

OPTION 1**PM 16.17 SOLICITATION AND CONTRACT REVIEW COMMITTEE CHARTER**

The following changes are needed for PM 16.17:

**I. Purpose**

The Solicitation and Contract Review Committee shall consist of five (5) members appointed by the Board of Directors in accordance with PM 16.0 - Committees. ~~Board of Directors members and full time employees of the Association may not serve on the S&CR committee. The part time Director of Contracts shall be a permanent voting member of the Solicitation and Contracts Review Committee.~~ **Except for the LMOA staff contracts administrator, who shall be permanently assigned as one of the five voting members, no employee of the Association or member of its Board of Directors shall serve on the Solicitation and Contracts Committee.** The members of this committee shall have professional credentials and/or experience in project management, contract negotiations and administration with knowledge of contract legal requirements, technical and business accounting experience and/or knowledge. The committee shall have the authority to bring appropriate technical expertise from the membership to assist in technical areas not covered by the committee members on a selected solicitation/contract basis, provided no conflict of interest exists.

**PM 16.00 COMMITTEES – OVERALL COMMITTEE CHARTER**

The following changes are needed for PM 16.00:

**II. COMMITTEE MEMBERSHIP AND STRUCTURE****A. Structure**

7. The appointment of an LMOA Staff or Board liaison to any committee shall be that of a non-voting member. **An exception is made for the Solicitation and Contract Review Committee and the LMOA staff contracts administrator. See PM 16.17.**

**C. Conflict of Interest**

1. No full time Association employee or employee with supervisory responsibilities **and a conflict of interest** shall be appointed to any committee, except as liaison or advisor.