

# **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 and want to join a committee, read through this document then go online to complete the Committee Application Form on the SCW website on the Governing Board Page -- click on Board Committee Application. (Note that this LINK is always active.)

This handbook was written by the RCSCW Governing Board Special Committee on Board Development in February 2019 and is updated yearly. The Handbook covers the purpose and types of RCSCW committees, committee composition, committee meetings, and the roles of committee 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](http://gb.suncitywest.com)).

- All agendas, meeting minutes and SCW documents are kept electronically on BoardDocs, which is an online meeting and governance information repository. Go to [gb.suncitywest.com](http://gb.suncitywest.com) to access BoardDocs.
- Information on BoardDocs includes the following:
  - Meetings, agendas and minutes are under the second TAB called **Meetings**. They are arranged by date. Support materials are attached to agenda line items. (Click on the small “file” icon at the end of line items to view attachments.)
  - The third TAB -- called **Policies** -- contains the Articles of Incorporation, Bylaws, Policies and Standing Rules via the drop-down menu at “Book.”
  - The fourth TAB -- called **Library** -- contains information on committees, GB calendars and meeting dates.

Remote/virtual meetings are housed on YouTube. Visit the SCW website ([suncitywest.com](http://suncitywest.com)) and click on the YouTube icon on the Homepage. This is where all RCSCW Governing Board meeting broadcasts are stored. The icon looks like this:





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## 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 operational procedures. Committees have no direct decision-making authority; **they provide recommendations only** to the Governing Board. The GB and GM make Association decisions – often based on valuable input from committees.

## II. Types of RCSCW Committees

### A. Standing Committees

The Bylaws authorize five Standing Committees: Golf, Chartered Clubs, Properties, Budget & Finance and Sports Pavilion/Bowling. No one committee supersedes the authority of another committee.

Standing Committees renew each fiscal year (July 1-June 30).

Policies identify specific tasks of each committee:

- 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

Special Committees are appointed by the GB to study specific issues or accomplish certain tasks. The GB President appoints Special Committee Chairpersons (who may not be current Board Directors) with the advice and consent of the GB.

Special Committees typically last for up to one year with a term ending on June 30 -- but can be renewed annually as needed.

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TORCH, the GB Election Special Committee, and any other Special Committees operate under different membership and operational rules. Election Special Committee requirements are specifically identified in the Bylaws and in an annual GB Election Guide.

#### C. Working Groups

Working Groups may be formed to work on a specific project. A Standing Committee Chairperson may assign as many Working Groups as needed – with each a specific task. Tasks are limited to the scope of the parent committee and are usually short-term.

The Committee Chairperson selects Working Group members from the parent committee but also may include staff, residents or other experts, as necessary. A Working Group Chairperson (or spokesperson) is typically assigned by the Committee Chairperson. After completion of as assigned task, the Working Group Chairperson/Spokesperson presents Working Group findings to the full committee for review.

Working Groups are less formal than Special or Standing Committees. Meeting date/time/location notifications are posted. Agendas are not required to be posted.

### III. Committee Composition

#### A. General Guidelines

The GB President assigns Board Directors to act as Committee Chairpersons with the advice and consent of the Board. Co-Chairpersons are allowed. The term is one year. Directors may serve consecutive years as a Committee Chairperson.

Chairpersons select committee members from interested RCSCW Owner Members and Associate Members in good standing. Committee members may be removed or added at any time by the Chairperson. Chairpersons choose Standing Committee members by July 15. Special Committee members should also be chosen by July 15 or afterwards.

At least five members are required for a committee, including the Chairperson. There is no maximum number of committee members (although Lecture Hall stage space is limited to 10-12 maximum). 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. *Ex officio* committee members 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. **NOTE: No more than four Board members may be in attendance at any committee meeting to avoid a quorum of the Board.**

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

Chairpersons recruit potential committee members from many sources: prior committee members, TORCH Academy graduates, leaders in SCW clubs and those responding to community media and website notices.

The GB adopted an online Committee Application Form (located on SCW website's Governing Board Page) to help Chairpersons find interested Owner Members with the technical and experience-based qualifications to serve. **NOTE: A Committee member may participate on only one committee annually.**

Chairpersons contact potential members to confirm interest and availability. If chosen, applicants receive electronic notification from the Chairperson and/or Governing Board Executive Assistant (GBEA) to verify contact information and confirm the dates, times and locations 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 – to keep committees fresh with a mix of experienced and new members.

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

### **IV. Committee Meetings**

#### **A. Meetings**

Meetings allow for discussion and/or drafting of recommendations to the Governing Board.

Committee meetings, while less formal than GB Workshops or Regular Meetings, are regularly scheduled and must comply with ARS § 33-1804. Committee meeting notices and agendas must be posted 48 hours prior to all meetings.



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.

Aside from Working Group assignments, a small number of committee members may meet between regularly scheduled meetings to work on **designated** tasks or projects **if the work is authorized by the Chairperson**. A quorum is not necessary for this purpose, and the results are reported back to the Chairperson.

## B. Schedule of Meetings

Committee meeting schedules are determined in March-April each year to secure meeting rooms for the following fiscal year. **Chairpersons must confirm any changes to the monthly committee meeting schedule with the GBEA by August 1.**

Working Group meetings must also be scheduled in advance with the GBEA in order to secure a room and adhere to publication of the required 48-hour agenda posting timeline.

Committee meetings are scheduled on a monthly basis. Budget & Finance meetings are scheduled semi-monthly (twice a month).

Meetings must be held in RCSCW facilities or on RCSCW property between the hours of 8:00am and 8:00pm. Meetings may also be held virtually, as warranted.

GB committee meetings will be audiotaped "live" as technology permits by meeting location. All taped GB Meetings are stored and available for viewing on YouTube at any time.

Meeting schedules are posted on BoardDocs and the RCSCW website, bulletin boards, social media and in the Rec Center News and the Enews. If for any reason a meeting is rescheduled by date, time or place, the Chairperson will notify the GBEA (Governing Board Executive Assistant), who will coordinate notification of any meeting change(s).

## C. Agendas

The Chairperson determines the meeting purpose and sets the agenda with the GBEA. It must be posted at least 48 hours in advance on the RCSCW website, BoardDocs and other RCSCW posting sites (e.g., Bulletin Boards). After 48 hours **before** any meeting, the agenda may not be amended.

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- At the meeting, **agenda items** may be removed and/or modified at a meeting, but **no additional items** may be added.
- **Agenda attachments** may be added to agendas up to the start of a meeting.

Both agendas and minutes are posted on BoardDocs and sent to committee members via email by the GBEA. Pre-recorded videos of presentations may be used as agenda items. Links to videos or other agenda item materials will be provided to committee members as agenda attachments.

#### D. Minutes

Committee minutes are taken by a Secretary. The GBEA (Governing Board Executive Assistant) acts as Committee Secretary for all Standing Committees -- unless otherwise determined. Special Committees elect a Secretary from among their ranks – either on a monthly rotating basis (Secretary Pro Tem) or for the entire committee meeting term (Committee Secretary).

The Committee Secretary drafts minutes for the Committee Chairperson to approve. Approved minutes are published on BoardDocs.

Minutes include date and time of the meeting (beginning and end), Committee member and staff advisory attendees, quorum achievement, approval of previous month's committee minutes draft, unfinished, new business and any associated recommendations, committee member/guest comments and notification of next meeting (date/time/location).

Drafted minutes are approved or revised by the committee at the next meeting – at that time, they are considered final. Past meeting minutes may be amended by a committee at any time. All such changes are approved by committee consensus and recorded in BoardDocs.

#### E. Recommendations

A quorum of committee members (51% or more) must be present to make a recommendation to the Board. Without a quorum, Committee meetings should be rescheduled.

Recommendations to the Board are decided by committee consensus. If there is no opposition, the recommendation is unanimous. If there is opposition, majority support (51% or more) is required. The Chairperson votes to break a tie.





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

## V. Committee Participant Roles

### A. Role of the Chairperson

The Chairperson oversees all committee meetings. They have the authority to control meetings and are responsible for ensuring that projects/tasks fall within the general scope of the committee.

Chairpersons keep discussions on topic, maintain a reasonable discussion timeframe, assure compliance with meeting rules, keep order by extinguishing side conversations, insist on civil meeting conduct/language and allow for committee members to express opinions.

### B. Role of Committee Members

Committee member input at meetings 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 at the discretion of the Chairperson.

Motions to limit or close discussion are not permitted.

Committee members are expected to prepare prior to each meeting. Tasks include reviewing the agenda and prior meeting minutes, attending scheduled meetings, arriving on time at meetings, 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 set timelines.

If unable to attend a meeting, committee members must notify the Chairperson (who will notify the GBEA) as soon as possible. Attending some meetings remotely can be accommodated via ZOOM or TEAMS with **at least two-day advance notice**. Contact the GBEA (Governing Board Executive Assistant) to set up a remote invite.

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



Public comments regarding the committee's business must present a united front. (Example: "The Committee decided...") Personal disagreements regarding committee discussions or decisions should not be publicly discussed.

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

Regularly scheduled committee meetings fall under the A.R.S. 33-1804 Open Meeting statute and must follow the same procedures as Governing Board meetings regarding prior notice, agendas and minutes.

While no actual voting takes place at committee meetings, the Chairperson has the discretion to allow Association Members/Guests to speak on agenda topics at an appropriate time during deliberations and proceedings. The Chairperson should declare a reasonable time limit for comments before Association Member/Guest comments begin.

Comments from the audience should be discouraged by the Chairperson. Association Members/Guests wishing to make comments during the time provided shall come up to the microphone, sign in, wait to be recognized and announce their names and Rec Card numbers. All Association Member/Guest comments should be addressed to the Chairperson, who may answer or direct the comment to other committee members and speak for an approved amount of time on agenda topics. Association Members/Guests may speak a second time only after all other members have had a chance to speak.

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

RCSCW advisory 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 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)**

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 committees.

The GBEA may act as the Committee Secretary for Standing Committees and provide parliamentary guidance during meetings as warranted.