

## *Moreland Courts Condominium Association, Inc.*

### **COMMITTEE POLICY AND PROCEDURE**

Article III, Section 14 of the Moreland Courts By-Laws grants the Board of Directors of Moreland Courts the authority, at its sole discretion, to create committees to assist it. The Moreland Courts' Board has utilized committees for many years to allow wider Owner participation in the Association and to help Owners gain familiarity and experience with the functioning of Board governance. The active participation of Owners in Association committees is both important and appreciated.

#### **1) ROLE OF COMMITTEES**

- a) Association committees are committees of the Board; and therefore, the duties of each committee are defined by the Board, as is the appointment of committee chairs and membership rosters. Committee act strictly in an advisory capacity to the Board and management. All committee recommendations are "...subject to control, revision and alteration by the Board..." (By-Laws, Article III, Section 14).
- b) The carrying out and oversight of programs and projects are the responsibility of management. Committees do not direct staff or Association professionals.

#### **2) ESTABLISHMENT OF COMMITTEES**

- a) **Standing Committees.** Standing committees automatically complete their term with the current Board at the end of the Association's Annual Meeting each May. Following the Annual Meeting, the newly constituted Board determines, at its sole discretion, what committees will be reconstituted, what advisory scope they will encompass, who will serve as chair and Board liaison, and who will serve as committee members.
- b) **Ad hoc Committees.** The Board may also establish, at its sole discretion, special *ad hoc* committees from time to time to assist it with specific issues as they arise that involve a single objective or finite scope.
- c) **Nominating Committee.** The Board may appoint a Nominating Committee to solicit nominations from the Unit Owners for candidates to serve as Directors on the Board (By-Laws, Article III, Section 3). This appointment is usually made in January and February of each year.

#### **3) APPOINTMENT OF COMMITTEE CHAIR AND BOARD LIAISON**

At the time of establishment or reconstitution of a committee, the Board shall appoint a committee chair and Board liaison to the committee. Any Owner, including a Board Director, may serve as a committee chair provided that all conditions set in this policy are and continue to be met.

4) **APPROVAL OF COMMITTEE CHARTER**

At the time of establishment or reconstitution of a committee, the Board shall approve a charter for the committee defining its objectives and advisory responsibilities. At the Board's sole discretion, the charter may be presented to the committee by the Board or drafted by the committee chair, in coordination with the Board President, and presented to the Board for its acceptance, rejection, or amendment.

5) **APPROVAL OF COMMITTEE ROSTER**

The chair of each committee, in coordination with the Board President, presents the Board with a recommended committee membership roster that the Board will accept, reject, or amend at its sole discretion. Any later additions to the committee membership roster must be approved by the Board before the proposed candidate becomes a member of the committee. All committee members must be in compliance and remain in compliance with all conditions set in this policy.

6) **APPROVAL OF COMMITTEE RECOMMENDATIONS**

All committee recommendations must be approved by the Board and/or management. Committees are not authorized or empowered to make decision for the Association.

7) **COORDINATION**

All committees shall coordinate their activity through the President of the Board, the committee's Board liaison, and management. Management and the committee's Board liaison serve on and provide staff support to each committee as well as attend all committee meetings, wherever possible, as ex-officio, non-voting members.

8) **COMMITTEE MINUTES OR REPORTS**

Committees shall keep minutes or submit a report on all meetings, which must be filed in a timely fashion with management for distribution to the Board by their next Board meeting. Committee minutes or reports shall be action oriented with a secondary focus upon briefly summarizing key elements of discussion. "Each such committee shall keep full records and accounts of its proceedings and transactions. All action by any such committee shall be reported to the Board at its meeting next succeeding..." (By-Laws, Article III, Section 14).

9) **COMMITTEE MEMBERSHIP RESTRICTIONS**

The following committee membership restrictions must be continually observed in order for committee membership to be valid:

- a) At least three (3) Unit Owners must serve on the committee in order for the committee to be duly constituted (By-Laws, Article III, Section 14);

- b) At least one (1) Board Director must serve on the committee as an ex-officio, non-voting, Board Liaison;
- c) No more than three (3) Board Directors may serve on a committee in order to maintain a clear delineation between a committee conducting committee business and the Board conducting Board business;
- d) Management must serve on the committee as an ex-officio, non-voting, member;
- e) Committee membership is contingent upon the member being a resident Owner (defined as residing at Moreland Courts at least three months out of a give year);
- f) Committee membership is contingent upon the member serving without a conflict of interest due to his or her Unit being put on the real estate market, having a signed contract to sell his/her Unit, or having been approved by the Board to rent his or her Unit; and
- g) Committee membership is contingent upon the member remaining in good standing with the Association as defined by not having a lien filed against him or her (per the MCCA Late Fee Collection Policy and Procedure) because of any delinquency on any Association financial obligation.

**10) ENCOURAGED MEMBERSHIP GUIDELINES**

The following committee membership roster guidelines are strongly encouraged, though not required, with the intent of broadening committee participation as widely as possible.

- a) Committee chairs should strive to recruit new members on an annual basis;
- b) No individual Owner should serve on any more than two committees; and
- c) Spouses or partners should not serve on the same committee.

*Approved by the Board of Directors on February 22, 2011.*