



## **General Committee Guidelines and Procedures**

# **SPRING VALLEY LAKE ASSOCIATION**

## **General Committee Guidelines and Procedures**

Committees are formed to support, assist and advise the Spring Valley Lake Board of Directors (BOD) in carrying out the policies of the Spring Valley Lake Association. Their primary functions are to assist the BOD in the formulation of policies, budgets and long range plans as well as to make recommendations on specific projects or issues.

### **1. General Committee Structure:**

- a. Committees shall consist of a maximum of seven (7) voting members and two (2) alternates. If a committee has three (3) members or less, with the exception of the Architectural Committee, the BOD may consider dissolving the committee.
- b. Quorum shall be achieved with a simple majority.
- c. All committees, with the exception of the Architectural Committee, shall vote for their own chairperson. The Architectural Committee chairperson shall be appointed by the BOD. All committee chairs shall have a vote at committee meetings.
- d. At the first meeting of the new term year (except for the Architectural Committee – see (e) below) :
  1. The Board liaison will guide the members through the election of a chairperson. See the Chairperson Information Packet for details.
  2. With the exception of the Architectural and Citation Review Committees (see 9a), the chairperson shall choose a committee secretary. See Chairperson Information Packet for secretary duties.
  3. If there are seven (7) or less members at this meeting, then all become voting members. If there are more than seven (7), the chairperson will guide the members through the process of choosing voting members and alternate members. See the Chairperson Information Packet for details.
- e. At the first meeting of the new term year for the Architectural Committee only:

1. If there are three (3) or less members at this meeting, then all become voting members. If there are more than three (3), the chairperson will guide the members through the process of choosing voting members and alternate members. See the Chairperson Information Packet for details.
- f. If the committee chairperson cannot attend a meeting, the vice-chairperson will conduct the meeting.
- g. A committee member shall not carry, for the purpose of introduction, a card naming him or her as a representative for Spring Valley Lake Association.
- h. Committee members are not entitled to any special treatment nor do they have any more rights or privileges than any other property owner in this community.
- i. Committees have no responsibility for daily operations, personnel matters, or the financial operation of the Association.
- j. When new members are appointed to a committee by the Board of Directors, the Director of Administration will provide them with the Committee Guidelines and the Chairperson Guidelines.

## **2. Appointment of Committee Members:**

- a. Only Spring Valley Lake Association property owners may serve on a committee.
- b. Any SVLA property owner who has been convicted of a felony or declared of unsound mind by a court is automatically disqualified from serving on a committee or task force.
- c. There is no limit to the number of terms a committee member may serve.
- d. Committee members shall be appointed by the BOD for a term of one (1) year at a time. A member term runs from June 1 through May 31.
- e. Committee members shall be property owners in good standing with Spring Valley Lake Association. For the purpose of these guidelines, "good standing" shall mean:
  - o No overdue assessments or outstanding citations.
  - o No outstanding legal issues or any other unpaid obligation to the Association.

- o Association membership rights and privileges have not been suspended.
- f. Property owners in good standing may apply to join a committee at any time.
- g. The maximum number of committees that a property owner may serve on simultaneously is two (2).
- h. Committee members shall not serve on the Architectural Committee and the Citation Review Committee simultaneously.
- i. Names and non-confidential information of new committee applicants (those who have not served on that committee the previous term) shall be sent to the appropriate committee for consideration.
- j. With the exception of the Citation Review Committee, a new applicant shall submit their application and then attend one (1) committee meeting prior to having their application reviewed by the BOD. The applicant may participate as a non-voting audience member at this meeting. Following the guidelines in the Chairperson Information Packet, the committee shall then make a recommendation regarding the appointment and the chairperson will forward it to the BOD for final decision.
- k. Returning committee members (those who served on that committee the previous term) must submit a new application each term year but are exempt from the new applicant meeting requirement.
- l. Upon their appointment by the BOD, staff shall provide a copy of all appropriate guidelines to each chairperson to give to new committee members.

### **3. Removal or Resignation of Committee Members:**

- a. The BOD may remove a committee member at any time, with or without cause. Such removal may subject the committee member to be removed from other volunteer positions.
- b. Committee members are expected to attend all committee meetings unless they are ill or out of town.
- c. Two consecutive unexcused or three consecutive unexcused and excused absences may result in removal from the committee. Committee chairpersons shall determine which absences are excused or unexcused.

- d. Committee chairpersons shall have the discretion to determine if an attendance problem exists. Chairpersons shall report attendance problems, along with a recommendation regarding removal from the committee, to the General Manager who will forward it to the BOD.
- e. Committee chairperson may request that the BOD remove a member from the committee if a member is disruptive or has a negative influence on the progress of the committee.
- f. Committee resignations shall be submitted to the committee chairperson or the General Manager and shall be forwarded to the BOD for confirmation.

#### **4. Meeting Dates and Times:**

- a. Each committee shall meet monthly or as determined necessary by the BOD and its chairperson.
- b. Committees shall notify the Association Office of the committee's meeting schedule (preferably 60 days in advance of the meeting) in order to secure a meeting room and to place the meeting on the SVLA master calendar.
- c. Committees shall notify the Association Office 48 hours in advance of any special meetings or a change to their meeting schedule.

#### **5. Meeting Minutes:**

- a. Citation and Architectural review committees are required to maintain standard meeting minutes.
- b. For all other committees that do not have decision-making authority, it is highly recommended they keep a written record summary of the discussions from each meeting for continuity and historical reference.

#### **6. Budget:**

- a. Committees shall prepare an annual budget request form for any events or projects in which the committee will be involved for the upcoming fiscal year. This request shall be submitted to the Finance committee for initial review then forwarded to the BOD for final review. Committees exempt from this process are: Architectural, Citation and Finance.

## **7. Communication between Committees and the Board of Directors:**

- a. Committee chairpersons or their representative shall attend monthly BOD meetings and report on the activities of their committee.
- b. With a supportive majority vote by the committee, a committee may request specific information, direction or action from the BOD by submitting a CAIR (Committee Action Item Request) form to the BOD. These forms are available at the Association Office.
- c. The BOD may request specific information or action from a committee by submitting a BAIR (Board Action Item Request) form to the committee chairperson.
- d. Staff shall maintain records of all CAIR and BAIR forms.

## **8. Board Liaison:**

- a. Every recognized committee shall be assigned a liaison from the BOD. All BOD liaisons shall make every effort to attend their assigned committee meeting.
- b. The BOD liaison shall not be a voting member of the committee nor take an active role in the committee's discussions or deliberations or in determining the content of committee recommendations to the BOD unless asked to do so by the committee chairperson. The BOD liaison is there to serve as a communication link between the BOD and the committee.

## **9. Staff Liaison:**

- a. The Architectural and Citation Review Committees shall be assigned a staff liaison by the General Manager for the purpose of administrating the needs of the committee as well as preparing the minutes and other written reports.
- b. The staff liaison shall not be a voting member of the committee and shall remain neutral when presenting/reporting information to the committee.

## **10. General Manager:**

- a. The General Manager shall not be a voting member of the committee nor take an active role in the committee's discussions or deliberations or in determining the content of committee recommendations to the BOD unless asked to do so by the committee chairperson.

### **11. Ad Hoc Committees:**

- a. The BOD may wish to appoint an ad hoc committee to provide advice on special projects or problems that are temporary in nature. All appointees to an Ad Hoc committee shall be made by the BOD and each shall be a voting member.

### **12. Task Force:**

- a. The BOD may wish to appoint a task force to provide advice on a specific issue that is temporary in nature. A task force is different than a committee in that it is not constrained by committee rules. All appointees to a task force shall be made by the BOD and each shall be a voting member.

### **13. Member Privileges at Committee Meetings:**

- a. Any property owner may be an unvoiced audience at committee meetings With the exception of Citation Review Committee. The committee chairperson may choose to allow a property owner from the audience to participate in the committee's business discussion.
- b. The committee chairperson may, at any time, adjourn a committee meeting that he or she feels is getting out of control by either an audience member or a committee member.

AMENDED by the Board of Directors at the Open Session Meeting held on December 17th, 2013. The amended Committee Guidelines effective date is January 1, 2014.

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