

## 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 and must be the owner of record of Ocean Pines property as defined in section 1.11 of the Ocean Pines Association by-laws.

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 OPA member meeting the qualification requirements noted in section 4(b) may apply for appointment to a committee by completing and submitting the form application provided by OPA for that purpose. Application forms are available at the Ocean Pines Administration office and can be downloaded from the OPA website. The procedure for committee membership application and appointment is described and listed in Attachment 3 to this Resolution.

e. **Filling Vacancies.** Should a vacancy on a committee arise, the chairperson of the committee will request from the Ocean Pines Administration office copies of applications currently on file submitted by members who have expressed interest in serving on that particular committee (but who are not at that time appointed to the committee). Vacancies on advisory committees shall also be advertised on the OPA web site and other OPA media platforms. The procedure for filling vacancies is otherwise addressed and explained in Attachment 3.

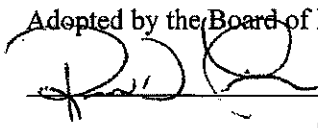
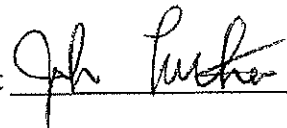
f. **Meetings.** Committees shall meet at the direction of the committee chairperson. Meetings shall be announced in advance and be open to all members of the association unless closed under the provisions of the Maryland Homeowners Association Act (11B-111). When there is a schedule change, including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

g. **Minutes.** The chairperson shall ensure the minutes of each meeting are prepared using the format in Attachment 3, approved by the committee. Approved minutes shall be submitted to the President of the Association and the committee's liaison, and to the Association Assistant Secretary for posting on the website.


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:** April 20, 2024


Adopted by the Board of Directors on April 20, 2024

 President      Attest  Secretary

Review History:

General Manager:  Date: \_\_\_\_\_

Legal: \_\_\_\_\_ Date: \_\_\_\_\_

By-laws and Resolutions Advisory Committee:  6/15/24

Date: \_\_\_\_\_

ATTACHMENT 1

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COMMITTEE GENERAL POLICY

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.)

**NOTE --- Attachment 2  
(insert the charging document here)**

ATTACHMENT 3

RESOLUTION C-01

COMMITTEE GENERAL POLICY

**Application for Committee Membership**

- I. **Administration Office (Pre-application)**
  - a. A roster of all advisory committee members will be maintained in the Administration Office
  - b. Vacancies on advisory committees will be advertised on the OPA web site and other OPA media platforms
  
- II. **Administration Office**
  - a. Application form is submitted by applicant to the Administration Office for review and processing
    - i. the date the application was received is recorded
  - b. Confirm committee has vacancy
    - i. if there is no vacancy exists on the committee the applicant will be informed, and that the application will be kept on file for one year
    - ii. if there is a vacancy, the Administration Office will check to see if there are any applications already on file and contact that person to see if they are still interested
      1. the applications will be selected based on the date the application was received by the Administration Office sorted by oldest first
  - c. Whether an existing application or new application, the Administration Office will check to see if applicant is member in good standing and a homeowner listed on the deed of his/her property within the Ocean Pines
    - i. if the applicant is eligible the application form will be sent to the committee chair for review and processing
      1. given the possibility of a temporary condition where the committee does not have a chair, the Administration Office will select a current committee member and send the application to that person for review and processing
    - ii. if the applicant is not eligible, he/she will be contacted by the Administration Office and informed that the application was not accepted
  
- III. **Committee Chair**
  - a. The Committee Chair (or designated committee member) will review the application and determine if he/she agrees or disagrees that the applicant should be appointed to the committee

- i. the Committee Chair will interview the applicant in conjunction with all requirements for committee membership
- ii. the Committee Chair should also discuss the applicant submission with other committee members
  1. this discussion can happen via formal committee meeting, special committee meeting or email among the committee members
- b. The Committee Chair will complete the application form with a designation of acceptance or rejection of the application
  - i. regardless of acceptance or rejection the application is sent to the Board Liaison for review<sup>1</sup>

**IV. Board Liaison**

- a. The Board Liaison will review the application and make recommendations on whether the application should be accepted or rejected
- b. The Board Liaison will complete the application form with a designation of acceptance or rejection of the application<sup>2</sup>
- c. The completed application is sent to the President of the Association to have the application request placed on the agenda for the next Board meeting.

**V. Board of Directors**

- a. The committee application will be on the agenda for the Board meeting and will follow the standard process of having a motion submitted, having it seconded, engaging in discussion, and voting on the motion for appointment
- b. The Administration Office will note the outcome of the Board of Directors vote

**VI. Administration Office**

- a. If the appointment is approved by the Board of Directors, a notification in the form of a formal letter will be crafted, signed by the President of the Association and sent to the appointee informing them that they are now a member of the committee
- b. If the appointment was not approved by the Board of Directors, a notification in the form of a formal letter will be crafted, signed by the President of the Association and sent to the appointee informing them that they were not appointed as a committee member
- c. The OPA web site will be updated with the name of the new committee member

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<sup>1</sup> Be advised that the Committee Chair cannot make the decision as only the Board of Directors has the authority

<sup>2</sup> Be advised that the Board Liaison cannot make the decision as only the Board of Directors has the authority

## **Application for Existing Committee Membership Extension**

### **I. Administration Office**

- a. The roster of all committee members and their term dates will be kept on file by the Administration Office
- b. Two (2) months prior to the expiration of a committee member's term they will be notified
  - i. if the committee member wants to continue on the committee, he/she must submit the application form as noted in section II (a) of the New Application for Committee Membership procedure
  - ii. the process for renewing committee membership will be the same as noted in sections II through VI of the New Application for Committee Membership procedure
  - iii. If the committee member decides not to continue on the committee the Administration Office will note the vacancy on the committee and revert to section I of the New Application for Committee Membership procedure
- c. Existing committee member extension and the associated term length of the extension are governed by resolution C-01 section 4(c)