

<b>Beech Mountain Lakes Association Policies</b>			
<i>Section:</i>	<b>4.0 Administration</b>	<i>Effective Date:</i>	<b>January 01, 2022</b>
<i>Policy:</i>	<b>4.9 Committee Membership Rules and Reports Policy</b>	<i>Supersedes:</i>	<b>None</b>
<i>Approved by:</i>	<b>5 of 5 Board Members</b>		

**RECITALS**

- A. Whereas, the Board of Directors, under section 13 of the Beech Mountain Lakes Protective Covenants has the power to implement general use restrictions including section 13.10.
- B. The Board of Directors wishes to adopt a uniform policy for the rules and reports of committee membership.

Now, therefore, let it be resolved that the Board of Directors adopts the following policy for rules and reports of committee membership:

**ARTICLE 1 – General**

- 1) The Beech Mountain Lakes’ Association Board of Directors shall designate all committees.
- 2) Copies of all committee meetings, reports and recommendations are to be submitted to the BML BOD.

**ARTICLE II – Committee Membership**

- A. No person may be a member of more than three standing committees.
- B. Each standing committee shall have one (1) member (usually the chairperson) assigned to act as a liaison to the General Manager & BOD Liaison. The chairperson along with committee members will study community issues, problems, and opportunities, and make recommendations to the Board of Directors.

**ARTICLE III – Meetings, Rules and Reports**

**Meetings:**

- A. At its first meeting after appointment by the Board in each organizational year, each committee shall set a calendar for at least four (4) meetings per year, monthly preferred, one (1) or two (2) weeks after a regular Board meeting and submit the calendar to the General Manager.

### **Rules:**

- A. All committees are required to have a Mission Statement.
- B. In the absence of such rules set by the committee, Robert's Rules of Order shall prevail. Any rules adopted by a committee must be in keeping with Beech Mountain Lakes' Association By-Laws.
- C. Annual organizational packets of committee officers and members that are made up by each committee will be presented to the General Manager and the Board of Directors.
- D. Rules adopted by the committee may not deprive any committee member of active participation and should include procedures for:
  - 1. reasonable notice of meetings to all members and the BML Board and General Manager
  - 2. cancellation of meetings
  - 3. calling emergency meetings
  - 4. minutes of meetings and their approval

\*The manner of transmitting reports and recommendations to the Board shall mean forwarding all minutes to the GM and BML BOD as previously mentioned.

\* A quorum is the majority of those members of the committee who attend.

- E. Each committee will be responsible to advertise their committee meetings and special events by simply using the existing outlets the BOD and administration use to notify the membership.
- F. Advertising can be done through a newsletter to the members or by posting on a bulletin board. All publications posted on the bulletin board must be cleared through the Recreation Director & General Manager.
- G. No person shall appear at meetings of any agency or governing body as a representative of BMLA without specific Board vote authorizing the selected representative to represent a specified matter.
- H. It shall be incumbent upon any BMLA Board member, committee member, member at large or employee, attending any meeting of an agency or governing body without such authorization, to inform such body of the lack of authority to speak for the "Association on the Association" position on any matter.

### **Reports and Recommendations**

- In the interest of timely reports and recommendations from committees being received by the Board of Directors, such reports and recommendations must be submitted in writing by the committee to the Committee Board Liaison & General Manager indicating:
  - 1. Members present and absent for the meeting
  - 2. majority and minority opinions

3. supporting data
  4. recommendations
  5. advantages and disadvantages
  6. effects and alternatives
- Standing committees can make recommendations about bidding and purchasing for items of equipment related to their committee assignment.

**Effective Date:**

In witness whereof, the undersigned have executed this resolution on the   1st   day of   January   2022.

Signature on file in Admin office

President

Signature on file in Admin office

Secretary