

UPCAI

Standard By-laws for all Board-appointed Committees Approved by the Board - January 16, 2020

1. The present committees concerned by these by-laws are the following:
 - a. Finance Committee
 - b. Infrastructure Committee
 - c. Architecture & Landscape Committee
 - d. Safety & Access Control Committee
 - e. Outreach Committee
2. Committee - The committee must be established by a vote of the Board, with an approved mandate, scope of activities and level of authority.
3. Role - The committee reports to the Board as part of the overall governance and direction of the Association. It functions "at the Board's pleasure" and is subject to its direction, as appropriate. In general terms, the committee mandate will provide:
 - a. Oversight of an area of the Association's affairs,
 - b. Guidance and advice to the Property Manager (PBM LLC),
 - c. Policy recommendations to the Board.

At no time will the committee exercise any executive management function, nor have any policy nor financial authority in the Association.
4. Chair - The committee chair(s) will be appointed by the Board.
5. Membership - Association members and residents can volunteer to serve on the Committee. To avoid any conflict of interest, PBM staff and vendors (including resident vendors) should not be a committee member, although they may be invited to attend meetings. It is suggested that volunteer resident membership is about 7 persons. The names of all members shall be confirmed by the Board.
6. Meeting notices - Notices of committee meetings shall be posted in advance, so that residents have reasonable opportunity to attend - regular scheduled meetings 2 days in advance and special meetings 7 days in advance. All meetings should also be shown in the "Event Calendar" on the UPCA web site.
7. Quorum - The quorum to conduct committee business is 4 committee members physically present. There should always be a roll-call of members at the start of a meeting.
8. Minutes - A committee member shall prepare succinct minutes for every meeting. These should be based on the meeting agenda and record decisions taken, subsequent actions authorized to be taken, and any material issues carried forward. Within one week of the meeting, on approval by the chair, these minutes will be provided to the Association Manager for posting on the web site.
9. Metrics & process - The committee shall include in any plans it proposes, appropriate financial and performance metrics to measure the success of what they are proposing, and the necessary procedures/processes to ensure appropriate implementation and /or enforcement.
10. Annual objectives - Each year, as part of the annual budget process, the committee will set its objectives and budget recommendations for the coming year, and present these to the Chair Council and to the Board.
11. Resident attendance - Association members and residents shall be given the opportunity to attend all committee meetings and ask questions. The manner in which such questions can be raised during the meeting is left to the discretion of the meeting chair.

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12. Town-hall meetings - The committee may hold open information and discussion sessions for Association members and residents designed to garner feedback to further the thinking on specific matters, or for educational purposes on matters of broad interest.
13. Project funding - Where the committee will propose a project that requires funding, it must discuss such funding with the Board Treasurer and Finance Committee before presenting the project.
14. Chair Council - All committee recommendations involving material un-budgeted expenditure (>\$5,000) or any modification of Board policy must be presented and discussed with the Chair Council, before being presented to the Board for approval.
15. Board liaison - A member of the Board will ensure effective communications, understanding of issues, and liaison on key matters between the committee and the Board. This person may attend committee meetings, as appropriate. In certain situations this Board person may also be a member of the committee or the committee chair.
16. Records - All notices, documents, reports, minutes, presentations, emails and other materials pertinent to the functioning of the committee can be considered as Records of the Association. Accordingly they can be subject to a public records request by any member of the Association.