

**RESOLUTION BY THE BOARD OF DIRECTORS OF
HIGHLANDS AT WOODBROOK COMMUNITY ORGANIZATION
REGARDING ESTABLISHING COMMITTEES OF THE BOARD OF DIRECTORS**

WHEREAS, the Association's Board of Directors (Board) is charged with the responsibility managing and regulating the business activities and other such duties normally associated with running the organization pursuant to The Association Declaration, Articles of Incorporation and/or Bylaws; and

WHEREAS, from time to time committees of the Board become necessary to support the safety, security and enjoyment of the members of the community; and

WHEREAS, the Board deems it to be in the best interests of the Association to adopt a uniform and systematic procedure for the establishment of committees of the Board; and

BE IT RESOLVED, that the following Amendment to the Bylaws is adopted:

Article VIII. Committees

Section 1. There shall be two types of committees. A **Standing Committee** shall be formed and be considered a permanent part of the organization. A standing committee may be added when the Board determines it necessary. A **Special Committee** or **ad hoc Committee** shall be formed to perform a specific task and is dissolved when the task is complete. Generally a **Special Committee's** purpose is to investigate and/or research a specific subject or project, or to complete a specific project when authorized by the Board.

Section 2. A committee may be formed only by the Board and the determination of whether it is a **Standing Committee** or a **Special Committee** will be determined at formation. The determination may be changed by the Board.

Section 3. Requests for the formation of a committee may be made by any member of the organization. The committee request shall be in writing to the Board and be decided upon at a regularly scheduled Board meeting.

Section 4. When the Board has determined that a committee shall be formed the Board will send out a request by email to all members for volunteers. Each committee shall have 3-5 members unless other membership is authorized by the Board. If, due to lack of interest (volunteers) a committee cannot be formed, notification will be emailed to all members.

Section 5. The Board will appoint a chairperson from the selected committee volunteers. The selection will be determined by the interest, understanding and willingness to serve as chairperson along with understanding of the requirements of a chairperson position.

Section 6. The Chairperson of a committee will be required to report back to the board after each committee meeting. This may be in the form of meeting minutes or a summary report.

Section 7. The Board authorized **Committee Organization Declaration** will state the duties and functions of the committee being formed. This document should be signed by the committee chairperson and the organization Secretary. A copy should be held by each.

Section 8. The **Committee Organization Declaration** will determine the scope of authority allowed the committee. i.e. an Annual BBQ Committee may be given the authority to take action within a provided budget , whereas a park/playground committee may be limited to input/recommendation and information gathering.

Section 9. The Board may at any time determine a committee is no longer needed and disband the committee.

Adopted on this 14th Day of May, 2015 and effective on May 14, 2015.

HIGHLANDS AT WOBDROOK COMMUNITY ASSOCIATION

Julie A Mierau
President

Rosalie Jackman
Secretary