



## **General Committee Guidelines and Procedures**

# **SPRING VALLEY LAKE ASSOCIATION**

## **General Committee Guidelines and Procedures**

Committees are formed to support, assist, advise and make recommendations to the Spring Valley Lake Board of Directors (BOD) 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. This is a volunteer activity and your participation is greatly appreciated. Committees serve as a vital link between the community and the BOD.

### **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, except for the Architectural Committee, the BOD may consider dissolving the committee.

b. Quorum shall be achieved with a simple majority.

c. All committees, except for 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. Except for 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 will not introduce themselves as representatives of Spring Valley Lake Association, its Board of Directors or staff to any outside agency, municipality, press, social media outlets or person who does not reside within Spring Valley Lake. Committees exist to serve the community and the BOD. No other representative capacity of the Association is authorized or recognized. Any violation of this item will result in immediate removal from all committees.

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. Spring Valley Lake Association property owners may serve on a committee by applying at the Association office and approved by the BOD. At the discretion of the BOD, associate members (as defined by SVLA Bylaws Section 3.2) may also serve as committee members, but may not be elected as committee chairpersons.

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 or associate members (if approved by BOD) 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 or associate members (if approved by BOD) 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 may 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. Except for 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. For the Citation Review Committee new applicants may introduce themselves to the committee members at the beginning of the meeting. New applicants may speak to the committee about their desire to serve, qualifications, etc. Once that is completed to the satisfaction of the committee chairperson, the new applicant will be excused and not able to attend the rest of the meeting.
- 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. Committee chairpersons shall determine attendance requirements of committee members to include which absences are excused/not excused. Committee chairpersons will make recommendations to the BOD for removal of members based on any attendance issues. If the committee chairperson's attendance is in question the committee members may elect a new chairperson with a majority vote (except for Architectural) at any time.
- d. Committee chairperson may request that the BOD remove a member from the committee if a member is disruptive or has a negative impact on the progress of the committee, or committee members. While differences in opinions may exist, no committee members shall disrespect other members, Association staff, the BOD or any community member.
- e. Committee resignations shall be submitted to the committee chairperson, BOD committee liaison or the Association office.

### **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) 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. Committees are required to maintain standard meeting minutes of all meetings. Minutes should be forwarded to the Director of Admin/HR monthly once approved by committee.

## **6. Budget:**

a. Committees may submit budget requests for any events, projects or committee activities in which the committee will be involved for the upcoming fiscal year. This request shall be submitted to staff for initial review then forwarded to the Budget Review Committee for final review.

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

a. Committee chairpersons or their representative shall attend monthly BOD meetings and report on the activities of their committee. At BOD discretion, if a committee chair fails to attend (or send representatives from the committee) monthly BOD meetings, the BOD may request the committee select a new chairperson and/or appoint a new chairperson.

b. Open and direct communication between committees is highly encouraged. There may be community issues, projects and events that overlap between committees. Committee chairpersons are encouraged to openly communicate with each other, attend other committee meetings and keep each other informed as necessary.

c. Committees report to, directly advise and make recommendations to the BOD. Open and direct communication is highly encouraged and recommended between committee chairpersons and their BOD liaisons.

d. Outreach and communication with members of the Spring Valley Lake community is expected. Get feedback, listen to concerns and communicate back to your BOD liaison.

e. 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, or on the Association website.

f. The BOD may request specific information or action from a committee by submitting a BAIR (Board Action Item Request) form to the committee chairperson.

g. Staff shall maintain records of all CAIR and BAIR forms.

## **8. Board Liaison:**

a. Every committee shall be assigned a liaison from the BOD. All BOD liaisons shall make every effort to attend their assigned committee's meetings. The BOD liaison's contact information will be provided to the committee chairperson.

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 the committee needs to be advised on CC&R's, Rules/Regulations, Association Bylaws, Architectural Guidelines or is asked to do so by the committee chairperson. The BOD liaison is there to serve as a direct communication link between the BOD, the committee and the committee chair.

## **9. Staff Liaison:**

a. The Architectural, Citation Review and Equestrian Estates Committees shall be assigned a staff liaison by the General Manager for the purpose of administrating the needs of the committee as well as other written reports. If there is any issue with the staff liaison, the committee chairperson will report this directly to the BOD liaison. Committee members shall refrain from involving themselves with personnel issues.

b. The staff liaison shall not be a voting member of the committee and shall remain neutral when presenting/reporting information to the committee. The committee may ask the staff liaison for additional resources and material in order to make informed decisions and recommendations to the BOD.

## **10. General Manager:**

a. The General Manager will make every effort to attend committee meetings when needed. 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.
- b. Ad Hoc Committees will be given a specific task/project with a predetermined timeline. Once the task/project is complete the committee will cease to exist.

**12. Task Force:**

- a. The BOD may wish to appoint a task force to provide advice on a specific issue facing the community that the BOD determines as urgent 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. A task force will have an assigned BOD liaison and staff liaison (depending on availability).
- b. Task force members may remain in place, even when not active, until they resign or are replaced at BOD discretion.

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

- a. Any property owner, or associate member may be an unvoiced audience at committee meetings except for Citation Review Committee. The committee chairperson may choose to allow a property owner, or associate member from the audience to participate in the committee's business discussion. Committee chairs may also allow a public comment period during their meetings, and should forward any concerns raised to the BOD liaison.
- 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 February 27th, 2018. The amended Committee Guidelines effective date is March 1st, 2018.