

RCSCW GOVERNING BOARD

Committee Member Handbook

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This handbook provides an overview of operations and requirements for Governing Board (GB) Committees. It is intended for use by current and prospective committee members. If you are already a committee member, congratulations on your appointment and thank you for your service to our community. If you are 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 Special Committee on Board Development February 2019 and updated yearly. The Handbook covers the purpose and types of committees in RCSCW, committee composition, committee meetings, and the roles of participants.

The content of this handbook 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).

- All agendas, meeting minutes and SCW documents are kept electronically on BoardDocs, an online meeting and information repository.
- Go to 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.

Remote/virtual meetings are housed on YouTube. Visit the SCW website (suncitywest.com) and click on the YouTube icon at the bottom of the Homepage. This is where all RCSCW Governing Board Meetings are stored. The icon looks like this:



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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RCSCW GOVERNING BOARD**Committee Member Handbook****I. Purpose of RCSCW Governing Board Committees**

Committees assist the Governing Board (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 RCSCW Committees**A. Standing Committees**

The Bylaws authorize five Standing Committees: Golf, Chartered Clubs, Properties, Budget and Finance, Sports Pavilion/Bowling. Policies identify specific tasks of each committee. Below is a summary.

The **Budget & Finance Committee** reviews all aspects of RCSCW 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 RR&P compliance, 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 RCSCW physical assets.

B. Special Committees

Periodically, special committees are appointed by the GB to study specific issues or accomplish certain tasks. The Chairperson, who may or may not be a Board Director, sets the purpose, timeline and deadline for recommendations based on direction from the GB President (who may also serve as Committee Chairperson).

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.

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C. Sub-Committees

Sub-committees may be formed to work on a project. The 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 or other experts.

Sub-committees are less formal than Special or Standing Committees. However, open meeting laws governing committees must be followed. Those requirements are in Policy C 01 and Standing Rules 3.30 & 3.11 under the Policies & Standing Rules tabs of the BoardDocs website.

In place of a sub-committee, an informal approach may be used when one or a few committee members are assigned a task to complete between meetings. They return information to the full committee for their review and decision-making at the next full committee meeting.

D. Other Committees

TORCH, the Election Committee, and any other special committees that staff establishes operate under different membership and operational rules. TORCH and the Election Committee do not allow Governing Directors as members or as Chairpersons. The Election Committee requirements are specifically identified in the Bylaws and in an Election Guide. In the case of the Election Committee, the GB President assigns a non-Board member as Chairperson.

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 Chairperson. There is no maximum number, but Chairpersons choose the size of the committee to achieve the task. Up to two GB Directors may serve on any committee: one as the Chairperson and one as a "Member at Large."

Others may serve as *ex-officio* to a committee, 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. The GB President is by default *ex-officio* to all committees.



Committees renew each fiscal year (July 1-June 30). Chairpersons choose Standing Committee members by July 15th and Special Committee members, as appropriate.

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 GB adopted an online Committee Application Form to help Chairpersons find interested members with the technical and experience-based qualifications to serve. Go to the SCW website under "About Us" to apply.

Chairpersons contact potential members to confirm their interest and availability. If chosen, the applicant receives electronic notification from the Chairperson and/or Governing Board Executive Assistant (GBEA), verifying contact information and confirming the date, time and place of the year's meetings.

C. End of Committee Membership

Members may serve more than one year on the same committee but must be reappointed each year. It is recommended to keep committees fresh with a mix of experienced and new members.

When committee membership ends, the GBEA emails a Thank You with the link to the Committee Evaluation Survey on the SCW website under "About Us" -- Committee Evaluation Survey. This LINK will be active beginning in May -- when most committees have concluded their work.

To be considered for the same or a different committee, complete a new Committee Application Form. Applicants may request their applications be removed from the files at any time by notifying the GBEA.

IV. Committee Meetings

A. Meetings

Meetings are work sessions that allow for discussion and drafting of recommendations; however, they do follow Roberts Rules of Order and parliamentary procedure. No continued discussions of meeting agenda items are allowed after a committee meeting is adjourned. Committee members should not take actions on their own. All questions and actions should occur only at the behest of the Chairperson.

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Committee meetings and sub-committee meetings are open to the public in accordance with Arizona Open Meeting laws.

A small number of 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.

B. Schedule of Meetings

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

Any sub-committee meetings must also be scheduled in advance with the GBEA in order to secure a room and adhere to publication of required timeline and agenda notifications.

Committee meeting schedules are based on need and most are monthly. Meetings must be held in RCSCW facilities between the hours of 8am and 8pm. Meetings may also be held virtually via JoinMe, as warranted.

GB committee meetings will be audiotaped "live" as technology permits. All GB Meetings are stored and available for viewing on YouTube.

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, the Chairperson will notify the GBEA, who will coordinate notification of the change.

C. Agendas

The Chairperson determines the meeting purpose and sets the agenda, which must be posted at least 48 hours in advance via the RCSCW website/BoardDocs and RCSCW posting sites. After that, the agenda may not be amended prior to the meeting. Agenda items may be removed and/or modified at the meeting, but no additional items may be added.

Both agenda and minutes are posted on BoardDocs and sent to committee members via email link by the GBEA. At times, pre-recorded videos of presentations may be used at agenda items. Links to these videos or other agenda item materials will be provided to committee members in advance for early review.

RCSCW GOVERNING BOARD**Committee Member Handbook****D. Minutes**

Committee minutes are taken by a Secretary. The GBEA (Governing Board Executive Assistant) will be acting as Committee Secretary for all Standing Committees.

The Committee Secretary will draft minutes to the Committee Chairperson for approval. Approved minutes are published on BoardDocs. Committee minutes posting must occur within six days of minutes approval (unless excused by the President).

Minutes should include date and time of the meeting (beginning and end), member and staff attendees, quorum met, approval of previous month's committee minutes draft, unfinished and new business statements of results and any motions for Board recommendations that are made, member and guest comments, and notification of next meeting.

The drafted minutes are approved or revised by the committee at the next meeting – at that time, they are considered final. Minutes can be amended by a committee. All such changes are approved by consensus.

E. Recommendations

A quorum, (more than half) of the members of the committee must be present to make a recommendation to the Board. Without a quorum, the committee may only discuss agenda topics.

Recommendations to the GB are decided through consensus. If there is no opposition, the recommendation is unanimous. If there is opposition, majority support (more than half) is required. The Chairperson may vote to break a tie.

A motion is required to send a recommendation to the GB for consideration. No second is required. The recommendation is written, signed and dated into motion language and sent to other pertinent committees and the Board.

The GB President decides whether the recommendation deserves a vote by the GB, or if another course of action is needed to address the issue.

RCSCW GOVERNING BOARD**Committee Member Handbook****V. Committee Participant Roles****A. Role of the Chairperson**

The Chairperson oversees all committee meetings. 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. Meetings follow the agenda and can be modified, as needed.

Chairpersons 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 may report disruptions to the GB. Members may be removed or added to committees at any time by the Chairperson.

With committee input, the Chairperson sets yearly goals for the committee, which are discussed at the first committee meeting and subsequently published in BoardDocs via committee minutes.

B. Role of Committee Members

Member input at a meeting is vital, but there are limitations to keeping meetings orderly. Members should speak only after being recognized by the Chairperson. They may speak as often as they wish; however, the Chairperson will assure that all members can speak.

Motions to limit or close debate are not permitted.

Members are expected to prepare prior to each meeting. Tasks include reviewing the agenda and meeting minutes online at BoardDocs, attending scheduled meetings and arriving on time, keeping an open mind, listening to the opinions of others without interrupting them, participating in discussions while not dominating them, and undertaking any actions agreed upon within the timelines set. If unable to attend a meeting, committee members must notify the Chairperson as soon as possible.

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

Comments to individuals in the public should present a united front regarding committee decisions. Example: "The Committee decided...." Personal disagreements should not be discussed.

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All guests must sign in at meetings. Once all committee members have spoken, either during or after agenda items, the Chairperson will decide whether guests may speak. The Chairperson may direct questions to any person in attendance without also allowing audience comment. (When virtual meetings are mandated, meeting guests may email questions to the Chairperson for attention. The appropriate email address is provided in the meeting agenda on BoardDocs.)

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 to speak – although the Chairperson may limit guests to a single speaking occasion. The Chairperson may terminate guest comments at any time to preserve the integrity of the meeting.

D. Role of Staff

RCSCW staff are assigned to committees per relevance to their RCSCW roles and responsibilities. Staff advisors provide consultative insight, guidance and reports on committee topics. Staff do not “cast votes” on formal recommendations to the Governing Board. Committee member interactions/visits with staff should be sanctioned by the Chairperson.

E. Role of Governing Board Executive Assistant (GBEA)

The GBEA is hired by the GB to provide GB office tasks and assist with following legal laws, bylaws, policies, rules and regulations. Regarding committees, the GBEA distributes agendas and drafts minutes in accordance with required regulations, provides notifications of all meeting locations, dates and times, and generally coordinates communications for Committee Chairpersons.