

Committee Policy

1. PURPOSE

Establish policy for creating and managing committees for the Crystal Falls Association (CFA).

2. SCOPE

This policy applies to all CFA committees.

3. REFERENCES

- a. Corporations Code §7210. Corporate Powers Exercised by Board.
- b. Corporations Code §7212. Executive Committees.
- c. Crystal Falls Association Bylaws
- d. Robert's Rules of Order

4. DEFINITIONS

Committee: A person or group of persons appointed to perform some service or function, as to investigate, report on, or act upon a particular matter.

Standing Committee: A committee intended to consider all matters pertaining to a designated subject on an ongoing basis.

Ad Hoc Committee: A committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

Executive Committee: A committee composed entirely of directors, with a minimum of 2 directors.

Advisory Committee: A committee that provides information and recommendations to the Board of Directors. An advisory committee does not have decision making authority to govern the association or direct association employees.

Mandatory Committee: A committee prescribed by CFA governing documents (e.g. Bylaws, CC&Rs, Articles of Incorporation).

Committee Charter: A document describing the purpose, scope, objectives and members of the committee.

5. RESPONSIBILITIES

- a. Board of Directors
 - 1) Form and dissolve committees
 - 2) Define the purpose, scope, objectives and priorities of committees
 - 3) Delegate responsibility and authority to committees as needed
 - 4) Appoint committee chairpersons
 - 5) Appoint committee members as needed
 - 6) Monitor and direct committee activities as needed
- b. Committee Chairperson
 - 1) Serve as liaison between the Board of Directors and the committee

- 2) Schedule and run committee meetings
- 3) Coordinate committee activities
- 4) Report committee status to the Board of Directors at regular monthly open board meetings

6. FORMING COMMITTEES

- a. Except for mandatory committees, all committees are formed at the discretion of the Board of Directors.
- b. Committees are formed with approval of a committee charter by the Board of Directors in an open meeting.

7. DISSOLVING COMMITTEES

- a. Except for mandatory committees, the Board of Directors may dissolve any committee at any time.
- b. Committees automatically dissolve upon seating of new board directors following annual director elections.

8. COMMITTEE CHARTERS

- a. Committee charters should adhere to the format of the template provided in Appendix A of this document but may be tailored as needed.
- b. The Board of Directors will revise committee charters as needed to reflect changes to committee purpose, scope, objectives, priorities, and membership.
- c. Revisions to committee charters will be implemented by approval by the Board of Directors in an open meeting.
- d. Approved charters for active committees will be published to the CFA web site.

9. COMMITTEE MEETINGS

- a. Executive Committee meetings must adhere the open meeting requirements of the Davis Stirling Act, requiring notice to the membership, publication of an agenda, be open to the membership, publication of minutes, etc. The same generally applies to any committee meeting attended by a majority of directors.
- b. Other committee meetings do not have to be open to the membership and do not require notice, publication of agendas, or minutes.
 - 1) The Board of Directors may, at its discretion, specify meeting requirements for a committee.
 - 2) The committee may, at its discretion, conduct its meetings in an open format, provide notice, publish agendas, minutes, etc., providing it is not inconsistent with direction from the Board of Directors.
 - 3) Committees are encouraged to apply parliamentary procedure (Robert's Rules of Order) as needed for conducting orderly meetings and voting by committee members to make group decisions.

10. Revision History

1/18/18 – Approved by the CFA Board of Directors on 1/18/18

Crystal Falls Association

Name of Committee

1. COMMITTEE TYPE

Specify if the committee is a Standing, Ad Hoc, Executive, Advisory committee. Examples: “Ad Hoc Executive Advisory Committee”, “Standing Committee”, “Standing Advisory Committee”

2. PURPOSE

Briefly state the purpose of the committee.

3. SCOPE

- a. State the scope of the committee
- b. Be clear about the limits of the committee’s responsibility and authority
- c. You can state what the committee’s scope does not include if needed

4. OBJECTIVES

- a. List the objective(s) of the committee
- b. Objectives should be specific
 - 1) State what the committee will do and/or produce
 - 2) State when the committee should complete the task

5. CURRENT TOP PRIORITIES

- a. Committees with broad scope may need to have their top priorities clearly established and revised as time goes on or when circumstances change.
- b. Small Ad Hoc committees with very narrow scope and short life spans might not need top priorities specified. They might have only one simple objective in which case stating ‘top priorities’ may not be necessary.

6. COMMITTEE MEMBERS

- a. Committee Chairperson: One-person committees only have a Chairperson and no other members
- b. Member Name:
- c. Member Name

7. Revision History

date – briefly state what was changed each time the charter is updated. The following entry is a good way to start ...

1/15/18 – Initial draft pending approval by the CFA Board of Directors