



October 7, 2016

To: Columbia Association Board of Directors
Advisory Committee Chairpersons
Village Board Chairs
Village Managers
Members of the Press
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, October 13, 2016 at 7:30 p.m. at Columbia Association Headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | |
|---|----------------|
| 1. Call to Order (Announce Directors/Staff in Attendance) | 1 min. |
| 2. Approval of Agenda | 1 min. |
| 3. Resident Speakout
(Limited to the topics of the work session only, per the "Policy on Conduct of Work Sessions of Board of Directors and Board Committees" adopted by the CA Board of Directors on August 28, 2008) | |
| 4. Chairman's Remarks | 3 min. |
| 5. President's Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 6. Work Session Topics | 95 min. |
| (a) CA Board hosts public hearing for additions/deletions to the Conditional FY 2018 Budget | |
| (b) Advisory Committees | |
| (c) Overview of the Administrative Services Department – Susan Krabbe | |
| 7. Adjournment – Anticipated Ending Time: Approximately 9:35 p.m. | |

Next Board Meeting: Thursday, October 27, 2016

ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.

CA Mission Statement

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.



October 7, 2016

To: Columbia Association Board of Directors
Milton W. Matthews, President/CEO

From: Susan Krabbe, Vice President and Chief Financial Officer

Re: Public Hearing for Additions/Deletions to the Conditional FY 2018 Budget

The Columbia Association Board of Directors is hosting a public hearing for additions and/or deletions to the Conditional FY 2018 Budget, at the October 13, 2016 Board work session. The public hearing is an opportunity for community stakeholders to submit their requests to the CA Board. No back-up material is prepared for this meeting, as it is an opportunity to hear from the community.

CA staff will collect the information presented via the public hearing, and use it to guide the additions and deletions to the Conditional FY 2018 budget that will be provided to the CA Board in early January 2017.



DATE: October 6, 2016
TO: Board of Directors
Cc : Sheri Fanaroff, Dan Burns, Michelle Miller, Dennis Matthey, Chuck Thompson
FROM: Milton W. Matthews
RE: Recommendations Regarding Columbia Association Advisory Committees

On April 10, 2014, the CA Board of Directors approved recommendations made by an ad hoc sub-committee of the Board Operations Committee (“BOC”) that was formed by the Board to discuss ways to enhance the effectiveness of CA’s Advisory Committees. Since those recommendations were put into practice, the Board has eliminated its Planning & Strategy, Strategic Implementation and External Relations Committees, necessitating changes to the Advisory Committees’ charters and practices, and it has become apparent that a few of the 2014 recommendations are not practicable. Consequently, listed below are the CA staff’s updated recommendations regarding the status of and procedures to be followed by the Advisory Committees.

A. Status of Resident Advisory Committees

There are currently twelve resident advisory committees. They are:

1. Information Technology
2. Sport and Fitness
3. Health and Fitness
4. Aquatics
5. Tennis
6. Golf
7. Green
8. Watershed
9. Art Center
10. International and Multicultural
11. Senior
12. Teen and Middle School

The charters for all twelve committees, revised as discussed below in Section B, are attached to this memo as Addendum A.

CA staff makes the following recommendations with respect to changes in certain Sport and Fitness (“S&F”) committees:

- Sport and Fitness – We recommend that this committee be sunsetted at the end of this fiscal year (FY17). The members of this committee are the Chair and Vice-Chair of each of the other specialized S&F committees. The original intention in creating this committee was to allow members with different specialized S&F concerns to come to a better understanding of each other’s concerns and therefore a better appreciation of the budgeting of CA’s finite resources. In actuality, that intent has not been realized, and the members of each specialized S&F committee attend solely in order to advocate for their special interests. Since that purpose is already served by the specialized committees, the S&F committee is redundant.
- Health and Fitness – At present, only 3 or 4 members have volunteered to serve on this committee in recent years, although the committee’s charter provides that it will have 12 members representing different constituencies at the gyms. We recommend that this committee be suspended while we devise new approaches to recruit members for this committee and succeed in increasing its membership to achieve the purposes for which it was created.
- Golf and Green Committees – We recommend that at the end of this fiscal year, these two committees be combined into one committee, since their concerns overlap and there is frequently discussion of the same issues at meetings of both committees.

In the event that the board approves these recommendations, further revisions will be required to the S&F charters. Those revised versions are attached as Addendum B.

We recommend that the status of the other eight committees remain as is. This would reduce the total number of resident advisory committees from 12 to 10, 1 of which would be inactive for the time being.

B. Recommended Advisory Committee Procedures

1. Standardize the charters for all Advisory Committees by including:
 - a. A requirement that each committee submit an “Annual Report” to the Board in July each year. This report would describe the committee’s accomplishments for the fiscal year just ended and would also submit a “Charge” for approval by the Board. That Charge will consist of 3 to 4 proposed items aligned with the Committee’s goals as well as CA’s Strategic Plan and the President’s goals and objectives, which the committee will work on during the next 11 months. A template for the Annual Report is attached as Addendum C.

- b. A requirement that the committee provide testimony during the budget process, if that committee is requesting budgetary funds.
- c. A provision that Advisory Committees are not authorized to direct or oversee the day-to-day work of CA's staff.

(As noted above, the committee charters revised to reflect these provisions and the elimination of the three board committees, are attached as Addendum A.)

- 2. Over the course of each fiscal year, each Advisory Committee will be visited by a Board member at least once. The BOC will be responsible for assigning Board members to attend specific committees' meetings and for monitoring such attendance.
- 3. The staff liaison for each Advisory Committee will forward to all of the committee's members any emails or other communications received by the liaison that are addressed to the committee.
- 4. The staff liaison to each Advisory Committee will be responsible for submitting requests to the Communications & Marketing Department ("C&M") to post online:
 - a. the Committee's meeting dates, times and locations;
 - b. the Committee's meeting agendas and minutes;
 - c. the staff liaison's name and email address; and
 - d. the Committee's current charter and charge.

C&M will be responsible for posting this information in a timely manner.

- 5. Each staff liaison will have a set of responsibilities that include the matters listed in items 3 and 4 above. Those responsibilities are reflected in the Liaison Responsibilities document attached as Addendum D.

ADDENDUM C

_____ **Committee**
Annual Report – FY ___

The members of the FY ___
_____ Committee were

_____ (*Committee Chair*),

_____ (list Board members, if any, alphabetically by
name), and _____ (list other members alphabetically
by name). The staff liaison was _____.

A. Committee accomplishments for FY ___ (Fiscal year just ended):

-
-
-

B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY ___ (Fiscal year just beginning) that align with the Committee’s goals, CA’s strategic plan and the President/CEO’s goals and objectives:

-
-
-

Charge approved by CA Board _____, 201_

ADDENDUM D

RESPONSIBILITIES OF STAFF LIAISONS FOR COLUMBIA ASSOCIATION RESIDENT ADVISORY COMMITTEES

October __, 2016

The Staff Liaison for each Columbia Association (“CA”) Resident Advisory Committee has the following responsibilities with respect to his/her committee:

1. Work with the committee Chair to prepare the agenda for each committee meeting.
2. Provide committee members with any materials that are to be discussed at a meeting.
3. Assist the committee in gathering, assessing and presenting information.
4. Prepare minutes of each meeting to be submitted for approval by the committee at its next meeting.
5. Provide to CA’s Communications & Marketing Department for posting on CA’s website:
 - a. the Committee’s meeting dates, times, and location;
 - b. the Committee’s meeting agendas and minutes;
 - c. the staff liaison’s name and email address; and
 - d. the Committee’s current Charter and Charge.
6. Forward to committee members any emails or other communications received by the liaison that are addressed to the committee.
7. Work with the committee to prepare an Annual Report describing the Committee’s activities and outlining the Committee’s proposed Charge to be delivered to the Board in July for approval.

ADDENDUM A

Columbia Association Information Technology Advisory Committee Charter

Mission Statement

The mission of the Columbia Association Information Technology Advisory Committee (the “Committee”) is to advise the Columbia Association (“CA”) on matters directly related to Information Technology (IT) and to advocate for Columbia Association approved methods and techniques to address IT issues.

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.

ARTICLE I: MEMBERSHIP

Section 1

The Information Technology Advisory Committee shall consist of CA’s Chief Information Officer (“CIO”) and up to five (5) residents. Members will be recommended for appointment to the Committee based on their experience, educational background, and an interest in information technology. Members should have diverse backgrounds to include, but not be limited to engineering, computer science, business and technology. Members should be “cutting edge” and “vision oriented” in their outlook on information technology.

Section 2

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

Section 3

Committee members will be appointed by the CA Board of Directors for one-year terms commencing May 1.

Section 4

Committee members, in connection with their services, may be given access to certain confidential information. Before such information is provided, committee members will be required to sign the "Non-Disclosure Agreement for Resident Members of Columbia

Association Board of Directors Committees”.

Section 5

Members may be removed from the Committee for not fulfilling their duties or failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA 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 procedure 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 in May each year, and shall hold office for their one year term. The Chairperson shall serve in that position for only one year and is not eligible for re-election to the Chair position in the following year.

Section 2

The Chairperson with the assistance of the CIO shall be responsible for preparation of 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 otherwise assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The Committee advises on specific matters 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’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 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-Owners 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 committee members in attendance.

Section 4

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

ARTICLE V: AMENDMENTS

The Committee 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 management at any time may recommend to the CA Board amendments to the charter.

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 CIO will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of Committee meetings, 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 CIO 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 in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: September 16, 2010

Revised April 28, 2016

Revised October , 2016

**COLUMBIA ASSOCIATION
SPORT AND FITNESS COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Sport and Fitness Committee (the “Committee”) is to provide community input to the Columbia Association (“CA”) regarding programmatic, service, equipment and other needs of CA’s Sport and Fitness facilities and activities.

The Committee also serves as an information resource to CA and the Columbia community by collecting, interpreting and distributing information related to CA’s Sport and Fitness facilities and activities.

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. In fulfilling its mission, the Committee’s Charge may include some or all of the following:

1. Inform and advise CA of community issues and opportunities as they relate to Sport and Fitness facilities and activities.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist CA in disseminating information about Sport and Fitness facilities and activities.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Sport and Fitness Committee shall consist of CA’s Director of Sport and Fitness (“S&F Director”) and the Chair and Vice-Chair (or their designees) of each of the following subcommittees:

1. Health & Fitness Advisory Committee (HAFAC)
2. Columbia Aquatics Advisory Committee (CAAC)
3. Columbia Tennis Committee (CTC)
4. Golf Committee
5. Green Committee

Section 2

On any matters brought to a vote before the Committee, each member present shall be entitled to one vote except that the four Golf and Green subcommittee representatives combined will have a maximum of two votes.

Section 3

Committee members will be appointed by the CA Board for one-year terms commencing May 1.

Section 4

Members may be removed from the Committee by a two-thirds vote for failing to fulfill their duties or adhere to the CA 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 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 a period of one year. The CA Sport and Fitness Director is not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson, with the assistance of the S&F Director, 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 Sport and Fitness Committee, each member agrees to attend and actively participate in regular and special Committee meetings.

Section 2

The Committee advises on specific matters at the direction of CA.

Section 3

The Committee 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 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 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 Committee's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Committee 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 Committee membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA 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 S&F Director 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 S&F Director also will assist the Committee 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 in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: October 10, 2002
Revised: August 2006
Revised: December 2008
Revised: April 28, 2016
Revised: October , 2016

**COLUMBIA ASSOCIATION
HEALTH AND FITNESS
ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Health and Fitness Advisory Committee (a subcommittee of the Sport & Fitness Advisory Committee) (the “HAFAC” or “Committee”) is to provide input through the Sport & Fitness Committee to the Columbia Association (“CA”) on policies and programs concerning the operation of and suggested improvements in CA’s fitness club activities. Members of the HAFAC also serve as liaisons between fitness club 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 HAFAC’s Charge may include some or all of the following:

1. Inform and advise CA through the Sport & Fitness Committee of community issues and opportunities as they relate to the operations of CA’s fitness clubs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist the Sport & Fitness Committee and CA in disseminating information about the operation, policies and programs of the Fitness Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The HAFAC shall have at least 13 members, consisting of at least one CA staff member and 12 at large members, one of whom shall be appointed by the Director of Sport & Fitness and the other 11 of whom shall represent the following user groups:

Racquetball/Handball/Squash
Free Weights
Basketball/Arena
Cardio-Vascular Equipment

Package Plan Plus
Group Exercise
KidSpaceGeneral Membership
Tennis Committee
Aquatics Advisory Committee
Persons with Disabilities

Section 2

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

Section 3

All appointments to the HAFAC will be made by the Sport & Fitness Committee after membership applications have been solicited by public advertisement and reviewed by the Sport & Fitness Committee.

Section 4

HAFAC at-large members will be appointed for 2-year terms effective May 1, six commencing in even number and six in odd number years.

Section 5

Members may be removed from the Committee by a two-thirds vote for not fulfilling their duties or failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA 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 HAFAC 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 in May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff member(s) shall be responsible for preparation of the meeting agendas and shall preside over meetings of the HAFAC.

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.

Section 4

The Chair and Vice-Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice-Chair.

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The HAFAC advises on specific matters as directed by CA or the Sport & Fitness Committee.

Section 3

The HAFAC may recommend policy to CA or the Sport & Fitness Committee, 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 HAFAC 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 HAFAC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The HAFAC 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(s) of the HAFAC 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(s) also will assist in gathering, assessing and presenting information to the Sport & Fitness Committee and CA.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: August 2006
Revised: December 2008
Revised: April 28, 2016
Revised: October , 2016

COLUMBIA ASSOCIATION AQUATICS ADVISORY COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Aquatics Advisory Committee (the “CAAC” or “Committee”) (a subcommittee of the Sport & Fitness Advisory Committee) is to provide input through the Sport & Fitness Committee 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, through the Sport & Fitness Committee, 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 the Sport & Fitness Committee and 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. Appointments to the CAAC will be made by the Sports & Fitness Committee.

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 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 Sport & Fitness Committee.

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.

Section 4

The Chair and Vice-Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice-Chair.

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 or the Sport & Fitness Committee.

Section 3

The CAAC may recommend policy to CA or the Sport & Fitness Committee, 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 Sport & Fitness Committee and the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: March 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

COLUMBIA ASSOCIATION TENNIS COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Tennis Committee (a subcommittee of the Sport & Fitness Advisory Committee) (the “CTC” or “Committee”) is to provide input through the Sport & Fitness Committee to the Columbia Association (“CA”) on policies and programs concerning the operation of and suggested improvements in CA’s tennis club activities. Members of the CTC also serve as liaisons between the tennis 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 CTC’s Charge may include some or all of the following:

1. Inform and advise CA through the Sport & Fitness Committee of community issues and opportunities as they relate to the operations of CA’s tennis clubs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist the Sport & Fitness Committee and CA in disseminating information about the operation, policies and programs of the Tennis Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The CTC shall consist of one CA staff member, 12 elected members and 8 appointed members.

Section 2

Elected members of the CTC shall be elected by a vote of the membership of the CA Tennis Clubs from among a list of nominees solicited from the general tennis membership, and shall serve for two-year alternating terms with six positions elected each year. Elections shall take place in April of each year, with the terms of office to begin at the first regular CTC meeting following the election. Also during the first meeting following the elections, the committee shall appoint 4 members from a slate of appointees submitted by the election committee (see section II(4) below) to a two-year

term. Four additional CTC members shall be appointed by the Sport & Fitness Committee for two-year terms. Appointed members shall be chosen to balance the committee for demographic and membership purposes.

Section 3

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

Section 4

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 Sport & Fitness Committee.

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 CTC 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 in May 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 CTC.

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.

Section 4

The officers of the CTC shall serve as the election committee, responsible for conducting the annual elections (with staff support) and for recommending a slate of appointees.

Section 5

The Chair and Vice-Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice-Chair.

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Columbia Tennis Committee, each member agrees to

attend and actively participate in regular and special Committee meetings.

Section 2

The CTC advises on specific matters as directed by CA or the Sport & Fitness Committee.

Section 3

The CTC may recommend policy to CA or the Sport & Fitness Committee, 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 CTC 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 CTC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The CTC 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 CTC 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 Sport & Fitness Committee and the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

March 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

**COLUMBIA ASSOCIATION
GOLF
ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Golf Advisory Committee (the “Committee”) (a subcommittee of the Sport & Fitness Advisory Committee) is to provide input through the Sport & Fitness Committee to the Columbia Association (“CA”) on CA’s Golf Operations and Programs. Members of the Golf Committee also serve as liaisons between the golf club 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 Golf Committee’s Charge may include some or all of the following:

1. Inform and advise CA through the Sport & Fitness Committee of community issues and opportunities as they relate to CA’s golf club operations and programs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist the Sport & Fitness Committee and CA in disseminating information about the operations, policies and programs of the Hobbit’s Glen and Fairway Hills Golf Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Golf Committee shall consist of fifteen (15) members as follows:

President of Ladies 9-hole group	Hobbit’s Glen	1 position
President of Ladies 9-hole group	Fairway Hills	1 position
President of Ladies 18-hole group	Hobbit’s Glen	1 position
President of Ladies 18-hole group	Fairway Hills	1 position
President of Senior Association	Hobbit’s Glen	1 position

President of Senior Association	Fairway Hills	1 position
President of Women's Twilight	Hobbit's Glen	1 position
President of Women's Twilight	Fairway Hills	1 position
Chairperson of the Green Committee		1 position
At Large Elected Positions		4 positions
General Committee Appointee		2 positions

The four at-large members of the Golf Committee shall serve alternating two-year terms, with two positions replaced each year. The elections for the at-large Golf Committee members will be held concurrently with the Green Committee election, normally on the third weekend in April. The appointees will be selected by the Sport & Fitness Committee and will also serve alternating two-year terms, with one appointed each year. The Committee year for the purposes of these terms of office shall begin on May 1.

In addition, the Columbia Association Director of Sport & Fitness, Head Golf Professional, and General Manager & Director of Golf Course Superintendent Maintenance shall serve as ex-officio members of the Committee.

Section 2

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

Section 3

Any member may be removed from the Golf Committee by a two-thirds vote for failing to perform their duties or adhere to the CA Board Values, or otherwise at the discretion of the Sport & Fitness Committee.

Section 4

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 in May each year, and shall hold office for a period of one year. CA staff members are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff shall be responsible for preparation of meeting agendas for all meetings and shall preside over meetings. The Chairperson also shall serve as a voting member of the Green Committee.

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.

Section 4

The Chair and Vice-Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice-Chair.

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The Golf Committee advises on specific matters as directed by CA or the Sport & Fitness Committee, or on matters specific to the operations and programs of the golf clubs.

Section 3

The Golf Committee may recommend policy to CA or the Sport & Fitness Committee, 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 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 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 Golf Committee's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Golf Committee 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 members of the Golf Committee 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 members also will assist in gathering, assessing and presenting information to the Sport & Fitness Committee and the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee's major accomplishments and outlining its proposed Charge.

Approved: January 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

**COLUMBIA ASSOCIATION
GREEN
ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Green Advisory Committee (a subcommittee of the Sport & Fitness Advisory Committee) (the “Green Committee” or “Committee”) is to provide input through the Sport & Fitness Committee to the Columbia Association (“CA”) on policies and programs concerning the operation of and suggested improvements in CA’s Golf Course Maintenance activities. Members of the Green Committee also serve as liaisons between the golf club members and CA 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 Green Committee’s Charge may include some or all of the following:

1. Inform and advise CA through the Sport & Fitness Committee of community issues and opportunities as they relate to CA’s golf club maintenance operations and conditions.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist the Sport & Fitness Committee and CA in disseminating information about golf maintenance operations, and related policies and programs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Green Committee shall consist of ten (10) members: Six members elected from those persons who have Sport & Fitness golf memberships, three appointed members and the Chairperson of the Columbia Golf Committee. In addition, the Columbia Association Director of Sport & Fitness, Head Golf Professional and General Manager and Director of Golf Course Maintenance shall serve as ex-officio members of the Committee.

- A. The six at-large members of the Green Committee shall serve alternating three-year terms, with two positions replaced each year. Elections for the Green Committee will be held concurrently with the Golf Committee election, normally on the third weekend in April. The appointees will be selected by the Sport & Fitness Committee and will also serve alternating three-year terms, with one appointed each year.
- B. The Committee year for the purposes of terms of office shall begin on May 1.
- C. Members may be removed from the Green Committee by a two-thirds vote for failure to perform their duties or adhere to the CA Board Values, or otherwise at the discretion of the Sport & Fitness Committee.

Section 2

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

Section 3

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 in May each year, and shall hold office for a period of one year. CA staff members are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff shall be responsible for preparation of meeting agendas and shall preside over meetings. The Chairperson shall also serve as a voting member of the Golf Committee.

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.

Section 4

The Chair and Vice-Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice-Chair.

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The Green Committee advises on specific matters as directed by CA or the Sport & Fitness Committee, or on matters specific to the maintenance operations of the golf clubs.

Section 3

The Green Committee may recommend policy to CA or the Sport & Fitness Committee, 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 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 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 Green Committee's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Green Committee 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 members of the Green Committee 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 members also will assist in gathering, assessing and presenting information to the Sport & Fitness Committee and the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: November 2006

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

**COLUMBIA ASSOCIATION
WATERSHED RESIDENT ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Watershed Resident Advisory Committee (the “Committee”) is to advise the Columbia Association (“CA”) on matters directly related to CA’s Watershed Plan and to work with CA and the Village Community Associations to enhance public awareness of and facilitate education on watershed issues.

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 Committee’s Charge may include some or all of the following:

1. Assist CA staff in evaluating techniques, procedures and approaches (from the Watershed Plan) that will improve and maintain the water quality and ecological integrity of Columbia’s watersheds.
2. Recommend the best watershed management practices to reduce nonpoint source pollution.
3. Recommend methods for monitoring the progress of the Watershed Plan, including the creation of specific and practical measurable goals.
4. Advise CA on public awareness programs and facilitate community education.
5. Foster an informed public by encouraging resident feedback, assessments and ideas in conjunction with CA’s Communications and Marketing Division.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Watershed Resident Advisory Committee shall consist of CA’s Watershed Manager and up to eleven (11) resident members. Each Village Community Association will be asked for recommendations on potential members. Members will be recommended for appointment to the Committee based on their experience, educational background, and interest in watershed issues.

Section 2

After receiving Village input, the CA Board shall appoint the Committee members.

Section 3

Committee members will be appointed for one-year terms commencing May 1, with member renewal determined by the Board.

Section 4

Committee members, in connection with their services, may be given access to certain confidential information. Before such information is provided, committee members will be required to sign CA's "Non-Disclosure Agreement for Resident Members of Columbia Association Board of Directors Committees".

Section 5

Members may be removed from the Committee for not fulfilling their duties or failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA Board.

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 in May each year.

Section 2

The Chairperson with the assistance of the Watershed Manager shall be responsible for preparation of 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 otherwise assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The Committee advises on specific matters 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's staff.

Section 4

The Committee members will inform their respective Village Associations of the Committee's activities and watershed efforts.

Section 5

The Committee will advocate with residents, Village associations and other Columbia organizations regarding use of CA approved practices and techniques to address watershed concerns.

Section 6

Each Committee member must participate in a majority of Committee-sponsored community events.

Section 7

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 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, 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 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 management may recommend charter amendments to the CA 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 Watershed Manager 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 Watershed Manager also will assist the Committee 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 in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: December 22, 2009
Revised April 28, 2016
Revised October , 2016

**COLUMBIA ASSOCIATION
COLUMBIA ART CENTER
ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Art Center Advisory Committee (the “Committee”) is to provide input to the Columbia Association (“CA”) on the uses of the Columbia Art Center and to facilitate the community’s opportunities to enjoy quality art.

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 Committee’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 arts.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist CA in disseminating information about the Columbia Art Center.
4. Encourage use of the Columbia Art Center and stimulate art interest and talent.
5. Encourage the presentation of works of varied and qualified artists.
6. Increase public awareness and appreciation of the Columbia Art Center and the arts.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Committee shall consist of at least one CA staff member and no more than 18 members as appointed below. Members must have a demonstrated interest in the arts or represent a Columbia or Howard County organization with an interest in the arts. All candidates must submit a letter of interest outlining in detail their experience in visual arts or with arts organizations.

Each of the following organizations is entitled to appoint one member to the Committee:

1. Long Reach Community Association
2. Howard Community College
3. Howard County Arts Council

The remaining members will be appointed by the CA Board of Directors. At least five membership slots will be reserved for Columbia Art Center students who have enrolled in at least one workshop, class, or camp during the previous 12 months.

At-Large Members:

All Village Community Associations other than Long Reach will be invited to nominate one member who has a demonstrated interest in the arts and who resides in that village on CA-assessed property. The Village Community Associations are not required to make nominations. Additional at-large members will be solicited through Village newsletters, press releases, advertising in local papers, postings in the Columbia Art Center and postings on CA's website. All at-large candidates must reside on CA-assessed property, and show a demonstrated interest in the arts. The Committee will nominate the at-large candidates.

Section 2

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

Section 3

All Columbia Art Center Advisory Committee members shall serve two-year staggered terms commencing May 1 and may be-reappointed in accordance with the above requirements..

Section 4

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 CA Board.

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 in May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff member(s) shall be responsible for preparation of 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 (a) attend and actively participate in regular and special committee meetings; (b) to the extent that sub-committees identified in Article IV below are established, participate in at least one of those sub-committees; (c) provide volunteer help at Columbia Art Center events at least once per year; (d) promote the activities of the Columbia Art Center with the public at-large; and (e) provide feedback and new ideas to the Columbia Art Center Director.

Section 2

The Committee advises on specific matters as directed by CA.

Section 3

The Committee 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: Sub-Committees

Section 1:

The following sub-committees may be established by majority vote of the Committee:

Gallery Review

Special Events/Volunteer Coordination

Public Relations and Marketing

Appointments of Committee members to the sub-committees shall be made by the Committee Chair.

Section 2:

Other ad-hoc or standing sub-committees may be established as needed.

Section 3:

Each standing sub-committee will select a Chairperson from among its membership who will serve for a one year term.

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 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 Committee's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Committee 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 Committee membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA 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(s) of the Committee will provide support to the committee by working with the Chairperson to prepare and distribute the agenda, by maintaining a

schedule of Committee meetings and notifying the public of the meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” The CA staff member(s) also will assist the Committee in gathering, assessing and presenting information to the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

Section 1

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: December 2006

Revised May 2014

Revised October , 2016

COLUMBIA ASSOCIATION
INTERNATIONAL & MULTICULTURAL
ADVISORY COMMITTEE
CHARTER

Mission Statement

The mission of the Columbia Association International & Multicultural Advisory Committee (“IMAC” or the “Committee”) is to provide input to the Columbia Association (“CA”) on community needs, interests, and concerns as they relate to international exchange & multicultural programs, in order to foster international understanding and to celebrate the diverse cultures of Columbia/Howard County.

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. IMAC’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 mission, goals and objectives of CA’s international exchange & multicultural programs.
2. Review CA policies and programs related to the mission of this Committee.
3. Provide volunteer assistance at events or programs sponsored by CA’s International Exchange & Multicultural Programs (the “Programs”).
4. Assist CA in disseminating information about international exchange & multicultural programs and other CA cultural programs.
5. Stimulate understanding and interest in other cultures and peoples.
6. Encourage outside funding of CA’s International Exchange/Sister Cities programs to spread the financial commitment throughout the community.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

IMAC shall consist of at least one CA staff member and no more than 24 other members. The other members will be appointed as follows:

a) Organization Representation

One member will be appointed by the Howard County Public School Department of Foreign Languages.

b) International & Multicultural Participants

At least two memberships will be reserved for students who have participated in CA's Sister Cities High School Student Exchange Program. Students must express an interest in serving on the Committee and be recommended by a teacher. In addition, at least three memberships will be reserved for adults who have participated in an international exchange program or are themselves foreign-born. These participants will be selected by a majority vote of IMAC and appointed by the CA Board of Directors.

c) At-Large Appointments

All Village Community Associations will be invited to nominate one member with a demonstrated interest in the program. The nominee from each village association must be a member of that association. The associations are not required to make a nomination.

Additional at-large appointments will be solicited through Village Association newsletters, press releases, local newspaper advertisements and postings on CA's website. All at-large candidates must be members of a Village Association and will be nominated by IMAC and appointed by the CA Board.

Section 2

Student IMAC members will serve one-year terms. All other IMAC members will serve two-year staggered terms, one half commencing on May 1 of even-numbered years and one half commencing on May 1 of odd-numbered years. Members may be re-appointed in accordance with the above requirements.

Section 3

Any member may be removed by a vote of two-thirds of those members in attendance at a regularly scheduled meeting. Grounds for removal include three unexcused absences from regular IMAC meetings within a one-year period, failure to perform their other duties or to adhere to CA's Board Values, or otherwise at the discretion of the CA Board.

Section 4

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

Section 6

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

ARTICLE II: OFFICERS

Section 1

The officers of IMAC shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of IMAC in May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

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

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 IMAC, each member agrees to attend and actively participate in regular and special IMAC meetings, to provide volunteer help as needed, to promote the activities of the Programs with the public at-large and to offer feedback and new ideas to the Columbia Association staff.

Section 2

IMAC advises on specific matters as directed by CA.

Section 3

IMAC 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 IMAC 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. Members may participate by telephone, at the discretion of the Chairperson.

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 IMAC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Committee 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 IMAC. Proposed amendments must be communicated to the Committee membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA 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 IMAC, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff member of IMAC will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of IMAC 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 CA staff member also will assist IMAC 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 in July each year listing the Committee's major accomplishments and outlining its proposed Charge.

Approved February 2010

Revised May 2014

Revised October , 2016

**COLUMBIA ASSOCIATION
SENIOR ADVISORY COMMITTEE
CHARTER**

Mission Statement

The mission of the Columbia Association Senior Advisory Committee (the “SAC” or “Committee”) is to provide input to the Columbia Association (“CA”) on the special needs of Columbia's seniors, herein defined as Columbia residents who are 55 years of age or older.

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 SAC’s Charge may include some or all of the following:

1. Inform and advise CA of community issues and opportunities as they relate to Columbia’s seniors.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist CA in disseminating information about the needs and concerns of Columbia’s seniors.
4. Encourage a broad range of businesses, organizations and associations to contribute to the richness of the quality of life of Columbia's seniors.
5. Increase public awareness of Columbia's seniors as a distinct and active population within the Columbia community.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

1. The SAC shall consist of at least one CA staff member and no more than 17 at-large members, at least 55 years of age, with a demonstrated interest in issues relevant to the needs of seniors.
2. The Howard County Office on Aging and the Howard County Commission on Aging may each appoint a representative to serve in a non-voting liaison capacity with the SAC.

3. All Village Community Associations will be invited, though not required to, nominate a representative to serve on the Committee. The nominee must be a resident of the Village by which he/she is nominated, must be at least 55 years of age, and must have demonstrated interest in the senior population.

Section 2

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

Section 3

At-large members shall be nominated by a majority vote of the SAC and appointed by the CA Board.

Section 4

Committee members will be appointed for two-year terms commencing May 1. Re-appointments of Village representatives will be confirmed by the appropriate Village Board of Directors.

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. CA management may at any time recommend charter amendments to the CA Board.

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 in May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairpersons.

Section 2

The Chairperson with the assistance of the CA staff member shall be responsible for preparation of 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 otherwise assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The Committee advises on specific matters as directed by CA.

Section 3

The Committee 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 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 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 Committee's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The Committee 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 Committee membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA 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 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.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: December 2006

Revised May 2014

Revised October , 2016

**COLUMBIA ASSOCIATION
TEEN AND MIDDLE SCHOOL ADVISORY COMMITTEE
CHARTER**

Mission Statement

The mission of the Columbia Association Teen and Middle School Advisory Committee (the “Committee”) is to provide community input to the Columbia Association (“CA”) on youth and teen needs and programs planned to promote and enhance the quality of life for teens in Columbia.

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 Committee’s Charge may include some or all of the following:

1. Inform and advise the CA Board of community issues and opportunities as they relate to the teen community.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist the CA Board in disseminating information about teen and youth programs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Committee shall consist of a CA staff member and no more than 15 Columbia residents ages 13 through 19 years of age.

Section 2

The CA staff member will be appointed by CA’s Director of Community Services. CA’s Youth and Teen Center Manager will appoint the remaining members from nominations received in response to a public announcement soliciting members.

Section 3

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

Section 4

Committee members will be appointed for one school-year term for the period from September 1 through June 30.

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 CA 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 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 in September each year, and shall hold office through June. The CA staff member may not be elected as Chair or Vice-Chair.

Section 2

The Chairperson with the assistance of the CA staff member 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 otherwise 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 specific matters at the direction of 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'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 Committee shall be held at least two times per year 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 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.

ARTICLE V: AMENDMENTS

The Committee 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 Committee membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA management may recommend charter amendments to the CA 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 member of 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 CA staff member also will assist the Committee 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 in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: February 2010

Revised May 2014

Revised October , 2016

Addendum B

Based on the CA staff's recommendations, the Sport & Fitness Committee would be sunsetted, so its charter would be deleted in its entirety. The Green Committee would be consolidated with the Golf Committee so the Green Committee's charter also would be deleted in its entirety, and the revised Golf/Green Committee Charter is set forth below. The charters for the Health and Fitness, Aquatics, and Tennis committees also would need to be revised as a result of the elimination of the Sport & Fitness committee, so revised versions of those charters are also reflected below.

COLUMBIA ASSOCIATION HEALTH AND FITNESS ADVISORY COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Health and Fitness Advisory Committee (~~a subcommittee of the Sport & Fitness Advisory Committee~~) (the "HAFAC" or "Committee") is to provide input ~~through the Sport & Fitness Committee~~ to the Columbia Association ("CA") on policies and programs concerning the operation of and suggested improvements in CA's fitness club activities. Members of the HAFAC also serve as liaisons between fitness club 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 HAFAC's Charge may include some or all of the following:

1. Inform and advise CA ~~through the Sport & Fitness Committee~~ of community issues and opportunities as they relate to the operations of CA's fitness clubs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist ~~the Sport & Fitness Committee and~~ CA in disseminating information about the operation, policies and programs of the Fitness Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The HAFAC shall have at least 13 members, consisting of at least one CA staff member and 12 at-large members, one of whom shall be selected by the Director of Sport & Fitness and the other 11 of whom shall represent the following user groups:

Racquetball/Handball/Squash
Free Weights
Basketball/Arena
Cardio-Vascular Equipment
Group Exercise
KidSpace Membership
Tennis Committee
Aquatics Advisory Committee
Persons with Disabilities
General Membership
Haven on the Lake Membership

Section 2

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

Section 3

~~At-large members will be nominated by the Director of Sport & Fitness. All appointments to the HAFAC will be made by the Sport & Fitness Committee~~ after membership applications have been solicited by public advertisement and ~~will be appointed by the Board, reviewed by the Sport & Fitness Committee.~~

Section 4

HAFAC at-large members will be appointed for 2-year terms effective May 1, six commencing in even number and six in odd number years.

Section 5

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

May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff member(s) shall be responsible for preparation of the meeting agendas and shall preside over meetings of the HAFAC.

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.

Section 4

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The HAFAC advises on specific matters as directed by CA ~~or the Sport & Fitness Committee.~~

Section 3

The HAFAC may recommend policy to CA ~~or the Sport & Fitness Committee~~, 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 HAFAC 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 HAFAC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The HAFAC 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(s) of the HAFAC 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 Resident Advisory Committees." The staff member(s) also will assist in gathering, assessing and presenting information to ~~the Sport & Fitness Committee and~~ CA.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee's major accomplishments and outlining its proposed Charge.

Approved: August 2006

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

COLUMBIA ASSOCIATION AQUATICS ADVISORY COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Aquatics Advisory Committee (the “CAAC” or “Committee”) ~~(a subcommittee of the Sport & Fitness Advisory Committee)~~ is to provide input ~~through the Sport & Fitness Committee~~ 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 ~~, through the Sport & Fitness Committee,~~ 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 ~~the Sport & Fitness Committee and~~ 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.

~~Appointments to~~ At-large members of the CAAC will be ~~nominated~~made by the Director of Sports & Fitness ~~Committee.~~ 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, Sport & Fitness Committee](#).

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.

Section 4

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

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, ~~or the Sport & Fitness Committee.~~

Section 3

The CAAC may recommend policy to CA, ~~or the Sport & Fitness Committee,~~ 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 Sport & Fitness Committee and~~ the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: March 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

COLUMBIA ASSOCIATION TENNIS COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Tennis Committee (~~a subcommittee of the Sport & Fitness Advisory Committee~~) (the “CTC” or “Committee”) is to provide input ~~through the Sport & Fitness Committee~~ to the Columbia Association (“CA”) on policies and programs concerning the operation of and suggested improvements in CA’s tennis club activities. Members of the CTC also serve as liaisons between the tennis 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 CTC’s Charge may include some or all of the following:

1. Inform and advise CA ~~through the Sport & Fitness Committee~~ of community issues and opportunities as they relate to the operations of CA’s tennis clubs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist ~~the Sport & Fitness Committee and~~ CA in disseminating information about the operation, policies and programs of the Tennis Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The CTC shall consist of one CA staff member, 12 elected members and 8 appointed members.

Section 2

Elected members of the CTC shall be elected by a vote of the membership of the CA Tennis Clubs from among a list of nominees solicited from the general tennis membership, and shall serve for two-year alternating terms with six positions elected each year. Elections shall take place in April of each year, with the terms of office to begin at the first regular CTC meeting in May following the election. Also during the first meeting following the elections, the committee shall appoint 4 members from a slate of appointees submitted by the election committee (see section II(4) below) to a two-year term. Four additional CTC members shall be ~~appointed~~ nominated by the Director of Sport & Fitness and appointed by the Board Committee for two-year terms. Appointed members shall be chosen to balance the committee for demographic and

membership purposes.

Section 3

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

Section 4

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 Sport & Fitness Committee](#).

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 CTC 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 in May 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 CTC.

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.

Section 4

The officers of the CTC shall serve as the election committee, responsible for conducting the annual elections (with staff support) and for recommending a slate of appointees.

Section 5

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The CTC advises on specific matters as directed by CA or the Sport & Fitness Committee.

Section 3

The CTC may recommend policy to CA ~~or the Sport & Fitness Committee~~, 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 CTC 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 CTC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The CTC 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 CTC 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 Sport & Fitness Committee and~~ the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

March 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

**COLUMBIA ASSOCIATION
GOLF AND GREEN
ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Golf and Green Advisory Committee (the “Committee”) ~~(a subcommittee of the Sport & Fitness Advisory Committee)~~ is to provide input ~~through the Sport & Fitness Committee~~ to the Columbia Association (“CA”) on CA’s Golf Operations, ~~and~~ Programs, and Golf Course Maintenance activities. Members of the Golf and Green Committee also serve as liaisons between the golf club 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 Committee’s Charge may include some or all of the following:

1. Inform and advise CA ~~through the Sport & Fitness Committee~~ of community issues and opportunities as they relate to CA’s golf club operations and programs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist ~~the Sport & Fitness Committee and~~ CA in disseminating information about the operations, policies, ~~and~~ programs and golf maintenance activities of the Hobbit’s Glen and Fairway Hills Golf Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Golf Committee shall consist of fifteen (165) members as follows:

President of Ladies 9-hole group	Hobbit’s Glen	1 position
President of Ladies 9-hole group	Fairway Hills	1 position
President of Ladies 18-hole group	Hobbit’s Glen	1 position
President of Ladies 18-hole group	Fairway Hills	1 position
President of Senior Association	Hobbit’s Glen	1 position
President of Senior Association	Fairway Hills	1 position
President of Women’s Twilight	Hobbit’s Glen	1 position

President of Women's Twilight	Fairway Hills	1 position
Chairperson of the Green Committee		1 position
At Large Elected	positions <u>golf members</u>	64 positions
General Committee Appointee		2 positions

The ~~sixfour~~ at-large members of the ~~Golf~~ Committee shall serve alternating two-year terms, with ~~threetwo~~ positions replaced each year. The elections for the at-large Golf and Green Committee members will normally be held ~~concurrently with the Green Committee election,~~ ~~normally~~ on the third weekend in April. The two general committee appointees will be nominated selected by the Director of Sport & Fitness and appointed by the Board Committee and will also serve alternating two-year terms, with one appointed each year. The Committee year for the purposes of these terms of office shall begin on May 1.

In addition, the Columbia Association Director of Sport & Fitness, Head Golf Professional, and General Manager & Director of Golf Course Maintenance shall serve as ex-officio members of the Committee.

Section 2

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

Section 3

Any member may be removed from the Golf and Green Committee by a two-thirds vote for failing to perform their duties or adhere to the CA Board Values, or otherwise at the discretion of the Board Sport & Fitness Committee.

Section 4

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 in May each year, and shall hold office for a period of one year. CA staff members are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff shall be responsible for preparation of meeting agendas for all meetings and shall preside over meetings. ~~The Chairperson also shall serve as a voting member of the Green Committee.~~

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.

Section 4

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

ARTICLE III: DUTIES OF MEMBERS

Section 1

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

Section 2

The Golf and Green Committee advises on specific matters as directed by CA ~~or the Sport & Fitness Committee~~, or on matters specific to the operations, ~~and~~ programs and maintenance activities of the golf clubs.

Section 3

The Golf and Green Committee may recommend policy to CA ~~or the Sport & Fitness Committee~~, 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 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 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 Golf and Green Committee's membership is required to be present at a meeting

to constitute a quorum.

ARTICLE V: AMENDMENTS

| The Golf [and Green](#) Committee 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 members of the Golf [and Green](#) Committee 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 members also will assist in gathering, assessing and presenting information to ~~the Sport & Fitness Committee and~~ the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: January 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016



October 6, 2016

To: Columbia Association Board of Directors
Milton W. Matthews, President/CEO

From: Susan Krabbe, Vice President and Chief Financial Officer

Re: Overview of the Department of Administrative Services

At Milton's initiative, CA is beginning a new practice of providing a big-picture overview of each department to further build the Board's knowledge of CA's operations. The first departmental overview is scheduled for the October 13, 2016 Board work session and will feature the Department of Administrative Services, which includes the divisions of Accounting (accounts payable, financial reporting, billing and collections, payroll, budgeting and financial analysis, and risk management), Human Resources, Information Technology and Purchasing.