



IronOaks Committee Operating Procedures

Board Guidelines Approved: December 21, 2011

The Board of Directors establishes standing committees. They are advisory to the Board of Directors. They work only with matters defined in their charters and/or those specifically requested by the Board.

The Elections Committee and the Architecture and Landscape Committee are governance committees and established by the CC&Rs. The governance committees have limited authority to take action for the Board as defined in their charters.

The Board appoints ad hoc committees, when needed, to research and make recommendations on specific issues. Every year the Board will reevaluate the need for each ad hoc committee to continue. Ad hoc committees are dissolved when their work is completed.

All committees operate with the following common expectations:

1. All committees follow Roberts Rules of Order when conducting meetings.
2. A majority of each committee's posted membership constitutes a quorum.
3. Unless the committee has no business to conduct, meetings are held monthly at a time and place available to all HOA members. The meeting date, time and agenda must be posted on the www.ironoakshoa.org website no later than three days prior to the meeting.
4. Committee meetings are open to attendance by all HOA members and time must be allotted for their comments on items under discussion. The committee chair has the authority to limit time for comments by HOA members.
5. The committee chair may restrict attendance by non-committee members if discussions are related to a specific resident or employee.
6. The committee chair determines the size of the committee membership. However, at no time shall the membership of any committee be less than five without Board approval. The Board also reserves the right to set a maximum number of members of any committee. A Board member, without voting authority, is assigned as liaison to each committee.
7. The Board appoints chairs for each committee during its first meeting in January. Committee chair positions vacated during the calendar year are also appointed by the Board. Committee chairs are eligible to be appointed to their positions for three successive years. Then they must sit out for one year as a chair of the same committee, unless an exception is approved by the Board. The committee membership appoints a vice chair. The Board liaison to newly created ad hoc committees shall serve as the temporary chair of that ad hoc committee to get the committee organized.

8. The Board approves the roster of committee membership annually during their first meeting in January. Committee membership positions vacated during the calendar year and expansion of committee memberships are filled by the committee chair.
9. Minutes are recorded and posted online after committee approval.
10. Issues for recommendation to the Board are voted on by the committee members.
11. The status of the work of committees may be reported at monthly Board meetings. Reports presented at monthly Board meetings must be submitted in writing to the recording secretary at least five days prior to the scheduled meeting. An annual written summary of committee work is published and presented at the Annual Meeting of the HOA membership.
12. A staff member supports each committee.
13. The chairs of committees will recruit and interview candidates for committee membership. They are supported in this effort with a booth at the annual Activities Fair and have the option to post requests online for additional candidates.
14. An HOA member may serve as chair of only one committee at a time. They may serve on only two committees at a time. Membership on the Unit Captains Committee will not be counted as one of the two committees. Exceptions to the two committee membership limit must be approved by the Board.
15. Committee members may be removed for lack of contribution or disruption of the committee. Removal of a committee member can be done with the agreement of the committee chair and the Board liaison. If there is no agreement, then the matter may be brought to the Board for a decision.
16. Committee meetings are attended by committee members, Board liaison, committee liaisons, the General Manager, staff members, homeowners and vendors. Those present are community volunteers or others dedicated to the best interest of our IronOaks HOA. An environment of respect and dignity is expected among all those in attendance during discussions and conduct of business.
17. Committees are expected to work with and interact with all other IronOaks committees. As an example, committees considering items that involve non-budgeted funding should consult the Finance Committee. If the item under consideration involves a change in or the remodeling of HOA property the Properties Committee, the Master Planning Committee and the Energy Conservation Committee should be consulted. If it involves the appearance or image of our HOA the Image Committee should be consulted. This includes printed materials, signs and new web sites that will be used to represent our HOA to the public. In all cases the General Manager should be consulted first.