

COLUMBIA ASSOCIATION AQUATICS ADVISORY COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Aquatics Advisory Committee (the “CAAC” or “Committee”) is to provide input to the Columbia Association (“CA”) on policies and programs concerning the operation of and suggested improvements in CA’s indoor and outdoor aquatic facilities and activities. Members of the CAAC also serve as liaisons between CA aquatics members and CA Sport & Fitness management with regard to the above.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA’s Strategic Plan and the President/CEO’s goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. The CAAC’s Charge may include some or all of the following:

1. Inform and advise CA of community issues and opportunities as they relate to the operations of CA’s aquatic facilities and programs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist CA in disseminating information about the operation, policies and programs of the indoor and outdoor pools.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The CAAC shall consist of one CA staff member, and up to 16 at-large members representing a broad spectrum of aquatic activities, Village Community Associations, and aquatic users’ ages and abilities. One of the appointments shall be reserved for the Columbia Neighborhood Swim League, one for the Columbia Clippers, and one to represent people with disabilities. At-large members of the CAAC will be nominated by the Director of Sports & Fitness and appointed by the CA Board.

Section 2

On any matters brought to a vote before the CAAC, each member present shall be entitled to one vote.

Section 3

Members of the CAAC must be current members of a CA aquatic facility (i.e., the Outdoor Pools, Swim Center, Supreme Sports Club, Athletic Club and/or Columbia Gym).

Section 4

At-large members of the CAAC shall serve staggered two-year terms. Each September 30th, 8 of the 16 appointments will expire. New applicants or current members with expiring terms may submit an application to be considered for appointment to the vacant positions.

Section 5

Members may be removed from the Committee by a two-thirds vote for not fulfilling their duties or for failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the Board.

Section 6

Any vacancies occurring during the term of a member shall be filled for the remainder of the unexpired term in accordance with the requirements outlined above.

ARTICLE II: OFFICERS

Section 1

The officers of the CAAC shall be a Chairperson, who must have a resident Sport & Fitness membership, and a Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee in October each year, and shall hold office for a period of one year. The CA staff member is not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff person shall be responsible for preparation of the meeting agendas, and shall preside over meetings of the CAAC.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and otherwise assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Columbia Aquatics Advisory Committee, each member agrees to attend and actively participate in regular and special Committee meetings on a regular basis.

Section 2

The CAAC advises on specific matters as directed by CA.

Section 3

The CAAC may recommend policy to CA, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the CAAC shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the CAAC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The CAAC may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA Sport & Fitness management may at any time recommend charter amendments to the CA Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in "Robert's Rules of Order, Newly Revised" shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff member of the CAAC will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of the meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” The staff member also will assist in gathering, assessing and presenting information to the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year listing the Committee’s major accomplishments, stating its recommendations to the Board, if any, and outlining its proposed Charge.

Approved: March 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October 27, 2016