

Community Grange Committee Guidelines

Committees are an integral part of the efficient operation of a Subordinate/Community Grange. Committees are smaller groups of members who are given a specific task or topic to monitor, manage or direct; all the time reporting to the Grange membership at each meeting about their activities and progress. Below are points regarding how committees are formed, how they operate and other helpful information.

- All Grange committees consist at least 3 members, but may include more.
- All committees are appointed by the Master/President with the advice of the Overseer/Vice President.
- The Master/President serves as an ex-officio member on all committees.
- There are two types of committees in the Grange. Standing committees and special committees
 - Standing committees are appointed for the general good of the Order, and may continue in existence until the next regular installation of officers.
 - Special Committees are appointed for a particular purpose, and are considered discharged when that purpose is served.
- Committees of either type may be created by the Master/President or can be created by a vote of the Grange.
 - The Grange should direct the type of committee it will be (special or standing), how many members will be on the committee, and what the committee's purpose will be, but the Master retains the right to actually appoint the members.
- Any income generated by a committee in their work is the property of the Grange, unless the said Grange provides otherwise (i.e. sets up a special bank account or fund for a committee).
- The Grange, by vote of the membership, can authorize the committee to spend Grange funds in individual cases or on a continuing basis.
 - Any expenditure of funds by a committee has to be reported to the next meeting of the Grange.
 - The Grange has the right to revoke the authority granted to a committee at any time with reference to any income the committee may accrue following such revocation.
- Reports of standing committees is item 6 in the Order of Business and reports of special committees is item 7 in the Order of Business.
- When a committee is called upon for its report, the chairperson or some other selected member will read the committee's report.

- The report of a committee is properly before the Grange for discussion and action without the need for a motion to adopt the committee's report. If a report contains no recommendations, the proper handling of the report is for the chair to thank the reporting member and move on to the next item of business. If the report contains a specific recommendation the chair will act as follows:
 - The Master/President will say, "The report of the committee is now properly before you. Are there any remarks?"
 - When discussion has ended the Master/President will call for the vote as follows: "All in favor of adopting the report of the committee will manifest it by the voting sign of the Order," after seeing the aye votes, the Master/President will say "All opposed to adopting the report of the committee will manifest it by the voting sign of the Order."
 - The Master/President will then announce if the report of the committee is adopted or rejected.

The Executive Committee is a unique standing committee of each Grange that is an elected committee as opposed to an appointed one. The duties of the Executive Committee come from the Installation of Officers. The Executive Committee does not run the Grange, rather they act for the interests of the Grange only between the regular meetings of the Grange in times of emergency or need.

- Consists of at least 3 members.
 - The number of members of a Grange's Executive Committee is listed in its by-laws
- The Executive Committee is responsible for the custody of the invested funds of the Grange.
- The Executive Committee, but always and only in conjunction with the Master/President, between regular meetings of the Grange, is authorized to act for and in the name of the Grange, only in times of emergency or need.
- If the Executive Committee takes any action on behalf of the Grange between regular meetings, then they must report their actions to the Grange at the next regular meeting.
 - The report of the Executive Committee is voted on by the Grange in the same way the report of a special or standing committee would be.