

RECREATION CENTERS OF SUN CITY WEST, INC.**POLICY STATEMENT - C 1****Standing and Special Committees**

1.0 Purpose:

To establish the manner by which all standing and special committees are scheduled, advertised, and reported, and to what extent audience participation is permitted. This policy also establishes term limits for committee membership.

2.0 Bylaw Requirements:

In addition to the provisions of this policy, all committees and committee chairpersons shall conform to Bylaw 4D.1 (Restated 6-27-02), or its successor, including the requirement: "The Chairperson shall consider technical qualifications and related experience in selecting committee members."

3.0 Policy:

3.1 Committee chairpersons shall provide a list of all current voting and non-voting members of their committee to the Governing Board's Office Manager, on or before July 15, of each year. All subsequent changes to the committee's membership shall be provided to the Office Manager within five (5) days following that change.

3.1.1 The list shall contain the name, home address and telephone number of all members; however, a member's telephone number shall be considered as confidential information to all but the Governing Board, unless the member has consented to its release.

3.1.2 The term of all committee members shall be for a period of not more than one-year, terminating on June 30, of each year. Members may be reappointed to additional terms, and may be removed at any time at the discretion of the committee's Chairperson.

3.1.3 All standing and special committees may have an unlimited number of sub-committees, provided that such sub-committees shall adhere to all the provisions outlined in this policy. Further, that its membership is comprised solely of owner members, associate members, or employees of the Association, and that its mission and responsibilities are clearly defined as within the scope of its parent committee.

3.2 On or before August 1, of each year, each chairperson shall provide to the Governing Board's Office Manager an annual committee meeting schedule, containing not less than date, day of week, time, and place for each meeting. If for any reason a meeting is rescheduled by date, time or place, it will be the responsibility of the chairperson to immediately notify the Office Manager. Schedules shall be posted on the committee's website, the Association's website, Association bulletin boards, and published in each issue of the Association's newsletter.

3.3 Committee meetings shall be held only in facilities owned or under the control of the Recreation Centers of Sun City West, or otherwise approved by the Governing Board. In addition, no committee meeting shall be scheduled for or conducted between the hours of 8:00 PM and 8:00 AM.

- 3.4** All committee meetings shall be open to Owner Members and Associate Members of the Association, hereinafter referred to as the audience, and to any other person invited or approved by the chairperson, on a space available basis. A chairperson shall close a portion of a meeting to the audience, other than to the General Manager, or a Director of the Governing Board or to the Association Attorney, when considering one or more of the following subjects:
- legal advice from the Association Attorney;
 - pending or contemplated litigation;
 - personal, health and financial information about an individual member of the Association, an individual employee of the association or an individual employee of a contractor for the Association; and
 - matters relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the Association or an individual employee of a contractor of the Association who works under the direction of the Association.
- 3.5** The President of the Governing Board shall be an ex officio member of all committees.
- 3.6** Committee meetings are work sessions conducted for the purpose of assisting the Governing Board and the General Manager to evaluate issues, and they do so by generally providing analysis, options and recommendations. Neither the committee nor its chairperson shall possess the authority to set policy, direct staff, or make decisions binding on other than the committee membership and the operation of the committee, and then, not inconsistent with the provisions of this policy.
- 3.6.1** Audience comments and questions will be permitted at the discretion of the chairperson and when permitted, shall be addressed only to the chairperson, who shall decide to whom, if anyone, the inquiry shall be directed.
- 3.6.1.1** For the purpose of this article (3.6), all members of a sub-committee shall be considered a member of the committee to which that sub-committee is subordinate.
- 3.6.1.2** If audience comment and questions are permitted, the chairperson may limit the time each person is allowed to speak, which shall not be less than two-minutes. No member of the audience may speak on a second occasion, until all others have first had an opportunity to do so, and the chairperson may limit all speakers to a single occasion. In the interest of preserving the integrity of the meeting or the committee's agenda, the chairperson may terminate questions or comments at any time.
- 3.6.1.3** For the purpose of fulfilling the committee's mission, the chairperson may direct questions to any person in attendance without also allowing audience comment, nor shall the participation of any person specifically invited by the chairperson to provide information to the committee shall not require any participation by the audience.

- 3.6.2** Committee meetings are considered general work sessions, and often result in far-ranging discussions, hence a formal agenda is encouraged, but shall not be mandatory. In the event that an agenda is published for the committee's use, copies shall be provided to all Owner Members and Associate Members in attendance. An agenda may be amended by the chairperson prior to or during the meeting.
- 3.6.3** Unless excused by the President, a committee chairperson shall post, within six (6) days of the adjournment or conclusion of a committee meeting, the minutes of that meeting on a Governing Board approved committee website, and provide a copy to the Governing Board's Office Manager.
- 3.7** No member of a committee shall represent that committee in any fashion, to the Association's employees, another committee, or any news media, without the expressed consent of its chairperson.