

**The By-Laws & Resolutions Advisory Committee
December 3, 2021
Microsoft Teams**

Present: Chair Jim Trummel and Committee members Lora Pangratz, Keith Kaiser, Steve Jacobs and Bob Hillegass were present. Also, present were Director Colette Horn, committee liaison, Josh Davis, OPA Marketing and Public Relations Director and Tom Stauss of the Pines Progress. Chair Jim Trummel called the meeting to order at 1:00 PM.

The agenda was approved

The minutes of the November 12, 2021 meeting were approved.

PUBLIC COMMENTS: None.

UNFINISHED BUSINESS

Review of status dated 11/30/2021: The chair reviewed the By-laws Review Status as of 11/30/2021. This status report is attached. It indicates the progress the Committee has made on each of the proposed amendments to the By-laws as of the start of the meeting.

Search Committee talking points: The talking points for the December 11, 2021 Board meeting had been previously reviewed and sent to Director Horn. The purpose of this agenda item was to determine if there were items for further emphasis during the Board discussion. Director Horn commented that an item that could facilitate better implementation of the Search Committee would be if it had a continuing existence rather than appointment on an annual basis. It was agreed that this point would be brought up during discussion before the Board.

Eligible to vote: A new proposal, including a suggested revision of Section 5.02(a) by Steve Jacobs, was discussed. The proposal is attached. In Section 5.02(a), "Mary" should be "May" and in Section 1.11, Section 5.13(c) should be 5.13(e). With these corrections, the proposal will be accepted pending final review of proposals by the Committee. The accepted proposal is attached.

Owner of record: A decision has been made that a definition of Owner of Record, as used in the By-laws Section 5.02(a) will be referred to counsel by the Board. The Committee will discontinue discussion of this topic.

Cause status: Director Horn advised that the Board is going to continue consideration of this issue. Among the items to consider is whether to have a code of ethics that contains conduct provisions, but does not prescribe actions when violations are may have occurred. The Committee will discontinue consideration of this topic.

Format of recommendations to the Board: It was agreed to continue with the format used on the Eligible to Vote topic and modify, if necessary, as proposals are developed. It was decided to go forward with putting proposals in final form. The following assignments were made:

Steve Jacobs: Section 5.11 Amenity Privileges; Sections 5.14(e) and (f), 8.04(b) and 9.02(c)

Jim Trummel: Sections 4.03, 4.07(c)(2) and (c)(3); Section 5.10

Keith Kaiser: Sections 4.04(c) and 4.08(c)

Bob Hillegass: Sections 4.07(a) and 5.14(l)

Drafts can be distributed for review as they become ready.

Associate Member talking points: There is a tentative plan for the topic of Associate Member participation in Association governance to take place at a January meeting of the Board. The chair will prepare a talking point draft and distribute it for review.

NEW BUSINESS

Although not an agenda item, there was a discussion of Board of Director candidate qualifications. The qualifications of a candidate are in Section 5.02(a) of the By-laws. Director Horn indicated that the Committee can expect to receive a Committee Charging Document on this topic from the Board.

The Committee decided to hold the next meeting December 17, 2021 at 1:00 PM on Microsoft Teams.

GOVERNANCE DOCUMENT REVIEW

The Governance Document was reviewed and updated. The current status is attached.

The Committee approved the procedures for updating the Governance Document. This is an internal Committee document for use by the Committee. A copy is attached.

The meeting was adjourned at 3:00 PM on a unanimous vote of the Committee.

Jim Trummel
Minutes Recorder

November 22, 2021

Search Committee Status
Section 5.02(b) and 5.02(c)

The future of the Search Committee is one of the topics for consideration received by the By-laws and Resolutions Advisory Committee from the By-laws Work Group.

Search Committee History:

The Search Committee was established in the By-laws approved in 2008. Previously, the By-laws had provided for a Nominating Committee. The Nominating Committee was to be appointed no less than 190 days prior to the annual meeting and was given the task of nominating candidates for the Board of Directors. The committee was to nominate persons who met the eligibility requirements stated in the By-laws.

The approved By-laws of 2008 replaced the Nominating Committee with the Search Committee. A summary of proposed by-laws revisions, prepared for the 2008 referendum approval process, indicated that the Nominating Committee was to be designated a Search Committee because no vetting or screening was being performed and that the proposed Search Committee would be tasked to solicit candidates.

As part of the consideration of this topic, the By-laws and Resolutions Advisory Committee has:

- a. Requested comment from the Elections Committee, Search Committee and Communications Advisory Committee.
- b. Discussed the topic, including the responses received from the three committees.

In summary form, the committee responses were as follows:

- a. Elections Committee: This committee clearly expressed their desire to not be associated with a candidate search function. They wish to remain entirely focused on the election process to avoid any appearance of bias for or against any potential candidates.
- b. Communications Advisory Committee: This committee expressed an interest in assisting in communicating the candidacy process with the intent of encouraging interest in candidate applications. However, the committee did not believe it should take on the role of substitute for a Search Committee.
- c. Search Committee: The response from this committee was contained in a report required by resolution M-09 after the 2021 search process had been completed. The report is posted on the Search Committee page of the Association website. The report recommends that the Search Committee be eliminated.

By-laws and resolutions Advisory Committee Action:

The Committee has discussed the Search Committee status, including the responses of the three committees referred to above, at its July 9, 2021 and July 23, 2021 meetings. The video of these meetings can be viewed on YouTube. Committee discussion has included what must be included in the By-laws if the Search Committee is eliminated. The discussion also included what revisions could be made to the By-laws to make the Search Committee more viable if the Search Committee was retained.

Options regarding the Search Committee:

The Search Committee for the 2021 election has recommended eliminating that committee in a report to the Board. Based on responses from two other committees, there does not appear to be another committee interested in assuming the role of "candidate search".

It has been discussed that a majority of the Search Committee's responsibility is informing the community and improving awareness of the opportunity. Due to the social media advances since 2008, this function could be provided, and to a certain extent is already being provided, by the Communications Advisory Committee and Association staff.

It is possible to propose revisions to Search Committee responsibilities in the By-laws that would improve the process. However, the principal reason for an ineffective Search Committee process may have simply been the failure to appoint the committee in a timely fashion.

Proposing the elimination of a Board appointed standing committee goes beyond the action approved by the Association membership in the 2008 referendum. A committee was retained, but with responsibilities which corresponded to the then candidate search effort. However, proposing to continue with and revise the Search Committee is not viewed as productive unless it can be demonstrated that the committee can be consistently appointed.

This Committee sees the following options:

1. Eliminate the Search Committee requirement and associated tasking language in the By-Laws in its entirety with no changes to the responsibilities of other committees. However, language would have to be added to account for the candidate application process.
2. Eliminate the Search Committee and reassign some of its responsibilities to other committees.
3. Amend the existing By-laws language to make appointment of the Search Committee an option to be determined by the Board on an as-necessary basis.

The By-laws and Resolutions Advisory Committee requests guidance in moving forward regarding the question of the future of the Search Committee.

Jim Trummel
Chair
12/32021

Eligible to vote
Sections 3.01(c) and 5.02(a)

Explanation of proposal:

The primary proposal is to revise Section 5.02(a). The revision is intended to address concerns that a board candidate applicant may contend that the “eligible to vote under 3.01(c)” in Section 5.02(a) gives the applicant until 35 days prior to vote counting to pay the annual charge and qualify as eligible to vote. The proposed revision of 5.02(a) deletes reference to 3.01(c), but retains payment of annual charges as a requirement for an applicant.

The proposed revisions to Sections 1.11 (add), 3.03(c), 3.05 and 4.07(a) are non-substantive, provide a clear definition of the term “eligible to vote” and make “eligible to vote” the only variation of the term used in the By-laws.

- a. Section 1.11 defines the term “eligible to vote” which is used in multiple places in the By-laws.
- b. The proposed revisions to 3.03(c) and 3.05 are for the purpose of standardizing the term “eligible to vote” throughout the By-laws (“eligibility” is replaced).
- c. The proposed revision to 4.07(a) removes a duplicate reference to member signing a petition must be eligible to vote. The eligible to vote requirement remains in the fourth sentence of the section.

Proposed revisions:

Revise 5.02(a) to read:

a) **Eligibility.** All candidates must be one of the owners of record of real property in the Subdivision on the first day of January of the year in which the election is to be held, ~~Notwithstanding the provision in Section 3.01(c) of these bylaws, any candidate for the Board of Directors shall have paid the annual charge, including any assessed interest by the Association by May 15th of the year of the election. No member may be a candidate for election as a Director of the Association if he or she is an incumbent Director completing a second consecutive elected full term of office.~~

Deleted: and eligible to vote under Section 3.01(c)

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Add new section 1.11:

Section 1.11. “Eligible to vote” refers to a member who has paid the annual charges and interest levied under Section 5.14(a) and has not had the right to vote suspended under Section 5.13(e).

Revise the first sentence of 3.03(c) to read:

(c) The Secretary shall ~~confirm that the member is eligible to vote,~~ and valid proxies are delivered to the Elections Committee no later than forty-eight (48) hours prior to the beginning of the meeting.

Deleted: ensure that the member’s eligibility to vote is confirmed

Revise the second sentence of 3.05 to read:

~~The Elections Committee shall require identification and verify that the member is eligible to vote.~~

Deleted: members

Deleted: eligibility

Revise the second sentence of 4.07(a) to read:

By-laws and Resolutions Advisory Committee

file:searchcommitteestatusBOD

as of: 11/30/2021

By-laws Review Status

The following sections for review and proposal are from the By-laws Work Group

Sections/pages	Purpose of Proposal	Status
3.01(c) and 3.01(d) page 1	Clarify voting eligibility	This topic is now covered under the Advisory Committee Charging Document for 5.02(a) and 3.01(c)
3.04 and 4.07(a) page 1	To provide increased certainty as to who is eligible to vote or sign petitions	Prepare final proposal
4.03, 4.07(c)(2) and 4.07(c)(3) page 2	To clarify the meaning of "maximum number of votes"	Prepare final proposal
4.04(c) page 3	The proposal is to add members' meetings notice provisions from charter	Prepare final proposal
4.08(c) page 4	To require a minimum number of votes be cast for approval of a referendum	Prepare final proposal
5.02(b) pages 5 and 6	To determine the future of the Search Committee	An agenda item for discussion of the Search Committee and its future is planned for the December Board meeting.
5.02(c) pages 5 and 6	To revise board candidate application going to the Search Committee	Same as 5.02(b) Search Committee
5.10 page 7	To clarify requirements for Informal Action by making direct reference to Code	Prepare final proposal
5.11 page 8	To revise Board member amenity privileges	Prepare final proposal
5.13(h) page 9	To consider if there is a conflict between this provision and ARC authority in DRs	Input has not been received. Chair will follow-up with coounsel

Page 1 of 2

as of: 11/30/2021

By-laws Review Status

Sections/pages	Purpose of Proposal	Status
5.14(e) & (f), 8.04(b), & 9.02(c) pages 10 and 11	To determine how to identify source references in the by-laws	Prepare final proposal
6.06(a)(6) page 12	To add a duty to the list of duties for the president	No proposal will be submitted

The following proposals have been received from outside the Work Group and By-laws and Resolutions

10.02 page 13	To allow associate members of OPA to be committee members.	An agenda discussion item for the overall participation of associate members in Association affairs is planned for the January Board meeting.
5.12(a)(4) page 14	To make it easier for association members to remove a director	No proposal will be submitted
4.07(a) and 5.14(l) page 15	Insert references to a petition that has been certified as valid by the Secretary	Prepare final proposal

The following Advisory Committee Charge Documents have been received from the Board of Directors

5.02(a)	Provide a clarification of the meaning of "owner of record"	Discussion to be continued pending conclusion of current litigation
5.02(a) and 3.01(c)	Clarify whether the 35 day provision of 3.01(c) applies to candidate eligibility	Discuss proposal dated 11/30/2021
5.12(c)	Discuss meaning of "cause" and merits of resolution containing a code of ethics which can be used as a reference for "cause"	The Committee has questioned the extent to which it can make a meaningful contribution to this topic

NOTE: The below highlighted areas denotes the updates/changes made at the 12/03/2021 meeting by the C-04 Committee Members.

**Ocean Pines Association
By-Laws and Resolution Advisory Committee**

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
By-Laws	8/9/2008	Aug-08	TBD	7/9/21, Currently in the review process by the By-laws Work Group and the By-laws and Resolutions Committee.
Articles of Amendment and Restatement	4/24/2013	Apr-13	TBD	
Declaration of Restrictions				<i>Note: For informational purposes, the OPA has total of 33 Declaration of Restrictions on file.</i>
Total Number on File 33				
Snow Hill Depository			Jun-19	
Board Resolutions				
B-01 Book of Resolutions	1/4/2020	Jan-20	Jan-22	
B-02 Rules of Order for Board Meetings	11/19/2008	Oct-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the other "B" series resolutions noted below.
B-03 Meetings of Association Members	11/19/2008	Nov-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the other "B" series resolutions noted below.
B-04 Agenda Development for Board Meetings	1/27/2018	Jan-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the other "B" series resolutions noted below.
B-05 Conflicts of Interest	11/19/2008	Oct-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the other "B" series resolutions noted below.
B-06 Indemnification Policy	11/19/2008	Oct-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the other "B" series resolutions noted below.
B-07 Petitions	11/19/2008	Oct-18	Oct-20	6/4/21, C-04 Chair referred the resolution document to the C-04 Board Liaison for Board review. 7/9/21, Currently in the review process. 10/15/21 C-04 Chair advised new Board Liaison of the need to have this pending review completed.
B-08 Director Ethics & Conduct	7/27/2018	Jul-18	N/A	<i>This Resolution was deleted by the Board at the 6/16/21 meeting.</i>
Committee Resolutions				
C-01 Committee General	9/9/2020	Sep-20	Sep-22	
C-02 Architectural Review Committee	5/2/2020	May-20	May-22	
C-03 Budget and Finance Advisory Committee	10/10/2018	Oct-18	Oct-20	On 11/30/21, at the second reading the Board approved the requested changes to Resolution C-03 C-04, to verify that the signed copy is placed in the Book of Resolutions
C-04 By-Laws and Resolutions Advisory Committee	9/15/2021	Sep-21	Sep-23	
C-05 Clubs (Food & Beverage) Advisory Committee	10/20/2018		N/A	<i>This Advisory Committee was suspended by the BOD at the 9/9/2020 Board meeting.</i>

NOTE: The below highlighted areas denotes the updates/changes made at the 12/03/2021 meeting by the C-04 Committee Members.

**Ocean Pines Association
By-Laws and Resolution Advisory Committee**

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
C-06 Communications Advisory Committee <i>Responsible: C-06 Chair</i>	9/15/2021	Sep-21	Sep-23	9/15/21, Board held the second reading and approved the resolution changes. On 12/8/21 it was confirmed that the signed copy has been posted in the Book of Resolution.
C-07 Strategic Plan Advisory Committee <i>Responsible: C-07 Chair</i>	1/27/2018	Sep-21	Sep-23	C-04 received no response from C-07 regarding our request(s) for them to review their Resolution. On 9/17/21, C-04 changed last review date from Jan-18 to Sep-21 and scheduled the next review date.
C-08 Elections Committee <i>Responsible: C-08 Chair</i>	10/10/2018	Oct-18	Oct-20	6/4/21, On hold until completion of the 2021 Election Report.
C-09 Executive Council Committee <i>Responsible: Board President</i>	5/20/2009	Sep-17	Sep-21	12/03/21, C-04 Chair to advise BOD President, prior to the 12/16/21 Committee meeting, that the C-09 Resolution is due for review.
C-10 Environment and Natural Assets Advisory Committee <i>Responsible: Chair C-10</i>	10/27/2017	Mar-21	Mar-23	C-04 received no response from C-10 regarding our request(s) for them to review their Resolution. On 9/17/21, C-04 changed last review date from Mar-19 to Mar-21 and scheduled the next review date.
C-11 Golf Advisory Committee <i>Responsible: C-11 Committee Chair</i>	5/2/2020	Feb-20	Feb-22	
C-12 Marine Activities Advisory Committee <i>Responsible: C-12 Committee Chair</i>	5/20/2009	Oct-21	Oct-23	C-04 received no response from C-12 regarding our request(s) for them to review their Resolution. On 10/15/21, C-04 changed last review date from Jul-17 to Oct-21 and scheduled next review date.
C-13 Recreation and Parks Advisory Committee <i>Responsible: C-13 Committee Chair</i>	10/10/2018	Oct-21	Oct-23	C-04 received no response from C-13 regarding our request(s) for them to review their Resolution. On 9/17/21, C-04 changed last review date from Oct-18 to Oct-21 and scheduled the next review date.
C-14 Racquet Sports Advisory Committee <i>Responsible: C-14 Committee Chair</i>	12/19/2020	Dec-20	Dec-22	This Advisory Committee was reinstated by the BOD at the 12/17/2020 Board Meeting. The Committee will operate as defined in the Board Approved, Resolution C-14.
C-15 Aquatics Advisory Committee <i>Responsible: C-15 Committee Chair</i>	10/10/2018	Oct-18	Oct-20	4-2-21-On hold pending resumption of Committee Meeting. 7/23/21, C-04 Chair to advise the C-15 Chair that this Resolution is due for review. 9/17/21, C-04 Chair to remind the C-15 Chair that this Resolution is due for review. 10/15/21 Request for a review currently on hold pending the reorganization of the C-15 committee.
Financial and Budgetary Resolutions				
F-01 Investment Guidelines <i>Responsible: Board</i>	3/24/2016	May-18	May-22	
F-02 Annual Budget Development <i>Responsible: Board</i>	11/19/2008	May-18	May-20	9/15/21, Board held first reading of the pending resolution changes. 10/15/21 Board has scheduled the second reading for the 10/16/21 Board Meeting. On 11/20/21, at the second reading, the Board rejected the requested changes to Resolution F-02.
F-03 Financial Reserve Accounts <i>Responsible: Board</i>	10/17/2020	Oct-20	Jun-21	9/15/21, Board held first reading of the pending resolution changes. 10/15/21 Board has scheduled the second reading for the 10/16/21 Board Meeting. On 11/20/21, at the second reading, the Board rejected the requested changes to Resolution F-03.
F-04 Delinquent Assessments <i>Responsible: Board</i>	6/1/2019	May-21	May-22	

NOTE: The below highlighted areas denotes the updates/changes made at the 12/03/2021 meeting by the C-04 Committee Members.

**Ocean Pines Association
By-Laws and Resolution Advisory Committee**

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
General and Administrative Resolutions				
M-01 Compliance Procedures	5/2/2020	May-20	Mar-22	7/23/21, Currently on hold pending Court action to review OPA complaints. The Court cases are currently backlogged as a result of the COVID-19 issues. 9/17/21, Next review date changed from Jul 21 to Mar 22 to allow for additional time for the Court to clear their current backlog.
Responsible: Board				
M-02 Amenity Policies	11/2/2019	Nov-19	Nov-21	9/17/21, C-04 Chair to request Board to review this document. 10/15/21, C-04 Chair requested Board Liaison to have resolution reviewed by 12/31/2021.
Responsible: Board				
M-04 Maintenance of Lots	5/2/2020	May-20	May-22	
Responsible: Board				
M-05 Animal Control	2/17/2010	May-17	May-19	3/5/21- The C-04 Board Liaison was requested to ask the Board to review this Resolution. 6/4/21, Board Liaison to follow-up with Board for status report by the 7/9/21 meeting. 9/17/21, C-04 Board Liaison to follow-up with the General Manager. 10/15/21, C-04 Chair advised new Board Liaison of our past requests to review this resolution.
Responsible: Board				
M-06 Elections and Referendums	2/5/2020	Feb-20	Oct-20	March 2021-C-04 Chair provided M-06 Chair and M-06 Board Liaison with suggestions/comments from the C-04 Committee Meeting held on 2/2/2021. 6/4/21, The duplicated ballot safeguards, used in the last ballot, were not in compliance. The By-laws work group suggested changes to obtain compliance. Status pending. 9/17/21, Remains on hold until the 2021 Election Report is received. 12/03/21, C-04 Chair advised M-06 will be appointing a new Chair. The M-06 committee is working on their report.
Responsible: Board				
M-07 Bulkhead and Waterway Maintenance	6/16/2010	Jul-17	Jul-19	3/5/21- The C-04 Board Liaison was requested to ask the Board to review this Resolution. 6/4/21, Board Liaison to follow-up with Board for status report by the 7/9/21 meeting. 10/15/21, C-04 Chair advised new Board Liaison of our past requests to review this resolution.
Responsible: Board				
M-08 Association Manuals (Includes a Total of 8 manuals) <i>Architectural Review Committee Guidelines, Employee Handbook, OPA Emergency Operations Plan, OPA Financial Management Procedures Manual, OPA Financial Management Policy Manual, OPA Job Descriptions Manual, Employees Safety Manual, and the General Manager's Policy Instructions.</i>	7/20/2011	Nov-17	Oct-20	C-04 Chair has placed this on hold until after the Board appointed By-Laws Workgroup has completed their work. Any changes they make to our by-laws or governing documents may required changes to the Association Manuals to correct any possible inconsistencies between these manuals and our governing documents. 9/17/21, C-04 Chair to provide recommendations to the C-04 committee on how to proceed with this resolution at the next scheduled meeting on 10/15/21. 12/03/21, C-04 Chair to advised new Board Liaison of our past requests to review this resolution. This request will included details regarding the merits, difficulties and suggestions for the review.
Responsible: Board				
M-09 Search Committee	2/16/2019	Feb-19	Jul-20	3/5/21- The Bylaws Work Group is currently reviewing the status of the Search Committee.
Responsible: Committee Chair, GM and Board				

COPY UPDATED ON: 12/03/2021 - For review at the C-04 By-Laws Resolutions Advisory Committee Meeting Scheduled for 12/17/2021

Page 3 of 3 Pages

By-Laws & Resolution Advisory Committee's Governance Document
Definition and Procedures for Updating the Committee's Governance Document
Approved: December 3, 2021

Purpose of the Governance Document Form:

This form was designed by the By-Laws and Resolutions Advisory Committee for the committee's use to ensure that all resolutions are reviewed on a timely basis and in a consistent manner.

Definitions and Procedures are as follows:

- 1). The "**Effective Date**" is the date published for each Resolution in the "**Book of Resolutions**". This is the official Board meeting date on which any new Resolution was established, or changes made to an existing Resolution were approved, i.e.: "**Adopted by the Board of Directors**". This date should always be updated on our Governance Document. Any approved resolutions that are in the signature cycle will contain that date.
- 2). The "**Last Review Date**" and the "**Effective Date**" may normally be the same dates. This applies whenever the Board approves either a new Resolution or approves changes to an existing Resolution.
 - 2.a). The exception to Item 2 above, is when the responsible "entity" has advised the By-Laws and Resolutions Advisory Committee that they have reviewed their resolution and no changes are required. In that case, the new "**Last Review Date**" will then be the meeting date when the By-Laws and Resolutions Advisory Committee reviewed that request and updated the Governance Document.
- 3). The "**Scheduled Review Date**" is normally 24 months from the date that the Resolution was last reviewed by the responsible "entity". The exceptions are the following resolutions: F-02, F-04, M-01 and M-06. They are to be reviewed every 12 months. This date should be determined by adding (either 12 or 24 months) to last published "**Last Review Date**".
- 4). The "**Scheduled Review Processes**".
 - A). To assist the responsible "entity" in reviewing their resolutions, the By-Laws and Resolutions Advisory Committee will review their resolution prior to notifying them. The goal of our committee will be to see if there are any reasons to question any provisions and include that information in our notification to them. The C-04 Chair will then advise either the responsible Committee Chair, in the case of a Committee Resolution, or the Board Liaison, in the case of a Board Resolution, that the resolution is due for review along with any comments we may have.
 - B). In the case of a committee resolution, if no response is received within 30 days from the above request (Item A), the By-Laws and Resolutions Advisory Committee Chair will issue a second request to the Committee Chair, with copies to both that Committee's Board Liaison and our Board Liaison. This second request will inform them of the importance of the resolution review process and advise them if no response is received within 30 days, we will consider the lack of response as their authorization for our committee to consider their review process completed. The By-Laws and Resolutions Advisory Committee will then at their next scheduled meeting update the Governance Document. The new "**Last Review Date**" will be that meeting date and the next "**Scheduled Review Date**" will be determined as listed above in Item 3.
 - C). In cases where an acknowledgement is not received within 60 days from the responsible "entity" that their review process has been conducted, the following notation will be placed in the **Comments Section** of the Governance Document form. A sample of that notation to be placed in the comments section is as follows:
*"C-04 received no response from C-07 regarding our request(s) for them to review their Resolution.
On 9/17/21, C-04 changed last review date from Jan-18 to Sep-21 and scheduled the next review date."*
 - D). In the case of a Board responsible resolution, the C-04 Chair will continue to follow-up with the Board liaison until we get an appropriate response.
 - E). One of our committee's goals is to keep all committee resolutions up to date, but the Board resolutions are operating or policy procedures requiring a closed loop on review requests.