affecting aging, public health, mental health, alcohol and drug abuse, developmental disabilities, social services, human services, nursing homes and mental health facilities.
- **Transportation Committee** – Shall be responsible for issues affecting highways, airports, mass transit, and county building and grounds.

Make up of MAC's steering committees

- **Voting members** – All steering committee members shall be elected or appointed county officials selected by the association's president. Each committee shall have no more than 10 voting members, unless approved by the president.
 - **Committee liaison** – A member of the MAC executive committee or past president will be assigned to a steering committee by the current president and serve as a liaison with the Legislative Committee and the Board of Directors.
 - **Committee chair** – Steering committee chairs do not have to serve on the Board of Directors, but members applying for the position of committee chair are encouraged to be members or past members of the Board of Directors. The committee chair and vice chair will be appointed by the president.
 - **Committee partners** – All steering committees are encouraged to invite partners to serve as non-voting members of the committee. Committee partners are to be stakeholders from other agencies at the local, state and federal level that have an interest in the issues the committee is working to address. The number of committee partners is not to exceed the number of voting members of the committee.
 - **Subcommittees** – Steering committees are allowed to form subcommittees if approved by a majority vote of the committee and approved by the association's president. Subcommittees can select specific issues that fall under the general issues of the committee. Subcommittees must include at least three members of the main steering committee. Stakeholders or members from other committees can be invited to serve on the subcommittees but will be non-voting members of the subcommittee. Subcommittees are not to exceed the number of voting members of the steering committee.
-

Term of steering committee members

- The term of the presidential appointment to a steering committee shall be for one year, beginning Aug. 1 and ending July 31. Committee members can apply and serve as committee members for consecutive years if appointed by the president.

Duties of steering committee members

- The steering committees are to aid the MAC Board of Directors in establishing association policy on state and federal legislation and administrative matters. Committee members are expected to regularly participate in committee conference calls, meetings, and stay informed of legislative and regulatory action relevant to the committee.
- The committee is responsible for proposing resolutions and/or recommendations on policy matters or legislation to the Legislative Committee. Resolutions and/or recommendations on policy matters or legislation can be submitted by committee partners and non-committee members for the committee's consideration.
- Committee chairs are required to schedule regular meetings with committee members and partners of the committee. Committee chairs can work with MAC staff to facilitate meetings by video conference or in person prior to regularly scheduled board meetings. Committee chairs, vice chairs, members and partners will be responsible for any travel and lodging expenses incurred in order to attend in-person meetings of the committee.
- Each committee chair will serve as a member on the Legislative Committee and will provide regular reports and updates on committee findings and progress during the regular meetings of the Board of Directors, which take place in January, February, April, May, August and November or during any special meeting of the Board of Directors that is called by the president. Due to committee terms ending July 31, past committee chairs may be asked to present any findings at the regular August meeting of the Board of Directors.
- Subcommittees of steering committees will be tasked by the chair of the steering committee to research and propose policy changes or recommendations on matters under the topics approved by the committee. Any policy changes or recommendations need to be approved by the full steering committee before it can be brought before the Legislative Committee.

Steering committee policy changes/recommendations

- The full membership of MAC will be required to approve any policy changes and/or recommendations put forth by the steering committees. However, the Legislative Committee and the Board of Directors must approve the policy changes and/or recommendations prior to a vote by the full membership at the Annual Business Meeting in November.
- Steering committees are asked to have any proposals to the Legislative Committee prior to the end of the committee's term on July 31.
- Approval of policy changes and/or recommendations by the Legislative Committee will be required before any proposals are to be considered by the Board of Directors during the August meeting. If the Legislative Committee or Board of Directors fail to approve any proposals, then the steering committee may continue to work on the issue during the next term of the committee.
- Any policy proposal(s) and/or recommendation(s) approved by the Board of Directors will be published in the association's magazine and posted on the association's website in order to give the members the time to review them before a vote of the membership during the Annual Business Meeting in November.
- If any proposals are approved by a majority of the full membership at the Annual Business Meeting, then the proposals will be added to the County Government Platform for the upcoming legislative session. Any proposals that fail to be approved by the full membership can be taken up by the steering committee again.

Steering committee application deadline

- Steering committee applications are available on MAC's website and upon request with the MAC office.
- Applications for steering committees are due to the MAC office by June 30 in order to ensure enough time for the Executive Committee and current association president to properly review applicants prior to committee assignment.