

RESOLUTION C-01

COMMITTEE GENERAL POLICY

1. **Purpose.** The purpose of Resolution C-01 is to set policy regarding Advisory Committees and other committees as may be necessary to assist the Ocean Pines Association Board of Directors.

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.

3. **Committee Policies and Functions.**

a. **Mission Statements, Tasking, and Initiative.** The mission statements for committees shall be issued for each committee by separate Resolutions. The role of each committee is to provide the Board of Directors with sound advice based upon committee members' expertise, research, and analysis. While specific missions and tasking will be provided for committees, committee members are encouraged to use their initiative and to make recommendations to the Board on any matter or issue within the committee's purview which will enhance the management and functioning of the Association. **The OPA Advisory Committee Charging Document (Attachment 2) is to be used by the Board and committees to articulate specific tasks that are requested.**

b. **Relationships.**

(1) **Board of Directors.** Each committee shall take its direction from and shall report to the Board of Directors. Unless specifically directed by the Board in writing, no committee member shall represent or claim to speak for the Ocean Pines Association in any discussion, negotiation, or communication with any organization, entity, or group.

(2) **Board Committee Liaisons.** The President of the Association shall appoint one or more Directors as liaison to each committee. Routine communication between the Board and its committees shall be through the committee liaison. This in no way prohibits chairpersons from direct communication with the President at any time the chairperson deems such communication necessary. A Director appointed as liaison to a committee is not a member of the committee and shall not direct the deliberations of the committee or the preparation of any committee report. Unless directed by the Board, the liaison shall not assign or modify tasks of the committee.

(3) **The General Manager and Staff.** Chairpersons or individual members shall not give orders to the General Manager or any other employee of the Association. They may, however, request routine administrative assistance and necessary office supplies. The President of the Association shall provide all instructions and directions to the General Manager concerning support of committee and ad hoc advisory body activities.

c. **Committee Functions.** Functions of a committee may include:

(1) assessing conditions and needs in the area of committee responsibility;

- (2) establishing goals, objectives, and priorities for committee activities;
- (3) proposing, for the Board's approval, changes in guidelines and terms of reference relative to the committee's area of operation;
- (4) developing budget requests for committee activities, if needed, for the annual budget; and
- (5) taking such actions as directed by the Board.

d. **Committee Chairpersons.** Duties and authority of chairpersons include:

- (1) coordinating and supervising committee activities and meetings;
- (2) preparing periodic reports for submission to the Board;
- (3) accounting for such funds as may be allocated to the committee;
- (4) establishing and discharging sub-committees as necessary with members from their assigned committees and appointing chairpersons; and
- (5) supervising sub-committee activities and reviewing their reports.
- (6) the chairperson may designate a vice-chairperson and a secretary from among the members of the committee.

4. **Committee Assignments, Terms, and Miscellaneous Procedures.**

a. **Assignment.** Committee members shall be appointed by the President with the consent of Board and shall serve at the pleasure of the Board of Directors. Committee members may serve on more than one committee.

b. **Qualifications for Committee Membership.** Members shall be eligible to vote.

c. **Terms for Members.**

- (1) **First Term.** The first term shall be for three years unless term limits are set by the Charter, the By-laws, or the Board during the establishment of the committee.
- (2) **Second Term.** The second term shall be for two years. Before the first term expires, a committee member may request to serve a second term.
- (3) **Third Term.** The third term shall be for one year. Before the second term expires, a committee member may request to serve a third term.
- (4) **Subsequent Terms.** Notwithstanding the term limit provisions above, the Board reserves the right, through a majority vote of the entire Board, to request a committee member continue to serve on the committee for a specified period of time.

d. **Request for Committee Membership.** Any member eligible to vote in OPA matters is encouraged to send a letter or an application requesting membership on a committee. Application forms are available at the Ocean Pines Administration office. The following information should be included in the letter or application: (1) name; (2) address; (3) telephone number; (4) committee choice; (5) reason; (6) background; and (7) signature and date of application.

e. **Filling Vacancies.** Should a vacancy exist, the chairperson of the committee will request the letters and applications from the Ocean Pines Administration office of all

those who are interested in serving on that particular committee. The chairperson will interview the prospective candidate(s) and submit the letters and applications with recommendations to the Board. The Board will review the applications recommended for appointment to a committee by the committee chairperson and vote either to accept or reject the candidate for a position on the committee. A letter will be sent to the new committee member with a copy to the chairperson, indicating the date of the appointment.

f. **Meetings.** Committees shall meet at the direction of the committee chairperson. Meetings shall be announced in advance and be open to all members of the association unless closed under the provisions of the Maryland Homeowners Association Act (11B-111). When there is a schedule change, including scheduling a special meeting, the committee chairperson shall notify all committee members, the committee liaison, and the General Manager.

g. **Minutes.** The chairperson shall ensure the minutes of each meeting are prepared using the format in Attachment 3, approved by the committee, and submitted to the President of the Association and the committee’s liaison. It is recommended that minutes contain agenda items covered in the meeting. Discussion content is not necessary.

5. **Reports.** Committee chairpersons are authorized and encouraged to submit reports either in writing or in person to the Board on any matter of concern to their committee. Annual reports shall be submitted to the Board by October 31 of each year covering the previous year ending September 30. This report shall be submitted in the general format provided in attachment 1.

6. **Effective Date:** _____

Adopted by the Board of Directors on _____

_____ President Attest _____ Secretary

Review History:

General Manager: _____ Date: _____

Legal: _____ Date: _____

By-laws and Resolutions Advisory Committee: _____

Date: _____

ATTACHMENT 1

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Committee reports shall be submitted in the format below.

Section I. COMMITTEE MEMBERS AND STATUS OF TERMS. (Include any membership needs of the committee.)

<u>Name</u>	<u>Date appointed</u>	<u>On Term</u>	<u>Comments</u>
Smith, Tom	Jan 2008	3	will request spec extension
Jones, Bill	Feb 2010	1	

Section II. SUMMARY OF MAJOR ACTIVITIES DURING REPORTING PERIOD.
(Number and underline each subsection)

- 1.
- 2.

Section III. PROBLEMS ENCOUNTERED AND ASSISTANCE REQUIRED.

(Number and underline each subsection)

- 1.
- 2.

Section IV. REQUEST FOR ITEMS TO BE CONSIDERED FOR INCLUSION IN THE NEXT OPA BUDGET. CHAIRPERSONS SHOULD CONSIDER IMPACTS ON THEIR COMMITTEES RELATING TO THE OPA COMPREHENSIVE PLAN.

(Number and underline each subsection) (Include rationale, justification, and cost data.)

- 1.
- 2.

Section V. RECOMMENDATIONS FOR BOARD ACTION. (Number and underline each heading. Each recommendation should be a single, numbered statement and be supported by the information contained in other sections of this report.)

1. That
2. That

Attachments: (Chairpersons may attach supporting documents, studies, and other materials as deemed appropriate.)