

RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: RDP Statewide Program Officer- Maile Lu'uwai	Policy No.: ADM 004
		Effective Date: 03/15/2006
Subject: <i>Community Advisory Committee Guidelines</i>	Approved by: RDP Statewide Program Coordinator-John Dunicliffe	Revision No.: N/A
		Supersedes Policy: N/A

I. PURPOSE: To provide Community Advisory Committee (CAC) membership and conflict of interest guidelines to RDP staff and Rural Development Project CACs. This policy only applies to Island Projects that have CACs.

II. GUIDELINES

A. Committee Purpose:

The purpose of a RDP CAC is to provide feedback and recommendations on RDP programs for the RDP Island Project it serves.

B. Objectives: The objectives of a CAC are:

1. To act as a resource to the Island Project Director on community workforce needs.
2. To serve as a mechanism to exchange ideas and concerns related to proposed and ongoing RDP programs.
3. To make recommendations on issues directly related to the proposed and ongoing RDP programs.

C. Membership

1. The CAC shall be comprised of representatives who live on the island that the RDP Island Project serves and shall represent a cross-section of the island community that may include, but is not limited to, education, government, health, social services, agriculture, and business.
2. CAC members shall be selected and appointed to serve on the committee by the RDP Island Project.
3. Members must have a sincere interest in serving the community and must have the time to review pertinent materials and attend meetings of the CAC.
4. Terms for CAC members shall be for two years. RDP may reappoint a CAC member to serve another term.
5. Staff support will be provided by the RDP Island Project.

6. RDP maintains the right to rescind the membership of any individual serving on the committee.

D. Quorum. There is no quorum requirement for the meetings of the CAC.

E. Process

CAC members shall be notified of the date, time and location of a scheduled meeting at least two weeks prior to the meeting. Minutes shall be kept by the Island Project.

F. Non-Discrimination

No person or organization shall, on the grounds of race, color, national origin, religion, creed or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CAC.

G. Conflict of Interest

1. Disclosure. If a committee member has cause to believe that a matter before the CAC would involve him/her in a conflict of interest, the committee member is required to disclose the conflict of interest to the Island Project Director. Disclosure must be in writing or announced during a CAC meeting. If announcement is made, it shall be documented in the minutes for that meeting.
2. Conflict of Interest. A real or apparent conflict of interest would exist if the committee member, any member of his/her immediate family, his/her partner or spouse, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in a firm or organization seeking and/or selected for an RDP award.
3. Confidential Information. No committee member shall disclose information which by law or practice is not available to the public and which the committee member acquires in the course of his/her service on the CAC, or use the information his/her personal gain or for the benefit of anyone.
4. Abstention From Participation. No committee member shall participate in the discussion and recommendations on any matter which would involve a conflict of interest. This policy includes discussions and negotiations pertaining to the selection and administration of an RDP award.

H. Gifts

A committee member shall not solicit, accept gifts or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the committee member in the performance of his/her service of the committee or intended as a reward for the any official action on the his/her part.