

Executive Committee Charter

Committee Type:	Standing Committee
Authority:	SILC Bylaws, Article 2, Section 2.17 and Article 3
Effective Date:	May 7, 2026
Last Revised:	March 2026

I. Purpose

The Executive Committee serves as the governing body of the Statewide Independent Living Council of Hawaii (SILC) between regular Council meetings. It provides strategic oversight, ensures continuity of operations, and acts on behalf of the full Council on urgent matters that cannot wait until the next scheduled meeting. The Executive Committee also supervises the Executive Director and coordinates the work of all standing committees.

II. Scope of Authority

- Act on behalf of the full Council between regularly scheduled meetings on matters requiring immediate attention, subject to ratification by the full Council at its next meeting.
- Provide strategic direction and oversight for the Council's operations, ensuring alignment with the SILC's mission and the Rehabilitation Act of 1973, as amended by WIOA.
- Supervise and evaluate the Executive Director, including hiring, performance reviews, and termination decisions.
- Review and recommend the annual budget to the full Council for approval.
- Coordinate the activities of all standing and ad hoc committees.
- Approve emergency expenditures up to a threshold established by the full Council.
- Ensure compliance with all applicable federal and state laws, including ACL requirements.

III. Composition

The Executive Committee shall consist of the following members:

- Chair of the SILC (serves as Committee Chair)
- Vice Chair
- Secretary
- Treasurer
- Member At Large (appointed by the SILC Members)

The Executive Director shall serve as a non-voting, ex officio participant and provide staff support to the Committee.

IV. Meetings

- The Executive Committee shall meet at least monthly, or more frequently as needed.
- Special meetings may be called by the Chair or by a majority of Committee members with reasonable notice.
- A majority of Committee members shall constitute a quorum.
- Meetings may be conducted in person, by telephone, or by video conference, provided all participants can communicate with one another.
- All meetings shall be accessible to persons with disabilities, consistent with the SILC's accessibility policy.

V. Decision-Making

- Decisions shall be made by majority vote of Committee members present, provided a quorum exists.
- Actions taken between full Council meetings shall be reported to the full Council at the next regularly scheduled meeting for ratification.
- The Committee shall not exercise powers reserved to the full Council under Article 2, Section 2.17 of the Bylaws.

VI. Reporting

- The Chair shall report on all Executive Committee activities at each regularly scheduled Council meeting.
- Minutes of all Executive Committee meetings shall be recorded, approved, and made available to Council members.

VII. Review

This charter shall be reviewed annually by the Executive Committee and the full Council to ensure it remains current and aligned with the SILC's mission and operational needs.