

# **RCSCW GOVERNING BOARD**

## **Committee Member Handbook**

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## RCSCW GOVERNING BOARD--COMMITTEE MEMBER HANDBOOK

This handbook provides an overview of operations and requirements for Governing Board (GB) Committees. It's intended for use by current and prospective committee members. If you're already a committee member, congratulations on your appointment and thank you for your service to our community. If you're exploring what it means to serve on a GB Committee, read through this document then go online to complete the Committee Application Form on the SCW website under "About Us" -- click on Board Committee Application. (Note that this LINK will be active only when the Committee Application period opens in the Spring of each year.)

This document is provided to new Committee members with their Welcome Letter each summer, prior to the formal start-up of Committee Meetings in September. It is also available on the SCW website under the Governing Board Tab (in the *About Us* website section).

This handbook was written by the RCSCW Governing Board's Special Committee on Board Development February 2019. The content was gathered from Recreations Centers of Sun City West (RCSCW) Bylaws, Policy Statements and Standing Rules, and GB files on past operations.

Many of the source documents are available online on the GB BoardDocs website ([gb.suncitywest.com](http://gb.suncitywest.com)).

- All agendas, meeting minutes and SCW documents are kept electronically on BoardDocs, an online meeting and information repository.
- Go to [gb.suncitywest.com](http://gb.suncitywest.com) to read documents.
- Meetings, agendas and minutes are in the second TAB called **Meetings**. They are arranged by date. Support materials are attached to agendas in the grey box.
- The third TAB called **Policies** holds the Articles of Incorporation, Bylaws, Policies and Rules via the drop-down menu at 'Book'.
- The fourth TAB is **Library** and holds info on Committees, GB calendars, meeting dates.

*This document includes a compilation and summary of information and requirements contained in the RCSCW Governing Documents, as well as requirements of Arizona law. If there is a conflict between this document and the RCSCW Governing Documents or Arizona law, the latter two apply.*

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## I. Purpose of Committees

Committees assist the GB and the General Manager (GM) with evaluating policy changes, analyzing problems, and reviewing operations. Committees have no direct decision-making authority; they provide only recommendations. The GB and GM make the decisions. Still, Committee discussions and recommendations are valuable input for the governance of Sun City West (SCW).

## II. Types of Committees

### A. Standing Committees

The Bylaws authorize five Standing Committees: Golf, Chartered Clubs, Properties, Budget and Finance, Sports Pavilion/Bowling.

The **Budget & Finance Committee** reviews all aspects of the Association's financial policies, plans and budgets.

The **Sports Pavilion and Bowling Committee** is the liaison between the GB and users of the Sports Pavilion.

The **Chartered Clubs Committee** assists Chartered Clubs with paperwork, conflict resolution, and communications.

The **Golf Committee** is the liaison between the GB and all Golf Chartered Clubs, golf group leadership and recreational golfers.

The **Properties Committee** evaluates and makes recommendations on proposed new construction and major maintenance/renovations of the Association's physical assets.

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### **B. Special Committees**

From time to time, special committees are appointed by the GB President to study specific issues or accomplish certain tasks. The Chairperson, who may or not be a Board Director, sets the purpose, timeline, and deadline for recommendations.

Special Committees typically last for up to one year with a term ending on June 30 but can be given another one-year term as needed. An exception is TORCH, which is appointed from March to the following March. The GB votes to renew TORCH at its April Regular Meeting.

### **C. Sub-Committees**

Sometimes, it's best to tackle committee tasks in small groups reporting to the Chairperson. Your Chairperson may organize as many sub-committees as needed, each assigned a specific task. These tasks are limited to the scope of the parent committee and usually are short-term.

The Chairperson selects sub-committee members from the parent committee but also may include staff.

Sub-committees are less formal than Special or Standing Committees. Policies governing committees must be followed. Those requirements are included in this document, or you can read them in Policy C 01 and Standing Rules 3.30 & 3.11 found under the Policies & Standing Rules tabs of the BoardDocs website.

### **D. Other Committees**

TORCH and the Election Committee and staff-generated committees operate under different rules. Check with your Chairperson. TORCH and the Election Committee do not allow Directors as members or as Chairpersons. The Election Committee requirements are identified in the Bylaws.

## **III. Committee Composition**

### **A. General Guidelines**

Chairpersons of Standing Committees are Directors appointed by the GB President. Co-Chairpersons are allowed. The term is one year, but there can be consecutive terms.

Chairpersons select committee members from interested RCSCW Owner Members and Associate Members in good standing. At least five members are required for a committee, including the

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Chairperson. There's no maximum, but Chairpersons consider the appropriate size of the committee to get the job done. Up to two GB Directors may serve on any committee: one as the Chairperson and one as a "Member at Large."

You'll find others serving as ex-officio to the committees, which means they participate in discussions and provide valuable expertise and information, but do not vote. This includes all GB Directors not assigned to that committee and RCSCW staff.

Committees renew each fiscal year (July 1-June 30). Chairpersons choose Standing Committee members by July 15th. Members for Special Committees are chosen as needed.

### **B. Selection of Committee Members**

Chairpersons recruit members from many sources: prior committee members, TORCH, leaders in SCW clubs, and those responding to notices in community media and websites. The Governing Board has adopted an online Committee Application Form to help Chairpersons find interested members with the technical and experience-based qualifications to serve. If you have yet to apply for committee membership, you can go online to complete the Committee Application Form on the SCW website under "About Us" -- then click on Board Committee Application. (Note that this LINK will be active only when the Committee Application period opens in the Spring of each year.)

Chairpersons may contact you to confirm your interest and availability. If chosen, you'll receive electronic notification from the Chairperson and/or GB Executive Assistant, verifying your email address and letting you know the date, time and place of your first meeting.

### **C. End of Committee Membership**

You may serve more than one year on the same committee, but you must be reappointed each year. Committees are kept fresh with a mix of experienced and new members.

Whether your committee membership ends because your term has expired or for other reasons, the GB Executive Assistant will send you a Thank You letter and a Committee Evaluation Survey. You can view the Survey on the SCW website in June of each year by go online to complete the Committee Evaluation

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Survey on the SCW website under “About Us” -- click on Committee Evaluation Survey. (Note that this LINK will be active beginning in June when the Committees have concluded their work.)

If you want to be considered for another committee, you should complete a new Committee Application Form. Or, you may request that your previous applications be removed from the files by notifying the GB Assistant.

### **IV. Committee Meeting Requirements**

#### **A. Meetings**

Meetings are work sessions that allow for discussion and drafting of recommendations. Meetings follow Roberts Rules of Order/Parliamentary procedure, but also may use the “Consent format,” which means that routine business and reports are presented to members prior to the meeting and voted on in a single action.

Committee meetings are open to the public in accordance with Arizona Open Meeting laws.

#### **B. Schedule of Meetings**

Committee meeting schedules are determined in March-April for the following fiscal year. Chairpersons then confirm the committee meeting schedule with the GB Assistant by Aug. 1, including the date, day of the week, time, and place for each meeting.

Committee meeting schedules have been historically based on need. Should the frequency of anticipated meetings change, the Chairperson needs to contact the GB President. Meetings must be held in RCSCW facilities between the hours of 8am and 8pm.

Committee members may meet between regularly scheduled meetings to work on tasks or projects if the work is authorized by the Chairperson, there is no quorum, and the results are reported back to the Chairperson.

Meeting schedules are posted on BoardDocs and the RCSCW website, bulletin boards, social media and in the REC Center News and the E-News. If for any reason a meeting is rescheduled by date, time or place, your Chairperson will notify the GB Executive Assistant, who will coordinate notification of the change.

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### C. Agendas

Your Chairperson will determine the meeting purpose and set the agenda, which must be posted at least 48 hours in advance via the RCSCW website/BoardDocs and public posting sites. After that, the agenda may not be amended prior to the meeting; however, agenda items may be removed and/or modified at the meeting. No additional items may be added.

Agenda copies are organized on BoardDocs and sent to committee members via email link by the GB Executive Assistant.

### D. Minutes

A Secretary Pro Tem (Committee Secretary) is tasked with taking Standing Committee minutes. Special Committees **appoint** a Secretary Pro Tem (Committee Secretary) from among committee members.

All Committee Secretaries email draft minutes to the Committee Chairperson. The Chairperson then emails the approved minutes draft (with any changes) to the GB Executive Assistant within 24 hours of receipt for publication on BoardDocs within six days (unless excused by the President).

Minutes should include date and time meeting (beginning and end), member and staff attendees, quorum met, approval of minutes, unfinished and new business statements of results and any motions or votes taken, member and guest comments, and notification of next meeting.

The published drafted minutes are approved or can be revised by the Committee at the next meeting.

### E. Recommendations

Committee recommendations to the GB are decided by the Committee through consensus. Unanimous consent is used when there is no opposition. A motion is a recommendation to the Governing Board in the form of a formal proposal. No seconds are recorded since consensus is regarded as a second.

Unless agreed to by unanimous consent, however all posed actions must be approved by 51%+ majority support of Committee Members. The Chairperson can vote to make or break a tie.

A quorum, a majority or 51%+ of the members of the committee, must be present to make the recommendation. If a quorum is not present, the committee may only discuss agenda topics.



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Committee recommendations are written by the Chairperson to the GB President, signed and dated. The GB Executive Assistant often helps to format Committee recommendations into GB motion language for the GB Regular Meeting.

The GB decides whether a Committee recommendation deserves a vote at a GB Regular Meeting or if another course of action is needed to address the project or task.

### V. How Committee Meetings Are Conducted

#### A. Role of the Chairperson

The Chairperson oversees the meeting. They have the authority to control the meeting and are responsible for ensuring that projects and tasks fall within the general scope of the committee. They will follow the agenda and modify as needed, make all attendees feel welcome, keep discussions on topic, maintain a reasonable timeframe for discussion, assure compliance with meeting rules, keep order by extinguishing side conversations, insist on civil conduct and language, and allow for committee members to express their opinions.

A Chairperson does not have the right to punish members for disorderly or other improper conduct but should report disruptions to the GB. However, a member may be removed or added to the committee at any time by the Chairperson.

With committee input, the Chairperson sets yearly goals and purpose for the committee, which are discussed at the first Committee Meeting and subsequently published in BoardDocs.

#### B. Role of Committee Members

Your input at a meeting is vital, but there are limitations to keep meetings orderly. You should speak only after being recognized by the Chairperson. You may speak as often as you wish; however, the Chairperson will assure that all members have the opportunity to speak.

Remember that Consent Agenda items usually aren't discussed or debated. If you'd like more discussion of these items, request removal from the Consent Agenda.

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Motions to limit or close debate are not permitted.

You are expected to prepare prior to each meeting, review the agenda and meeting minutes online at BoardDocs, attend scheduled meetings and arrive on time, keep an open mind, listen to the opinion of others without interrupting them, participate in discussions while not dominating, and undertake any action agreed upon within the timelines set. If you are unable to attend a meeting, you should notify your Chairperson as soon as possible.

No Committee members are to represent or speak for their Committee in any way to RCSCW employees, another Committee or any news media, external contractors or vendors without the expressed consent of the Chairperson.

Comments to individuals in the public should present a united front of Committee decisions. Personal disagreements should not be discussed.

### **C. Role of Meeting Guests**

Once committee members have spoken either during or after agenda items, the Chairperson will decide whether guests may speak. The Chairman may direct questions to any person in attendance without also allowing audience comment.

Guests must be recognized by the Chairperson before speaking and should direct comments only to the Chairperson, who may limit speaking time. Guests may speak a second time only after all others have had a chance and the Chairman may limit them to a single occasion. The Chairperson may terminate guest comments at any time to preserve the integrity of the meeting.

### **D. Role of Staff**

RCSCW Staff provide advice and information pertinent to the Committee purpose & goals.