



# IronOaks at Sun Lakes

## **Standing Committee Charter**

### **General Requirements**

#### 1. **General Requirements**

1.1. The General Requirements is to be the preamble to all IronOaks Standing Committees.

#### 2. **Purpose:**

2.1. To provide the general procedures and guidelines for the operation of all IronOaks Standing Committees.

#### 3. **Authority:**

3.1. As set forth in the Standing Committee Charter of each Committee

#### 4. **Organization:**

4.1. Standing Committees are established by action of the IronOaks Board of Directors ("Board")

4.2. The Board will designate one member of the Board to act as liaison with each Committee. The Board Liaison shall participate in discussions and be a non-voting member of the Committee.

4.3. The Board shall review and approve all Committee Charters.

4.3.1. Should a Committee Charter require modification, the Chair and the Committee will meet and will prepare a draft of the proposed changes. The Chair will then submit the draft to the Board Liaison for review and submission to the Board for approval.

4.4. The Board shall appoint the Chairperson ("Chair") pursuant to the IronOaks HOA Governance and Standing Committee Chairperson Policy.

4.4.1. Each year thereafter, the Chair will be subject to reappointment\* or to replacement.

\* Maximum term to be 3 years pursuant to the IronOaks HOA Governance and Standing Committee Chairperson Policy.

4.4.2. Chair termination of service shall be by term limits, resignation, or by action of the Board.

4.5. The Chair of a Committee shall serve as the Chair of only one Committee.



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- 4.6. The Chair shall establish the number of voting or ad hoc members deemed appropriate for the committee to function.
  - 4.6.1. The Board shall approve all members at the beginning of each year. Thereafter, the Chair shall have authority to appoint interim or replacement members as necessary.
    - 4.6.1.1. The Chair shall provide a list of committee members, approved by the Board, and provide changes in committee membership to the Chair of the Chairperson Selection Committee.
  - 4.6.2. Chair shall appoint one member to serve as Vice Chair, and one to serve as Recording Secretary.
    - 4.6.2.1. The Chair shall notify the Chair of the Chairperson Selection Committee and the Director of Communications as to changes or appointments of Vice Chair and Recording Secretary and Committee members.
    - 4.6.2.2. Upon vacancy of the Chair position, other than by term limits, the Vice Chair shall serve in an interim capacity until such time as a new Chair is appointed pursuant to the IronOaks HOA Governance and Standing Committee Chairperson Policy.
  - 4.6.3. Member termination of service shall be by resignation, vote of the committee or action by the Chair.
- 4.7. The Chair may also establish sub-committees and appoint sub-committee chairs, as appropriate.

### **5. Meetings and Procedures:**

- 5.1. The Committee shall meet at the call of the Chair or Vice Chair (in the absence of the Chair), or at the request of the Board, to consider matters assigned under the Committee's charter. Notices of all meetings are to be forwarded to the office of the General Manager and the Director of Communications for posting.
- 5.2. A majority of Committee members must participate in policy recommendation related to Committee operations; otherwise, a majority of those present shall constitute a quorum to act on business before the Committee. Association staff may participate in meetings to facilitate exchange of information regarding issues assigned under the Committee charter.



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5.3. The Committee shall maintain written minutes and other records of its meetings and activities, which shall be forwarded within 10 days to the participating members and the Board Liaison for review. Participating members should offer any amendatory suggestions within five days, and thereafter, minutes are considered approved as amended and shall be submitted to the General Manager for distribution to the Board, and for filing in the permanent records of the Association.

**6. Responsibilities:**

6.1. As set forth in Standing Committee Charters.