

OCA Committee Policy and Guidelines updated 03/29/23 by the Board of Directors

Oceanside Community Association (“OCA” or “Association”) is a large and complex organization that requires much work. The Association’s small staff – Administrative and Maintenance – is not sufficient to accomplish all the work that is needed to maintain a vibrant, enjoyable and successful community. As with most community associations, OCA heavily relies on Committees to provide much needed support. For instance, the Activities Committee manages the many events (parties, coffee hours, pet shows, fashion shows, ...) and activities (card games, health and fitness activities – such as aerobics classes, Tai Chi and line dancing – as well as clubs and ceramics, billiards, art, woodshop, ...); while the Architecture Committee maintains the aesthetics and soundness of our homes; and the Facilities Maintenance and Reserve Components (FMARC) Committee guides our infrastructure – garages, carports, streets, water lines, sewer lines, And so on, for the many Committees that keep our community functioning.

The Board is responsible for and has final authority over all aspects of the management, operation and governance of our Association. While our Committees are necessary and do much needed good work, final decision-making authority and responsibility resides solely with the Board. Thus, Committees do the necessary and difficult work of identifying, investigating and addressing issues and options and then making recommendations for outcomes; the Board must approve any Committee recommendations before they can go into effect. To efficiently provide Board approval of some Committee recommendations, the Board has established Executive Sub-Committees of the Board for several Committees. These Executive Sub-Committees can then act for the Board on most Committee recommendations without the need to wait for a full Board meeting,

In order to provide guidance and clarity to the roles, responsibilities and authority of Committees, this policy and guidance document is provided. This document seeks to set forth practical and useful policy and guidance based upon applicable law, the Association’s governing documents, and the policies of the Board of Directors. In the event of conflict, applicable laws and the governing documents apply in that order.

1. Committees are established and disestablished by the Board; and operate subject to direction from the Board. Typically chairs of Committees are appointed by the Board, while members of Committees are recommended to the Board by each Committee and approved by the Board. One significant reason for Board written approval of committee members is so that they will be covered under the Association’s insurance. All Committee members serve at the pleasure of the Board and may be removed at any time and for any reason, whether or not such removal is recommended by the Committee.

2. Term of service on Committees. Longevity of Committee members is a two-edged sword. Having long serving members provides experience and history to the process. Quality Committee members are hard to find and retain. On the other hand, long serving members can become entrenched, feel “ownership”, and be resistant to change. There is no specific Association policy setting “term limits” for Committee members or chairs. Nevertheless,

Committee chairs and members are encouraged to be aware of the issues and seek slow but necessary turnover in membership as appropriate to maintain vitality and effectiveness.

3. An important function of Committees is to provide recommendations to the Board. While the typical flow is that Committees originate recommendations to the Board for approval, not infrequently the Board will identify an issue and then ask a Committee for its recommendation(s) on the issue. As a representative governing body for homeowners and residents, the Board seeks to understand the viewpoint of homeowners and residents when making decisions. A key part of such understanding is to review and consider recommendations by Committees. Often, Committees are more informed about issues under their purview and have a sense of the community's viewpoint on such issues. Thus, a key source of information for the Board are recommendations by Committees. If an issue concerns an area that is within the scope of a Committee's tasking then this is appropriate since the Board should be reluctant to make decisions without input and coordination with the affected Committee. Further, a Committee may have a more comprehensive understanding of the community's viewpoint on the issue(s). This is a collaborative process as well as a structural matter. The Board does not want to invade the sphere of Committees, and it also needs the input from Committees when making decisions.

4. Our governing documents provide that the President of OCA is an *ex officio* member of all Committees. Thus, s/he is a member of each Committee, but without voting privileges. The President can attend and fully participate in every Committee activity, but cannot vote on items upon which the Committee members vote. Depending on management style, Presidents can be active in participating in Committee meetings or be more unobtrusive. The Board appoints a Board Liaison to each Committee. The role of the Board Liaison is to provide the Board's current perspective on items that come before the Committee, update the Committee on Board or Association actions that affect the Committee, process recommendations by the Committee that require Board action, and to generally support the Committee.

5. Meetings and similar functions must be governed by a set of procedural rules. Normally, this is Robert's Rules of Order. If another set of procedural rules is to apply, they must be in writing and published. Thus, all Committee meetings should be conducted in accordance with the applicable rules of procedure. It is incumbent in the chair of each Committee to conduct meetings in accordance with the applicable procedural rules. All Committee members should be conversant with the applicable procedural rules so that meetings go smoothly and properly, such as in making and voting on motions. While informality and fully airing views is very important, it is equally important that it be done in the context of a meeting conducted in accordance with the applicable procedural rules. For example, motions need to be specific and processed via a second, discussion and voting (ayes, nays, abstentions). Amendments to motions need to be handled in accordance with the procedural rules. "Speaking motions" and run-on motions and motions that conflate discussion must be avoided.

6. Our Association seeks to be open and inclusive. Thus, most Association activities, including Committee meetings, are open to attendance by homeowners and residents. While homeowners and residents generally have the opportunity to attend and observe Committee meetings, they do not have a right to participate. Typically, Committees have an "Open Forum" or "Resident /

Homeowner Comment” agenda item for each meeting that provides an opportunity for non-Committee member attendees to speak to the Committee. It is up to the chair of each Committee to schedule and manage input from non-Committee member attendees. This can include limiting time, subject matter, and number of speakers. While often chaotic, a chair can make a meeting fully participatory by non-Committee member attendees, but without the right to vote. It is strongly recommended that chairs firmly manage participation by non-Committee member attendees during Committee meetings. There is no requirement to allow participation by non-Committee members during a Committee meeting, but it is encouraged at least as to an “Open Forum” segment of meetings.

7. Committees have no authority to create sub-committees. This authority resides solely with the Board. Committees may use “working groups” or similar tasking assignment to carry out specific research, investigation, inquiry and analysis functions; but a “working group” needs to fully report back to the full Committee and the Committee must review, discuss and act on any “working group” outcome. An open process that homeowners and residents can have access to and understand is an important goal in this regard.

8. All funds from whatever source that are received or expended by or on behalf of a Committee are the property of the Association. The Board is responsible for and has authority over all monetary transactions. The Board does delegate some limited authority to Committees regarding specific monetary items. For instance, some Committees are given spending authority up to a specified amount and some Committees can generate income – specifically Share & Wear. While many Committees have budgets and do financial reporting, all financial matters and funds belong to the Association are the responsibility of the Board.

9. Committees must maintain minutes of meetings. Each Committee needs a “Secretary” to prepare the minutes. Committees must review and approve the minutes of each meeting. Approved minutes must be provided to the Association office so that they can be maintained in the official records of the Association. Typically, minutes from a meeting are approved by the Committee at the next meeting.