RESOLUTION C-04

BY-LAWS AND RESOLUTIONS ADVISORY COMMITTEE

1. **Purpose.** The purpose of the By-laws and Resolutions Advisory Committee is to advise the Board of Directors in reviewing and maintaining the principal documents necessary for the governance of the Association.

2. **Authority.** The Charter of Ocean Pines Association, Inc. and the By-Laws of the Association direct the Board of Directors to establish and appoint the members of such committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging duties entrusted to it. Resolution C-01, Committee General Policy, provides additional authority and instructions regarding committees of the Association.

3. **Functions.** In fulfilling its purpose, the Committee performs functions which include, but are not limited to, the following:

a. assisting the Board of Directors in the preparation or revision of the Charter, By-laws, Resolutions, or other documents necessary for the governance and direction of the Association; and in adherence with the "Resolution Amendment Procedures" that are an attachment to Resolution B-01;

b. ensuring consistency with other existing Association documents and previously adopted Resolutions, and recommending a review by the Association's attorney if deemed necessary; and

c. performing other tasks as requested by the Board of Directors.

4. **Membership.** The Committee should consist of not less than three (3) or more than five (5) members.

5. **Reports.** Submit annual report by October 31 of each year in the format specified in Resolution C-01.

6. **Effective Date:** September 15, 2021

Adopted by the Board of Directors on September 15, 2021

President Attest Secretary

Review History:

General Manager Date: 9/20/21

Legal Date:

By-laws and Resolutions Advisory Committee James Trumond

Date: 9/16/2021