



Association Committee Rules and Regulations

1) Committee Creation

a) **Power and duty to create committees.** The By-Laws of the association provide the board with the power to Designate one or more committees

Section 12 (1) Designate one or more committees which, to the extent provided in the resolution designating such committee shall have the powers of the Board of Directors in the management of the business and affairs of the Association. Such committee shall consist of at least three (3) members of the Association, one of whom shall be a Director. The committee or committees shall have such name or names as may be determined from time to time by the Board of Directors and said committees shall keep regular minutes of their proceedings and report the same to the Board of Directors as required. Provided, however, that any such committee shall operate strictly in accordance with limitations imposed by Florida Statutes 718 (The Condominium Act), and the Florida Administration Code

b) **Annual committee designation meeting.** At least annually the board of directors shall designate for each committee; the name of the committee, the status of the committee (standing, ad hoc...), the number of committee members, the members for the committee, the Board Member Representative for the committee (unless the governing documents prohibit board member representation), and other guidance the board deems necessary. At least thirty (30) days, but not more than forty five (45) day prior to this meeting, the board shall notify the Association membership of all committees to be designated (created or renewed) as to solicit volunteer wishing to serve on the named committees. This membership notification requirement is not applicable to any committees designated at the same meeting this resolution is adopted or any ad hoc committee whose existence is anticipated to be less than thirty-five (35) days.

c) **Committee Organizational Meeting.** An organizational meeting of a committee shall be held within fourteen (14) days of their designation by the board of directors (section 1. (b) above). The board of director committee representative, as chosen by the board, shall set the time, place and date of the committee organizational meeting. He shall act as committee chairman until the committee elects a Chairman. Notice of the organizational meeting shall be given

to each committee member personally or by mail, telephone, or telegraph, at least five (5) days prior to the day named for such meeting. Adequate notice will be conspicuously posted on the Condominium property forty-eight (48) hours in advance of the meeting.

2) **Committee Membership**

a) **Committee members** shall be limited to owners of Condominium "Units", as defined in the Declaration of Condominium and the By-Laws of the Association. Transfer of ownership of a Unit, either voluntary or by operation of law, shall terminate membership in a committee of the Association. If Unit ownership is vested in more than one person, then all of the persons so owning said Unit shall be eligible to serve on a committee (s). If Unit ownership is vested in a corporation, the individual officer or employee the corporation has designated as its Voting Member may serve on a committee(s).

b) **Vacancies on a committee.** If the membership of a committee member becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or otherwise, a majority of the remaining committee members, though less than a quorum, shall choose a successor or successors, who shall hold membership in the committee until the next committee designation by the board. The election held for the purpose of filling said vacancy may be held at any regular or special meeting of the committee.

c) **Disqualification and Resignation of Committee Members.** Any committee member may resign at any time by sending a written notice of such resignation to the office of the Association delivered to the Secretary or the same to the secretary of that committee who shall notify the Secretary of the Association. Unless otherwise specified therein, such resignation shall take effect upon receipt thereof by either Secretary. More than three (3) consecutive absences from regular meetings of the committee shall automatically constitute a resignation effective when such resignation is accepted by the committee. In the event a committee member or the corporate owner said voting member serving on a committee ceases to be an owner of a Condominium Unit or ceases to have an interest therein, or in the event a corporate voting member serving on a committee ceases to be the voting member of the corporation, then the committee membership shall immediately and automatically terminate. No member shall continue to serve on a committee should he be more than sixty (60) days delinquent in the payment of an assessment and said delinquency shall automatically constitute a resignation effective when such resignation is accepted by the committee. In the case of a corporate owner that has a voting member serving on a committee, if that corporation is more than sixty (60) days delinquent in the payment of an assessment said delinquency shall automatically constitute a resignation of the voting member's committee membership effective when such resignation is accepted by the committee.

d) **Removal of committee member.** Any committee member may be removed at anytime, with or without cause, by the Association board of directors, provided, however, that no committee member shall be removed except by the affirmative vote for removal by a majority of the whole board. (e.g., if the board is composed of nine (9) persons, then five (5) of said board vote for removal).

3) **Committee meetings**

a) **Regular Meetings.** The committee may establish a schedule of regular meetings to be held at such time and place as the committee may designate. Notice of such regular meetings shall nevertheless be given to each committee member personally or by mail, telephone, or telegraph, at least five (5) days prior to the day named for such meeting. Meetings of the committee shall be open to all Unit owners. Except in emergency situations, adequate notice will be conspicuously posted on the Condominium property forty-eight (48) hours in advance. The minutes of these meetings will be kept in the same manner as the minutes of the meetings of the membership.

b) **Special Meetings.** Special meetings of a committee may be called by the committee Chairman and must be called by the committee Secretary at the written request of one-third (1/3) of the votes of the committee. Not less than five (5) days notice of the meeting shall be given personally or by mail, telephone, or telegraph, which notice shall state the time, place and purpose of the meeting.

c) **Quorum.** At all meetings of a committee of the association a majority of the committee members shall constitute a quorum for the transaction of business, and the acts of the majority of the committee members present at such meetings at which a quorum is present shall be the acts of that committee. If at any meeting of a committee there is less than a quorum present, the majority of those present may adjourn the meeting from time to time. At each such adjourned meeting any business which might have been transacted at the meeting as originally called may be transacted without further notice.

d) **Parliamentary rules.** Robert's Rules of Order (latest edition) shall govern the conduct of the Association committee meetings when not in conflict with the Condominium Act, Declaration of Condominium, or the By-Laws.

4) **Officers**

a) **Elective Officers.** The principal officers of a committee shall be a Chairman and a Secretary all of whom shall be elected by the committee membership. All officers of committee shall be members of that committee.

b) **Election.** The officers of a committee designated in Section (a) above shall be elected annually by that committee at the organizational meeting of each committee following the board meeting that designated the committee.

c) **Appointive Officers.** The committee may appoint additional officers, as the committee deems necessary, and grant them the duties it deems appropriate.

d) **Term.** The officers of a committee shall hold office until their successors are chosen and qualify in their stead. Any officer elected or appointed by a committee may be removed at any time, with or without cause, by that committee, provided, however, that no officer shall be removed except by the affirmative vote for removal by a majority of the whole committee. (e.g., if the committee is composed of eleven (11) persons, then six (6) of said committee members must vote for removal). If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the committee. All officers shall serve without compensation.

e) **The Chairman.** He shall be the chief executive officer of the committee; he shall preside at all meetings of the committee. He shall have executive powers and general supervision over the affairs of the committee and other officers. He shall sign all written contracts to perform all of the duties incident to his office and which may be delegated to him from time to time by the committee or Board of Directors.

f) **The Secretary.** He shall issue notices of committee meetings in cooperation with the Secretary of the Association; he shall attend and keep the minutes of the same; he shall have charge of all of the committee's books, records and papers except those kept by the Treasurer if applicable. The secretary of a committee shall provide the Association with books, records and papers as requested.

5) The Resolution information

a) The intent of this resolution is to place in one simple document committee guidelines for the Association. Most of these committee rules and qualification are similar to what the By-Laws designate for Association Board meetings and director qualification.

b) If any item within this resolution is deemed in contrast with the governing documents of the Association only that item will be disqualified the remaining resolution will remain in effect.