



To: Columbia Association Board of Directors (CA Board)  
Through: Jane Dembner, Director of Planning and Community Affairs  
From: Jessica Bellah, Community Planner  
Subject: Draft Millennial Advisory Committee Charter and Charge  
Date: February 21, 2019

At the February 14 Work Session, the CA Board reviewed a draft charter for the establishment of a Millennial Advisory Committee (Committee) and draft work items staff recommended the Committee undertake in their first year of operation. The Board suggested some changes in language to certain portions of the draft charter and first year work items. The attached drafts reflect these changes.

At the Board's request, staff reached out to the members of the Millennial Work Group and asked them for input on the draft charter and work items. Two members responded; one member recommended providing a link to "Robert's Rules of Order, Newly Revised" for Committee members to reference and the other reached out to discuss various parts of the charter but made no recommendations.

#### Recommendation

Staff recommends that the Board approve the finalized Charter and first year Charge at the February Board meeting on February 28<sup>th</sup>. Staff recommends that information pertaining to Robert's Rules of Order be shared with Committee members at the start of their tenure serving on the Committee.

**COLUMBIA ASSOCIATION  
MILLENNIAL ADVISORY COMMITTEE CHARTER  
Draft, January 29, 2019**

**Mission Statement**

The mission of the Millennial Advisory Committee (the “Committee”) is to provide input and suggestions to the Columbia Association on how existing or new programming, facilities, services and offerings can best meet the needs, interests, and concerns of Columbia’s millennial community and to facilitate increased millennial participation and engagement with Columbia Association.

**Goals**

In July of each fiscal year, the Committee will submit for approval by the CA Board a Charge consisting of three to four initiatives related to its mission to be addressed by the Committee over the remainder of the fiscal year. The initiatives must be aligned with CA’s Strategic Plan. The Committee’s Charge may include some or all of the following:

1. Monitor the implementation of recommendations from the Millennials Work Group report, “Exploring Ways to Better Serve Millennials.” (Accepted by the Board on January 24, 2019).
2. Review and advise on CA programs and services as they relate to the mission of this committee.
3. Explore, inform and advise Columbia Association on community issues and opportunities as they relate to the mission of this committee.
4. Provide volunteer assistance at and/or host Columbia Association events or programs targeted toward Columbia’s millennial population.
5. Encourage businesses, organizations and associations to address the needs, interests and concerns of Columbia’s millennials so that Columbia is a city that appeals to a wide range of age cohorts.
6. Assist Columbia Association in disseminating information to the community as it relates to the mission of this committee
7. Assist Columbia Association by engaging with other Columbia Association Advisory Committees to provide the millennial perspective and input on the work undertaken by these committees as it relates to the mission of the Committee.

**Procedures**

**ARTICLE I: MEMBERSHIP**

**Section 1**

The Committee shall consist of up to fifteen (15) individuals ages 19 through 35 years of age. Members shall be selected from the community at-large with the intention that the Committee’s membership will be reflective of diverse backgrounds and interests, including both residents and those employed but not living in Columbia.

## Section 2

A Columbia Association staff member will be appointed by Columbia Association's President/CEO to serve as a staff liaison to the Committee. The Columbia Association staff member will recommend and the CA Board will select the committee members from nominations received in response to a public announcement soliciting members.

## Section 3

Committee members will be appointed for a one-year term, with member renewal determined by the Columbia Association President/CEO or his/her designee.

## Section 4

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

## Section 5

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 Committee shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee each fiscal year, and shall hold office for their one-year term.

## Section 2

The Chairperson, with the assistance of the CA staff liaison (see Article VII: Staff Support), shall be responsible for preparation of the meeting agendas and shall preside over meetings of the Committee.

## Section 3

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

# ARTICLE III: DUTIES OF MEMBERS

## Section 1

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

## Section 2

The Committee advises on special topics, matters and issues as directed by the CA Board.

## Section 3

The Committee may recommend policy to the CA Board, 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 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 Committee shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Home Owner 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, at least one week prior to such meeting, 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 Committee's membership is required to be present at a meeting to constitute a quorum.

#### Section 5

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

### ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the Columbia Association 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. Columbia Association Management may recommend charter amendments to the Columbia Association Board at any time.

### 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 liaison to the Committee will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of Committee 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 the Committee in gathering, assessing and presenting information to the CA Board. Requests for additional support are dependent upon available resources.

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 in relationship to its Charge, stating its recommendations to the Board, if any, and outlining its proposed Charge for the remainder of the fiscal year.

Approved by the CA Board of Directors – \_\_\_\_\_, \_\_\_\_\_

Proposed Charge, Millennial Advisory Group for the period the committee is established in FY19 through FY 20 (April 30, 2020).

1. Provide specific recommendations on potential membership pricing and discounts for Columbia's millennials.
2. Provide feedback on new and existing programming and events designed to respond to those Priority recommendations outlined in the Millennials Work Group report, "Exploring Ways to Better Serve Millennials." (Accepted by the Board on January 24, 2019)
3. Provide an implementation report on the recommendations in the Millennials Work Group Report, Exploring Ways to Better Serve Millennials." (Accepted by the Board on January 24, 2019)