

LAKE LIMERICK COUNTRY CLUB COMMITTEE GUIDELINES

The following are guidelines for the named committees as approved by the Board of Directors on May 29, 1994, and revised with Board of Directors Approval on May 20, 1995, April 15, 2006 and January 16, 2016.

Committees for the purposes of these guidelines are standing committees including Architectural, Water, Hearings, Greens, Lake/Dam, Maintenance, Inn, and Youth. Other committees may be chartered and scheduled by the President or the Board of Directors as required. Special purpose committees including Election and Nominating may not require monthly meetings nor need to comply with budget preparation provisions included in these guidelines.

1. Each committee will have a chairperson appointed as outlined in the Board of Directors resolution establishing that committee. Each committee should also have a vice-chairperson appointed by the committee chairperson. The committee will meet at the same time, date, and location each month as determined by the core committee as defined in paragraph four below. Meeting arrangements will be made to avoid two or more standing committees meeting at the same time whenever possible, and should result in the committee meeting being completed prior to the third Saturday of each month.
2. Each committee chairperson assisted by his vice-chairperson and others as deemed appropriate, will prepare a statement of plans and goals for his committee for the ensuing year for review and approval of the Board of Directors. That statement should include a schedule plan for budget preparation and other events controlled by the committee. It should also identify significant anticipated capital expenditures and overall financial goals for the year. Agendas for monthly meetings should be structured to reflect requirements and events contained in the plans and goals. This statement is to be available to the Board of Directors one week prior to the June Board of Directors meeting.
3. Draft budgets for the club fiscal year will be prepared by each committee in coordination with the corporate treasurer for Board of Directors review no later than one week prior to the July Board of Directors meeting. The committee as a whole will establish budget guidelines, including estimated income and expenses and capital expenditure plans. The chairperson will appoint three or four committee members to sit on the budget committee (a sub-committee), to prepare draft budgets in detail, reflecting the budget guidelines established by the committee. Final budgets for submittal to the corporate treasurer will be reviewed by the full committee and must be approved by a majority of the committee members.
4. Upon the approval of a committee chairperson by the Board of Directors, that chairperson may establish the core committee by appointing a vice-chairperson and a recording secretary.

Additional Lake Limerick Country Club members may qualify for active committee membership as outlined in the Board of Directors resolution establishing the committee.

5. Committee members missing three or more consecutive meetings may be dropped from the membership at the chairperson's discretion. Remote participation does not constitute a meeting miss. Each chairperson will be responsible for the maintenance of a current list of active committee members, and such active members attending should be noted in the minutes. A copy of the active member's list will be provided to the club office and will be available to all Lake Limerick Country Club members.
6. A committee chairperson may remove a member from a committee at any time, either temporarily suspended or permanently removed, for conduct that is obstructive to the operation of the committee or for failing to attend three consecutive meetings. Dissent is strongly encouraged, and is to be included in issue consideration. However, expression of points of view should not be allowed to go beyond a clear explanation into such disruptive actions as loud arguing, personal remarks, table pounding, threats, and so on. A member removed by a committee chairperson may ask for reinstatement, which may be denied, granted, or conditionally granted.
7. In the event a member petitions for committee membership and is denied, that member, at their choosing, may request a review of the committee action via a request of the Board. The Board or delegate may review the circumstances of the committee action by conducting an investigation to determine if the petitioner's behavior goes beyond the expression of points of view and becomes, prejudicial or otherwise obstructive to the committee process. The investigation may include a closed meeting with the committee. The results of the investigation are to be referred to the Hearing Committee for review, with a non-binding recommendation being made to the Board and or the committee in question.
8. Each committee member is allowed one vote. A member may vote on any matter brought before the committee at any regularly scheduled committee meeting. Any special or urgent action, being handled outside of a normally scheduled meeting, also entitles each member to one vote. It is believed that special, urgent actions are extremely rare and occur normally only under emergency situations and require prompt action to prevent a dangerous situation or damage to Association assets. For items being considered at an actual committee meeting, a vote is to be made while participating in the committee meeting, either in person or via conference call. A proxy vote is not allowed if a member is absent, at a regularly scheduled committee meeting. The result of any committee vote is to be recorded in the committee minutes and represent a count of the votes for and against each item (or noted as carried unanimously).
9. Each committee chairperson or their delegate, with the cooperation and knowledge of the vice-chairperson, will be responsible to prepare and distribute to committee members an agenda for each meeting and will conduct each meeting in accordance with the agenda. The vice-chairperson will preside in the chairperson's absence.

10. Each committee chairperson will be responsible for the taking of (or directing a committee member to take) minutes of each meeting to properly record discussions and actions taken or items agreed upon. Such minutes identified as "draft minutes - subject to full committee approval" should be made available to the office for reproduction within five calendar days of the committee meeting. Such draft minutes will be distributed to each director's folder, the webmaster and sufficient copies made so that each committee member can obtain a copy either from the office, the web site or from the chairperson. All committee minutes, draft or approved, are available to all club members on request and a copy will be provided to each of the other standing committees covered under these guidelines. It will be the chairperson's responsibility to present to the Board of Directors, in person or by delegation, any measure so decided by the committee and recorded in the minutes.
11. Committee chairpersons are encouraged, and may be requested, to attend Board of Directors meetings, and a record of such attendance will be noted in the Board of Directors minutes.
12. Each chairperson is requested to prepare a statement for the September newsletter, including a summary of the committee plans and goals statement, and an introduction to the community members of the chairperson himself. Each chairperson is also asked to prepare statements for each succeeding quarterly newsletter to include progress against the goals.
13. At the beginning of each meeting, following roll call, any attending non-committee member should be acknowledged and introduced. They should be encouraged to participate in the meeting when appropriate and may be added to the agenda. The committee minutes should note guests' attendance.
14. All committee members should strive to complete action items accepted in a reasonable time and to notify the chairperson of such action.
15. Committee members should obtain draft minutes prior to the next committee meeting, review them, and notify the chairperson of significant changes and updated status.
16. Robert's Rules of Order, or other mechanical rules of procedure, shall not apply to any of the processes and procedures of the committee; rather, the committee shall proceed in all ways reasonably and fairly, with concern not only for the rights of the general membership to enforcement of the applicable rules, but also for the rights of individual members to a process that affords them respect as members, gives them a reasonable chance to participate in the process and fairly considers their positions. Meetings must be conducted in an orderly manner, with comments and statements from voting members made as such member is recognized by the chairperson. Visitors to any committee meeting are asked to observe the same protocol.

LAKE LIMERICK COUNTRY CLUB COMMITTEE MEMBER APPLICATION

1. My name is: _____

My address is: _____

My telephone number is: _____

My e-mail address is: _____

2. I would like to be a member of the _____ Committee.

3. I promise to uphold the Declarations, Articles of Incorporation, Bylaws, Committee Guidelines, and other Rules of Lake Limerick Country Club: to attend committee meetings and perform committee-related work on a regular basis: and to do so in a constructive, positive, helpful way. I have read, understand, and agree to the Committee Guidelines of Lake Limerick Country Club.

Signature: _____ Date: _____

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The Committee voted on whether or not to accept this applicant as a member of its committee on _____. The results of the vote are as follows:

For: _____ Against: _____ Abstained: _____

If "Against" exceeds "For" by a simple majority, the Committee Member Applicant has the option to request a review by the Board of Directors. The following document subsequent actions.

Committee Member Applicant requested the Board of Directors to review the vote on _____.

The Board of Directors assigned _____ to review the request on _____ using the tests established in the Committee Rules.

The Reviewer brought their findings to the Board on _____. On _____ the Board determined on one of the following courses of action:

_____ uphold the Committees Vote or _____ proposed a non-binding recommendation for the committee to reconsider.

**LAKE LIMERICK COUNTRY CLUB
COMMITTEE MEMBERS**

Date Prepared: _____

Committee: _____

Date: _____

Chairperson: _____

Vice Chair: _____

Secretary: _____

Current Members:

- | | |
|-----------|-----------|
| 1. _____ | 14. _____ |
| 2. _____ | 15. _____ |
| 3. _____ | 16. _____ |
| 4. _____ | 17. _____ |
| 5. _____ | 18. _____ |
| 6. _____ | 19. _____ |
| 7. _____ | 20. _____ |
| 8. _____ | 21. _____ |
| 9. _____ | 22. _____ |
| 10. _____ | 23. _____ |
| 11. _____ | 24. _____ |
| 12. _____ | 25. _____ |
| 13. _____ | 26. _____ |