

COMMITTEE OPERATION MANUAL – REGENCY AT PROVIDENCE COMMUNITY ASSOCIATION, INC.

1. INTRODUCTION

One source of strength of the Regency at Providence (RAP) Community Association lies in the active involvement and participation of its residents on Association committees. The Association's Board values the time, effort, and many contributions of all volunteers. The Board could not perform its duties nearly as well without the active support and work of the committees consisting of volunteers. To avoid any confusion about the role of committees, to clarify the relationship between committees and the Board, and to ensure committees and the Board work together harmoniously to preserve and to improve the RAP community, the Board enacts the following guidelines.

2. PURPOSE

The purpose of a committee is to assist the members of the Board in regard to their given area of responsibility and to bring to the Board information on which action and decisions may be based. All Committees serve at the direction and pleasure of the Board. Committees may be formed, re-organized or disbanded at the discretion of the Board.

3. COMMITTEE BY-LAWS / CHARTERS

Each committee is required to create by-laws subject to Board approval, and to set out the purpose, terms and other pertinent points which the Board deems appropriate.

4. LIAISON WITH THE BOARD

The Board will appoint a Committee Liaison from among the Board members to attend Committee meetings and communicate between the Board and the Committee. Liaisons are not committee officers or voting members, and should refrain from unnecessary participation in the Committee's business.

The Liaison shall act as a conduit for communications between the Committee and the Board. All Committee communications to the Board should be via the committee chair(s) and should be presented to the Liaison in writing for presentation to the Board.

5. COMMITTEES IN RELATION TO THE BOARD

Only the Board may enact and implement policies, rules and guidelines for the Association, or assume obligations on the Association's behalf, in accordance with the Association's governing documents. The function of Board appointed committees, except as specifically stated in the governing documents concerning the Architectural Review Committee, is to evaluate issues, conduct background work, and to make recommendations to the Board from time to time concerning those matters delegated by the Board to the specific committee.

Committees may self-initiate activity, but they are not autonomous. If a committee begins to investigate an issue without specific direction from the Board, the committee must inform the Board liaison of the committee action prior to the next Board meeting. The issue will be placed on the agenda for the Board meeting, and a determination will be made as to whether the investigation is necessary and within the purview of the committee.

6. COMMITTEES IN RELATION TO VENDORS

Unless otherwise directed by the Board, Committees, their Chairs or any member thereof shall not give direction, including the asking for bids, reports, or any such item, to any vendor who is

contracted to the association. All requests for vendor action must be done via the Association office.

7. COMMITTEES IN RELATION TO MANAGEMENT

Unless otherwise charged by the Board, Committees, their Chairs or any member thereof shall not, at any time, give direction to management.

If the Committee has, with the permission of the Board, gone directly to a vendor with any request, the Committee shall ensure management receives a copy of all information regarding that contact for Association records.

8. CHAIRPERSON(S) OF A COMMITTEE

Appointment to the position shall be by vote of the committee, with approval by the Board. The Chairperson(s) serve(s) at the pleasure of the Board and may be removed by a majority vote of the members of the Board.

Committee recommendations for Board consideration should be submitted by the Chairperson(s) to their Board Liaison via a detailed written report at least one week prior to the next Board meeting.

9. COMMITTEE MEMBERS

Committee members are appointed by the Board and remain members of the Committee until replaced by an action of the Board or resignation. An annual list of all committee members, with Committee Officers listed, shall be provided to the Board for approval at its December meeting.

Any person who is considered for appointment to a committee shall serve without any expectation of personal advantage or personal gain that would be distinct and different from the advantages or interest of the general community. Any member having a conflict shall announce the conflict and shall withdraw from participation in that matter.

It is important that individuals appointed to committees are not individuals who harbor special interests or seek to serve the community by introducing or implementing personal agenda.

10. MEETINGS

Meetings should generally be held on a monthly basis on the same designated day and time each month. For some Committees, quarterly or as-required meetings may be appropriate. It is necessary to have regular meetings to keep the entire committee engaged and active. Minutes of all meetings should be recorded.

MEETING GUIDELINES:

- a. The Chairperson should establish a meeting agenda prior to Committee meetings.
- b. The agenda should be communicated to committee members at least one week prior to the meeting. If the meeting is an open meeting, the agenda should be communicated to the community via RAP Flyer at least one week prior to the meeting.
- c. The agenda should be followed during the meeting unless circumstances require deviation.
- d. The Chair should allow discussion on all agenda items, but may use discretion to limit discussion.
- e. The Chair should keep discussion focused on issues being addressed.
- f. During the meeting Committee members may submit motions.
- g. The Chair will request a second to all motions prior to debate on the motion.
- h. The Secretary will re-read the motion prior to a vote.
- i. The Secretary will record all motions, and votes on the motions, in the minutes.
- j. The Secretary will record all action items and the person assigned to complete the action in the minutes, which will also include the names of Committee members in attendance.

- k. Homeowners may address the Committee on issues/motions being discussed by the Committee.

11. WEBSITE

All meeting minutes are to be posted on the Community Website as soon as reasonably possible after the meeting. **NOTE:** Minutes are to be posted after the draft minutes are reviewed and finalized by the Committee. The minutes will then be approved at the next regularly scheduled Committee Meeting. The Architectural Committee is exempt from this requirement, in order to protect residents' privacy.

The Committee section of the website should also include:

- a. A listing of all approved Committee Members, including any committee titles.
- b. A copy of the Committee By-Laws.
- c. A copy of any committee policies.

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