

HHHOA
BOARD COMMITTEE
ROLES & RESPONSIBILITIES

- I. Board Policy Committee Roles:** The HHHOA Bylaws prescribes several aspects of committees of the Board capsulated below:(**Article IX, Pages 13-14**)
- a. The Bylaws give the Board authority to establish both Standing and Ad Hoc Committees as well as to establish and adjust their areas of responsibilities and purposes. (9.1)
 - b. It establishes that the Board will appoint a Chairperson for each Committee. The Chairperson shall not be a current Director, unless specifically authorized by the Board. Chairperson shall appoint additional committee members, subject to Board approval. The Chair shall designate a Vice Chairperson, subject to Board approval, and a Secretary who will record minutes of all committee meetings.(9.2)
 - c. Terms of committees begin with the appointment of the Chairperson and terminate with appointment of next Chairperson. All committee members serve at the pleasure of the Board. (9.3)
 - d. Ad Hoc Committees may be appointed by the Board and ends upon the completion of its work to the satisfaction of the Board. (9.4)
 - e. The Board shall designate a Director to serve as a liaison to each committee. The Liaison shall not be a voting member of the committee unless serving as the Chairperson. (9.5)
 - f. Committee meetings may be open to the residents with prior notice at the discretion of the Committee or as determined by the Board. (9.6)
 - g. Committee powers are limited to making recommendations to the Board within its delegated authority unless otherwise specifically authorized by the Board. (9.7)
 - h. Committee quorum is the majority of the total number of committee members. (9.8)
 - i. Conduct of Committee and Subcommittee shall be in accordance with all applicable laws and regulations and performed in a professional manner. (9.9)
- II. Committee Standing Protocol**
- a. Committees will work within a “Policy Governance” framework whereby they make policy recommendations to the Board, while retreating from over-involvement with operational detail issues that are delegated to staff.
 - b. Committees will not exceed 9 members, who are in good standing with the association.
 - c. Committees meeting schedules will be influenced by the annual work plan of the committee, but shall meet at least quarterly throughout the board year.
 - d. Committees are not bound by Roberts Rules of Order, but each recommendation of a committee to the Board shall be made by the majority of the committee members necessary to establish quorum.

- e. Committees will file minutes from their meeting which will become part of the corporate records and available to the community for inspection.
- f. All recommendations of Committee will be submitted in writing to the Board and will document the committee vote on that specific issue. Recommendations may be submitted from the capsulated minutes or via a separate report for that purpose.
- g. Should it be prudent to appoint a subcommittee, the subcommittee members will be identified from within existing standing committee.

III. Standing Committees of the Board: Two committees are prescribed with the corporate governing documents. **Elections** (Bylaws) and **Architectural Landscape Compliance** (CCRs). The other standing committees below are created to assist the Board with its fiduciary and oversight of the business affairs of the organization.

- a. **Audit**
- b. **Board Policy and Administration**
- c. **Financial Affairs**
- d. **Infrastructure and Facilities**
- e. *Elections*
- f. *Architectural and Landscape Compliance*