

## **GUIDELINES FOR COMMITTEES - 2010**

**INTRODUCTION:** The WCA Board has prepared the following guidelines to achieve optimum benefit from the committee system. These guidelines are presented as a means of implementing the provisions for committees found in the Declaration and By-Laws of the Association.

**COMMITTEE FUNCTION:** The function of each committee is to act as an advisory group to the Board of Directors. Only the Board has the authority to exercise and perform the powers, duties, and authority vested in the Association. The General Manager implements and supports this authority as authorized by the Board. Committees have no power to make commitments, negotiate contracts, direct staff personnel, or do any other act in the name of the Board or the Association. Committee members should not communicate as a WCA representative with outside vendors, contractors, consultants, etc. without prior approval from the General Manager and /or Board.

**APPOINTMENT TO COMMITTEES:** Committee members are appointed, serve and are replaced at the pleasure of the Board.

**DUTIES OF COMMITTEES:** The duties and responsibilities of committees are set by the Board. The functions of the Architectural Control Committee and of the Finance Committee are defined by the By-Laws.

**LENGTH OF TERM:** All committees serve until the next annual meeting with the exception of the Architectural Control Committee, and the Finance Committee. Committees which the Board feels are needed to support their work will be reformulated and reappointed by the Board. With the exception of these guidelines, all existing policies and operational procedures with respect to committees expire simultaneously with committee terms unless ratified each year for continuation by the Board.

The Architectural Control Committee and the Finance Committee, the standing committees, will continue to function until the Board can call for volunteers for the coming year. From this call for volunteers, the new Board will select and confirm continuing and new members for these committees.

**COMMITTEE SIZE:** Normal committee size will be either five or seven members. Exceptions may be authorized by the Board.

**COMMITTEE MEMBERSHIP:** Appointments to the standing committees must be members of the Association. All residents are eligible to be appointed to the non-standing committees. Generally, the Board will invite members to serve on only one committee at a time since it is the intent to have as much community participation as possible; however, exceptions may be approved by the Board.

**COMMITTEE RECRUITMENT:** At the beginning of each year, the Association will call for volunteers for all committees. Lists of these names will be submitted to the Board for approval.

**COMMITTEE ORGANIZATION:** Annually, after confirmation of the committee members by the Board, each committee will meet to elect a Chairperson, who must be a member of the Association and a Secretary to record meeting minutes. The second order of business of each

committee is to set the schedule of meetings for the year. Minutes of committee meetings must be submitted to the Board and WCA office each time a meeting is held, and at least quarterly. The minutes are to include a list of both attendees and absentees.

**RESPONSIBILITIES OF THE CHAIRPERSON:** The Chairperson is responsible for coordinating the work of the committee in accordance with the duties assigned by the Board. The chairperson is responsible for reporting the committee's activities and recommendations to the Board.

**COMMITTEE MEETING SCHEDULE:** Once the schedule of meetings and the meeting location are determined, this information is to be delivered to the WCA Office for publication. The Committee Chairperson will notify the WCA Office at least seven days in advance of any changes to scheduled meetings or of any additional meetings to allow time to publicize the time and location of the meeting.

**FAILURE TO MEET:** Committees which fail to meet at least quarterly will be considered to be dissolved by the Board. Committee members who, without proper notification, fail to attend at least once a quarter, are deemed to have resigned.

**CONFLICTS OF INTEREST:** Individuals who may be directly affected by the outcome of a vote on a particular issue should remain neutral and excuse themselves from voting on that particular issue.

**EXCEPTIONS:** Exceptions to the aforementioned items can be made by the WCA Board of Directors.