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SB45-20/21: Resolution Amending ASUM's Annual Budgeting Procedure

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1 **The Associated Students of the University of Montana**
2 **Resolution Amending ASUM's Annual Budgeting Procedure**
3 **October 18th, 2020**
4 **SB45 – 20/21**

5 **Authored by: Ethan Hanley, ASUM Business Manager;**
6

7 Whereas, The Associated Students of the University of Montana (ASUM) is bound by its Fiscal
8 Policy;

9
10 Whereas, Section 9.0 of Fiscal Policy details ASUM's annual budgeting procedure;

11
12 Whereas, The structure of ASUM's annual budgeting procedure has remained relatively
13 consistent since 1988;

14
15 Whereas, The process of budgeting starts the first week of the Spring semester and has typically
16 concluded around the seventh week of the semester;

17
18 Whereas, This process includes a number of duties and responsibilities for the ASUM Business
19 Manager which includes: Educating Member Organizations on how to build a budget, scheduling
20 and chairing the formal lobbying and final budgeting session, and projecting fee revenue;

21
22 Whereas, Duties for the ASUM Senate have been to attend and participate in the formal lobbying
23 and final budgeting session;

24
25 Whereas, Formal Lobbying usually takes place over four (4) days for five (5) hours each day
26 during the sixth academic week;

27
28 Whereas, Final Budgeting has either taken place over two (2) separate days on the weekend or
29 was a marathon session scheduled for one (1) day on the weekend;

30
31 Whereas, The typical time commitment for attending Formal Lobbying and Final Budgeting has
32 ranged from 39-44 hours over a two-week period;

33
34 Whereas, Committing about forty (40) hours for two (2) weeks has led to Senator fatigue and
35 typically contributes to a few members resigning from the body;

36
37 Whereas, In recent years, it has become apparent to many in ASUM that the current process of
38 budgeting is significantly flawed that produces inconsistent allocations and is inefficient;

39
40 Whereas, Reducing the amount of time senators spend on this process is necessary in order to
41 make ASUM a more effective body;

42
43 Whereas, Breaking up and lengthening the overall process will improve the consistency and
44 fairness for future budgeting sessions;

45

46 Whereas, The need to reform ASUM's annual budgeting procedure, particularly during the
47 COVID-19 pandemic, cannot be understated;
48

49 Therefore, Let It Be Resolved, That Section 9.2 of Fiscal Policy be amended to read:

50 *9.2 Budgeting Time Period. Budgeting for the next fiscal year shall be accomplished*
51 *during the first ten seven-academic weeks of the Spring Semester.;*
52

53 Therefore, Let It Be Further Resolved, That Section 9.4 of Fiscal Policy be amended to read:

54 *9.4 The Business Manager shall prepare a budget request form and a comprehensive*
55 *packet explaining the budget. The budget request form and packet shall be available until*
56 *the Student Group Budgeting Information Session as designated in Section 9.6.*

57 *9.4.1 All ASUM Agencies must prepare a budget to be approved by ASUM Senate*
58 *during the annual budgeting process.*

59 *9.4.2 The oversight boards for all ASUM agencies, even those with designated*
60 *funds aside from the Activity Fee, shall be responsible for approving a budget*
61 *prepared by the directors of the agencies. For those agencies with designated*
62 *funds, they must submit the approved budgets to the ASUM Senate for final*
63 *approval during the annual budgeting process. For these agencies, the ASUM*
64 *Senate shall not make line-item changes to their budgets. However, the Senate*
65 *may, at its discretion, send the budgets back to the oversight boards to reconsider.*
66 *A revised budget from such agencies and their oversight boards may be approved*
67 *at the next regular ASUM Senate meeting.;*
68

69 Therefore, Let It Be Further Resolved, That Section 9.5 of Fiscal Policy be amended to read:

70 *9.5 During the second academic week of the Spring Semester, the Business Manager and*
71 *the Accountant shall determine the total allocation figures for the upcoming fiscal year.*
72 *This shall be done by determining the actual activity fee income for the prior fiscal year*
73 *and then determining whether or not the enrollment projections indicate a substantial*
74 *fluctuation. Based on that determination, the Business Manager shall make a*
75 *conservative estimate of the total activity fee income for the upcoming fiscal year and*
76 *budget 100% of that amount. All non-negotiable obligations, such as Administrative*
77 *Assessment, Travel, and Special Allocation budgets must be included in this amount.*
78 *These figures shall be forwarded to the President, the Board, and the Senate.;*
79

80 Therefore, Let It Be Further Resolved, That Section 9.6 of Fiscal Policy be amended to read:

81 *9.6 Student Group Budgeting Information Session. Upon receiving the total*
82 *appropriation figures for the coming fiscal year, the **Business Manager** shall hold a*
83 *minimum of one (1) mandatory student group information session, ~~which shall be~~*
84 *~~organized by and presided over by the Business Manager.~~ At least one session shall be*
85 *held prior to the third academic week of the Spring Semester. During this meeting, the*
86 *Business Manager shall explain the budgeting procedure to participants and answer*
87 *questions. Each student group that wishes to receive funding from ASUM must send at*
88 *least one representative to at least one mandatory budgeting information session in order*
89 *to be eligible to apply for ASUM funding during the Final Budgeting Session for the*
90 *upcoming fiscal year. **If a group does not send a representative to an informational***
91 ***session, they must appeal to the Senate and be confirmed by a two-thirds (2/3) vote in***

92 *order to participate in the budgeting process. The time a group can appeal this decision*
93 *is the Senate meeting that occurs during the fourth academic week;*
94

95 Therefore, Let It Be Further Resolved, That Section 9.7 of Fiscal Policy be amended to read:

96 *9.7 Funding Categories. The Board shall categorize every ASUM recognized*
97 *organization into one of the following Funding Categories: During the recognition*
98 *process, organizations applying for recognition will be given the option to apply for*
99 *membership to a Category. The Board on Member Organizations will approve or*
100 *change the Category and will forward to the Senate to be confirmed by a majority (50%*
101 *plus 1) vote. The Categories shall be defined below:*

102 ~~*9.7.1 Student Interest Organizations. Groups that provide support, education, and*~~
103 ~~*activities centered around a specific idea or area of interest.*~~

104 *9.7.1 ASUM Administrative Agencies. All Agencies shall be separated*
105 *individually for the purposes of funding during the category budgeting session.*

106 *9.7.2 Sports Club Organization Union. Groups that provide recreation primarily*
107 *for students at the University. The SCU shall submit one budget for all clubs*
108 *being so recognized, that budget and along with the budgets of each subsidiary*
109 *organization shall be submitted to the ASUM Business Manager one week prior to*
110 *the executive recommendation.*

111 *9.7.3 Student Music Organization Union. The SMU will be composed of all*
112 *ASUM-recognized music groups. The SMU shall submit one budget for all clubs*
113 *being so recognized and that budget - along with budgets of each subsidiary*
114 *organization - shall be submitted to the ASUM-Business manager one week prior*
115 *to the executive recommendation.*

116 *9.7.4 Student Interest Organizations. Groups that provide education and*
117 *activities centered around a specific idea or area of interest.*

118 *9.7.5 Academic Honors Organizations. Groups that provide enhancement in a*
119 *field or study by providing a specific service or support to students involved in*
120 *that field or area of study.*

121 *9.7.6 Student Support Organizations. Groups that provide support for minority*
122 *students and/or ethnic or cultural celebration or education thereof.*

123 *9.7.7 Student Service Organizations. Groups that provide service to the campus*
124 *or community and may develop skills used when performing the service.*

125 *9.7.8 Senate Discretionary.;*
126

127 Therefore, Let It Be Further Resolved, That Section 9.8 of Fiscal Policy be amended to read:

128 *9.8 Budget Request Form Due Date and Appeals. And Approval. The Business Manager*
129 *shall set a date within the third or fourth academic week of the Spring Semester in which*
130 *Budget Request forms shall be due. The Business Manager shall inform organizations of*
131 *the due date for Budget Request Forms. If a Budget Request Form is handed in after the*
132 *due date the Business Manager will notify them of the appeals process outlined in Section*
133 *9.6. date they can appeal this decision. The time to appeal for Budgeting Request forms*
134 *turned in after the deadline is the Senate meeting during the fourth academic week.*
135 *Preceding Formal Lobbying.;*
136

137 Therefore, Let It Be Further Resolved, That Section 9.9 of Fiscal Policy be amended to read:

138 *9.9 Budget Request Form **Submission Approval.** Budget Request Forms shall be*
139 *submitted to the Business Manager. ~~so that each one can be approved solely on the basis~~*
140 *of accuracy and adherence to the Fiscal Policy. If the Business Manager does not*
141 *approve a budget request form due to its apparent deviation from the Fiscal Policy, the*
142 *request form shall be taken to the Board, and then notify the Student Organization of the*
143 *committee meeting time. If the Board does not meet prior to Formal Lobbying the*
144 *Business Manager must call a special meeting of the Board in order to accommodate this*
145 *process. A majority vote of the Board shall be required to approve any Budget Request*
146 *Form not initially approved by the Business Manager. **From there, the Office Manager***
147 *and Accountant shall check each budget to ensure it aligns with the requests of the*
148 *Member Organizations as well as ensuring it is compliant with Fiscal Policy.;*
149

150 Therefore, Let It Be Further Resolved, That Section 9.10 of Fiscal Policy be amended to read:

151 *9.10 Executive Recommendation. The President, in consultation with the Vice President*
152 *and Business Manager, may elect to propose a budget. The Executive Recommendation*
153 *may include any number of the budgeting categories, but if made, must leave a minimum*
154 *of five percent (5%) of the total budget allocation in the Senate Discretionary category.*
155 *Should the ASUM Executives choose only to make recommendations to some categories,*
156 *or if the total remaining fund after Executive Recommendations exceeds the five percent*
157 *(5%) minimum, all excess funds will be placed in the Senate Discretionary category. The*
158 *President shall submit copies of the Executive Recommendation and an explanation*
159 *thereof to the ASUM Senate by the Wednesday before **Category Final Budgeting.** This*
160 *explanation shall include the methodology used when creating the executive*
161 *recommendations in addition to the Executives' framework for how the **Category***
162 *budgeting process should proceed. A copy shall be made available in the ASUM office*
163 *for member organizations to review.;*
164

165 Therefore, Let It Be Further Resolved, That Sections 9.11 be struck from Fiscal Policy and the
166 rest of the section be renumbered to reflect this change;

167
168 Therefore, Let It Be Further Resolved, That Section 9.11 of Fiscal Policy be amended to read:

169 *9.11 ~~Informal Agency Lobbying.~~ The Business Manager, in consultation with the*
170 *President and Vice President, may elect to hold one (1) hour of informal lobbying, which*
171 *shall occur after each night of Formal Lobbying. **During the Senate meeting of the fifth***
172 *academic week, Agencies may give an oral presentation including a questioning period*
173 *not to exceed twenty (20) minutes and of that amount of time, a minimum five (5)*
174 *minutes must be set aside for questions from the Senate. Agencies may also send a*
175 *written cover letter describing their budget.;*
176

177 Therefore, Let It Be Further Resolved; That Section 9.12 of Fiscal Policy be amended to read:

178 *9.12 The Order of Funding Categories. ASUM Agencies shall be discussed before all*
179 *other categories. Agencies shall be randomly drawn to determine the order in which*
180 *they are discussed. Following that, all other categories will be randomly drawn to*
181 *determine the order they are discussed. Unions shall be discussed following Agencies,*
182 *and Student Groups shall be the final category discussed. The order of discussion of*

183 ~~subcategories within each category for Final Budgeting shall be presented during the~~
184 ~~Business Manager's report no less than one (1) week prior to Final Budgeting.~~

185 ~~9.13.1 To determine the order in which student groups will be discussed, 32~~
186 ~~Business Manager shall randomly select a letter of the alphabet. The student~~
187 ~~groups will be seen in alphabetic order based on that letter upon the opening of~~
188 ~~that category.~~

189 ~~9.13.2 The funding of student groups and unions shall be done in no less than two~~
190 ~~(2) rounds;~~

191
192 Therefore, Let It Be Further Resolved, That Section 9.13 of Fiscal Policy be amended to read:

193 **9.13 Category Final Budgeting.** **Category Final Budgeting shall occur by the weekend of**
194 **the fifth seventh academic week. The Business Manager shall may, in consultation with**
195 **the ASUM President and Vice President, schedule Category final Budgeting for a**
196 **separate day. more than one (1) day.**

197 **9.13.1 Beginning Category Final Budgeting.** **Category Final Budgeting shall**
198 **be chaired by the ASUM Business Manager. The chair shall act as the**
199 **facilitator for the Category Final Budgeting session, and shall only vote in**
200 **the case of a tie.**

201 ~~The order of the categories shall be written prominently at the front of the~~
202 ~~meeting area.~~

203 **9.13.1.1 The order of the categories shall be displayed written**
204 **prominently at the front of the meeting area. During the session, the**
205 **Senate can only change the amounts allocated to each category as**
206 **stated in section 9.7.**

207 **9.13.1.2 During the Category Final Budgeting Session, the ASUM**
208 **Office Manager shall be present to record transactions of the meeting**
209 **as a non-voting member. The ASUM Accountant may also be present**
210 **as a non-voting member if deemed necessary by the ASUM Business**
211 **Manager.**

212 **9.13.1.3 The total amount in the budgeted Senate Discretionary**
213 **Account shall be prominently displayed written in plain view of the**
214 **meeting area. All motions to add or subtract funds from an category**
215 **organization shall be made into or out of this fund. No motion shall be**
216 **made by the Senate to directly move any funds from one**
217 **organization's proposed budget to that of another. Two motions must**
218 **be made: First, to place funds from an organization's budget into the**
219 **Senate Discretionary Account, and, second, to remove funds from the**
220 **Discretionary Account into the proposed budget of an organization.**

221 ~~9.14.1.4 The Sports Organization Union and the Music Union shall be~~
222 ~~funded as a category, without regard to specific member~~
223 ~~organizations.~~

224 ~~9.13.1.4 An unexcused absence by a Senator from Category final~~
225 ~~Budgeting is automatic grounds for impeachment~~

226 ~~9.14.1.6 The Senate shall not fund or partially fund transportation~~
227 ~~costs, and/or registration fees. Travel and lodging reimbursement~~
228 ~~rates shall not be allocated, or partially allocated.~~

229 9.13.2(NOTE: In ITEM 9.134.2 "Executives" excludes the Chair.)

230 Amendments to the Executive Recommendation. **Category Final Budgeting**
231 shall not be closed until the **second first** round has ~~101~~ been completed.

232 ■ 9.13.2.1 Discussion of categories shall occur in the following order as
233 mentioned in 9.12: ~~ASUM Agencies, ASUM Unions, and then ASUM~~
234 ~~Student Groups.~~

235 ■ 9.13.2.2 All categories shall be opened during the first two rounds.
236 If there is more than two rounds during the final budgeting session,
237 each category may be opened during the third round but do not have
238 to be opened. Once a category has been opened, by a simple majority
239 vote of the Senate, in the first round of discussion, every organization
240 in that category will be recognized, in an order established by the
241 Chair, for the proposal of amendments to the Executive
242 Recommendation. The proposal of amendments shall be open to the
243 Senators and Executives. All amendments require a simple majority to
244 pass. All subsequent rotations shall follow the same procedure.

245 ■ 9.13.2.3 A category shall remain open for discussion until the end of
246 the first rotation. The motion to end discussion on a category shall be
247 passed by a two-thirds majority vote. Once the first round of
248 discussion on a category has been closed, it shall not be reopened
249 until all other categories have been closed for the first round of
250 discussion.

251 ■ 9.13.2.4 The Senate may elect to keep funds in the Senate
252 Discretionary Account as a holdover to the Senate Confirmation
253 process outlined in section 9.14. This process does not require the
254 discretionary account to be opened.

255 ■ 9.13.2.5 Once ~~no funds remain in the Senate Discretionary Account~~
256 ~~and~~ all categories have been closed for at least the **second first** round
257 of discussion, **Category Final Budgeting** shall be concluded by
258 approval of the Executive Recommendation with amendments by a
259 two-thirds majority vote.

260 9.13.3 Proposed allocations to each category organizational budgets for an
261 ~~upcoming~~ fiscal year shall go into effect when the Executive Recommendation is
262 approved by a two-thirds majority vote of the Senate.

263 9.13.4 Following the approval of the Executive Recommendation, the Senate
264 shall approve assignments to the various Category Allocation Boards.;

265
266 Therefore, Let It Be Further Resolved, That Section 9.14 of Fiscal Policy be created and read:

267 9.14 Category Allocation Boards

268 9.14.1 Category Allocation Boards will be formed following the approval of the
269 Executive recommendation.

270 9.14.1.1 Every category outlined in 9.7 will have its own board for the
271 purpose of allocating funds to each member organization in the category
272 from the funds that were allocated during the Final Budgeting Session.
273 Categories that already have their own boards to distribute funds to
274 member organizations in the category are exempt from this and shall

275 follow their own procedures outlined in the ASUM Bylaws. Agencies shall
276 not take part in this process.

277 9.14.1.2 Each board shall consist of nine (9) members, of whom six (6)
278 shall be members of the senate and the remainder shall be Students-at-
279 Large. The Business Manager shall chair each board.

280 9.14.1.2.1 No Senator or Student-at-Large shall be a member of
281 any member organization receiving funds from that respective
282 Category Allocation Board.

283 9.14.2 Every Senator shall serve on at least one Category Allocation Board unless
284 exempted by the Vice President.

285 9.14.3 Lobbying. During the 6th academic week, each Category Allocation Board
286 shall host one or more lobbying sessions for member organizations to explain and
287 advocate for their budget. Each member organization shall schedule a ten (10)
288 minute period to explain their budget request. The Business Manager shall
289 schedule these appointments on a first come, first serve basis; however, each
290 organization shall have the opportunity to schedule an appointment. The Business
291 Manager has the option to schedule lobbying sessions for one or more days.
292 Lobbying for any member organization shall be limited to the scheduled
293 appointment. Any committee member unable to attend must have prior written
294 approval from the Business Manager. Unexcused absence from a lobbying
295 session shall be considered equivalent to an unexcused absence from a Senate
296 meeting.

297 9.14.4 Budgeting. During the seventh, eighth, and ninth academic weeks, each
298 board shall conduct their budgeting session and allocate the funds approved to
299 them during the Final Budgeting Session. The Business Manager may invite the
300 Office Manager or Accountant to these sessions to ensure the accuracy of the
301 minutes and recorded motions.

302 9.14.4.1 Funding for member organizations in each respective category
303 shall take place in no less than two (2) rounds and no more than three (3)
304 rounds.

305 9.14.4.2 The Office Manager shall be present to record transactions of the
306 meeting as a non-voting member. The Accountant may also be present as
307 a non-voting member if deemed necessary by the Business Manager.

308 9.14.4.3 To determine the order in which the member organizations are
309 presented, the Business Manager shall randomly select two letters of the
310 alphabet for each category. The first letter will be the starting point for the
311 first round and the second letter will be the starting point for the second
312 round.

313 9.14.4.4 An unexcused absence from a budgeting session shall be
314 considered equivalent to an unexcused absence for a Senate meeting.

315 9.14.4.5 The total amount allocated to the Category will be prominently
316 displayed at the front of the meeting area and shall be deemed the
317 discretionary. All motions to add or subtract funds from a member
318 organization shall be made into or out of this fund.

319 9.14.4.6 *The Boards shall not fund or partially fund transportation costs,*
320 *and/or registration fees. Travel and lodging reimbursement rates shall not*
321 *be allocated, or partially allocated.*

322 9.14.4.7 *Every member organization shall be opened during the first 2*
323 *rounds. Each round shall be concluded with a 2/3 majority vote.*
324 *Following the conclusion of the second round, every member organization*
325 *shall be put on the consent agenda. During the third round, member*
326 *organizations may only be funded if a voting member pulls the*
327 *organization from the consent agenda. After discussion is had on the*
328 *member organization's budget, they shall be returned to the consent*
329 *agenda with a majority (50% plus 1) vote from the board. The budgeting*
330 *session shall end with a 2/3 vote to approve the consent agenda. After*
331 *each category has voted to confirm their allocations, the Business*
332 *Manager shall forward the results to the Senate.;*
333

334 Therefore, Let It Be Further Resolved, That Section 9.15 of Fiscal Policy be created and read:

335 *9.15 Senate Confirmation*

336 *9.15.1 The Senate shall vote to confirm the allocations to Member Organizations*
337 *proceeding the work of the Category Allocation Boards no later than the weekend*
338 *of the tenth academic week. The Business Manager may, in consultation with the*
339 *President and Vice President, schedule the confirmation vote during a senate*
340 *meeting or a separate day.*

341 *9.15.2 Beginning Senate Confirmation. Senate Confirmation shall be chaired by*
342 *the Business Manager. The chair shall act as the facilitator for the Senate*
343 *Confirmation session, and shall only vote in the case of a tie.*

344 *9.15.2.1 The only categories that will be confirmed are those that were*
345 *allocated funds from a Category Allocation Board outlined in section*
346 *9.14.*

347 *9.15.2.2 The Office Manager shall be present to record transactions of the*
348 *meeting as a non-voting member. The Accountant may also be present as*
349 *a non-voting member if deemed necessary by the Business Manager.*

350 *9.15.2.3 An unexcused absence by a Senator from Senate Confirmation*
351 *shall receive an absence that is equivalent to missing a senate meeting.*

352 *9.15.3 Amendments to Category Allocation Board recommendations. Senate*
353 *Confirmation shall not be closed until the first round has been completed.*

354 *9.15.3.1 At the start of Senate Confirmation, the Business Manager shall*
355 *randomly draw the order of categories to be discussed during the first*
356 *round.*

357 *9.15.3.2 All categories shall be opened during the first round. If there is*
358 *more than one round during the session, each category may be opened*
359 *during the second round but do not have to be opened.*

360 *9.15.3.3 Once a category has been opened, the Senate must open a*
361 *Member Organization's budget with a simple majority (50% plus 1) vote.*
362 *The Senate is not required to open every single Member Organization's*
363 *budget when the respective category is opened. The proposal of*
364 *amendments shall be open to the Senators and Executives. The Senate can*

365 choose to add funds to an organization's budget with a simple majority
366 (50% plus 1) vote. All motions to add funds to an organizations budget
367 shall be made out of the Senate discretionary account. If the Senate feels
368 an egregious mistake has been made on the part of a Category Allocation
369 Board, they can make a motion to take away funds from an organization
370 by a two-thirds (2/3) vote.
371 9.15.3.4 The motion to end discussion on a category shall be passed by a
372 two-thirds majority vote. Once the first round of discussion on a category
373 has been closed, it shall not be reopened until all other categories have
374 been closed for the first round of discussion.
375 9.15.3.5 Once no funds remain in the Senate Discretionary Account and
376 all categories have been closed for at least the first round of discussion,
377 Final Budgeting shall be concluded by approval of the Executive
378 Recommendation with amendments by a two-thirds majority vote.;

379
380 Therefore, Let It Be Further Resolved, That Article V, Section 4, Paragraph D of the Bylaws be
381 amended to read:

382 *D. A student group wishing to apply for recognition shall select a category they feel they*
383 *best fit in as outlined in section 9.7 of Fiscal Policy. The Board may confirm the category*
384 *applied for by the student group or may change the category selected by a simple*
385 *majority (50% plus 1) vote. This shall also be confirmed by the Senate when the student*
386 *group's recognition application is voted on by the body.;*
387

388 Therefore, Let It Be Further Resolved, That the lettering in this section of the bylaws be updated
389 to reflect the following change;

390
391 Therefore, Let It Be Further Resolved, That this resolution be sent to: Gwen Conn, ASUM
392 Office Manager; Marlene Hendrickson, ASUM Accountant; Bailey Durnell, Student Group
393 Coordinator; Hailey Michelson, Director of SIN; Lou Villemez, Director of ASUM Legal
394 Services; Vicki Olson, Director of ASUM Childcare; Jordan Lyons, Director of the Off Campus
395 Renter Center; Maddy Jones, ASUM Sustainability Coordinator; Brian Reed, Associate Vice
396 Provost for Student Success; Sarah Swager, Vice Provost for Student Success.

397
398
399 Passed by Committee: _____, 2020

400
401 Passed by ASUM Senate: November 12, 2020

402
403
404
405 _____
406 Ethan Hanley,
407 Chair of the Board on Budget and Finance

405 _____
406 Patrick James Flanagan,
407 Chair of the Senate

408
409
410 _____
Ethan Hanley,

411 Chair of the Board on Member Organizations

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413

414

415

Noah Durnell,

416 Chair of the Relations and Affairs Committee