

ARTICLE 19: COMMON RULES OF ALL COMMITTEES

The bylaws of Pine Mountain Club Property Owners Association provide for two types of committees, standing and ad hoc. (See bylaw sections 11.01 and 11.02.) Special provisions are contained in the bylaws that apply only to the election committee and the environmental control committee. (See bylaw sections 11.06 and 11.07.) These provisions take precedence over any conflicting rules stated in this document.

19.01 Committees shall serve at the pleasure and direction of the board.

19.02 Each standing committee shall have a charter approved by the board. This charter shall set forth the committee's purpose, authority and responsibility. It may provide a limitation in the number of members in the committee if the board deems that to be required for an efficient operation of the committee.

19.03 Each ad hoc committee shall be established by an enabling resolution adopted by the board. This resolution shall (1) state the specific purpose or purposes for which it is established, (2) direct the committee to carry out specific duties or activities, (3) specify the length of time granted to it to accomplish its purpose and (4) appoint its members. The board may, but need not, specify the maximum number of members in the committee and/or extend or reduce the time allowed to the committee to complete its tasks or terminate its existence.

19.04 The board chair shall appoint a director to act as its liaison with each committee. That director shall act as advisor and board resource to the committee and shall be a conduit for communication between the committee and the board. The liaison may facilitate committee discussion and decisions by a) calling attention to past board actions when they are relevant to the current matter; b) be alert to proposed committee action that might be in conflict with the governing documents; c) urging consistency with board policies and actions.

19.05 Every meeting of a committee shall be open to any member in good standing of the Association. Any member attending a meeting shall be allowed to speak at that meeting provided that, at the chair's discretion, this can be done without preventing the committee from completing the work required of it at that meeting.

19.06 A member of a standing committee may be removed from the committee by a majority vote of the board *or* at the request of the chair of the committee when the member has missed three unexcused meetings in one calendar year. A member of an ad hoc committee may be removed from that committee at the board's discretion.

19.07 To become a member of a committee a member shall submit an application stating that person's name, lot and tract numbers, the reason for desiring membership in the committee and whatever qualifications the applicant wishes to state. Each committee member desiring to be reappointed to the committee at the end of a fiscal year shall submit a new application each June. The board approves all committee members.

19.08 Each committee shall choose its own chair and secretary and any other officer wished by the committee.

19.09 Each committee shall meet regularly at a designated date, time and place and keep the Association apprised of its schedule. If the committee regularly meets less often than once a month or goes dark for any extended period it shall notify the board of that fact in writing. The chair of a committee has the authority to cancel or reschedule any meeting provided the majority of the members agree or a quorum more than 50% of its members cannot be obtained.

19.10 A committee shall not have any authority to act on its own. A committee can only make recommendations or reports to the board or answer questions submitted to it by the board or by another committee.

19.11 A committee shall keep minutes of each of its meetings and submit those minutes after approval to the board for acceptance.

A. Minutes are intended to capture conclusions, decisions and direction (if any) of the meeting. Minutes shall contain a record of action with regard to items of business on the agenda, not what was said by the committee members and guests at the meeting. In most cases, one page of minutes should be adequate.

B. Minutes are to reflect the meeting and not the individual feelings or opinions of the elected, appointed or temporary secretary.

C. Minutes may be handwritten if typing is not available. To facilitate copying, 8 ½ x 11 paper is preferred.

D. Minutes will include the following information:

1. Type or kind of meeting: Regular, special, emergency etc.
2. Name of committee.
3. Date, time and place of the meeting.
4. Officers, committee liaison, members and guests present for the meeting including names of acting officers in the absence of elected officers.
5. Record of approval of previous meeting minutes including date of and any amendments or corrections to said minutes.
6. Each item of business will be presented in a separate paragraph.
7. All action items will reflect the disposition of the item of business, whether approved, amended, withdrawn, continued, etc.
8. Date, time and place of next meeting.
9. The last paragraph should note the hour of adjournment.

E. In order to ensure that the directors have sufficient time to review the minutes before a board meeting, minutes need to be submitted by noon on the Wednesday before the board of directors meeting. (This usually falls on the third Wednesday of the month prior to the board meeting which takes place on the third Saturday of the month). An exception is made at this time to allow the Budget and Finance committee to submit their minutes by noon on the Thursday before the board of directors meeting.

F. Minutes may be submitted in person at the business office to the receptionist or electronically to: minutes @pmcpoa.com.

19.12 No committee member shall speak or otherwise communicate to the members of the Association or the general public as a committee member unless that member has been given the authority to do so by a majority of the committee's members. Any committee member speaking or otherwise communicating to the members of the Association or the general public as an individual shall state this fact clearly.

19.13 Special meetings of a committee may be called by the chair or by two committee members. Not less than four days notice of the time, place and reason for the meeting shall be given to all committee members and the board liaison and be posted on the lobby bulletin board. An emergency meeting may be called only by the chair or, in the chair's unavailability, the vice chair upon the giving of not less than 24 hours actual notice to members, the board liaison and other involved persons.

19.14 Prior to each meeting a written agenda shall be distributed to each committee member and the board's liaison.

19.15 No recommendation or report shall be submitted by the committee to the board, another committee or to a member of the Association unless a majority of committee members concurs with it at a meeting or by some other method of communication prior to its submission.

19.16 The chair of a committee shall control its meeting in accordance with Robert's Rules of Order.

19.17 The general manager is authorized by the Board of Directors to support the committee to the extent defined in the committee charter or enabling resolution. Committees members may not instruct staff to perform tasks without the consent of the general manager.