

**Bylaws Committee
Committee Charter
Foxwood Hills Property Owners Association**

Purpose

This is an Ad-hoc committee of the Association for the primary purpose of revising current bylaws of the Association, reflecting membership needs.

Formation of Committee

- o This is an Ad-hoc committee and is advisory in nature.
- o The President will appoint a board member to act as Chair of the Committee.
- o The committee shall be comprised of no more than 7 members who are in good standing (4 with homes, 2 from campers, and 1 from mobile homes). The Chair of the Committee will be one of the 7 members. The General Manager will provide support during scheduled meetings. The POA members will be the voting members of the committee; the General Manager will be considered a non-voting member.
- o Committee members shall serve until bylaws are approved and ordered by the Bankruptcy Court.

Governance

- o The Chair will be responsible for:
 - o Guiding the committee in setting goals and objectives and setting a calendar of meeting times and activities so that the committee will reach the goals and objectives.
 - o To set meeting agendas, run meetings and help the committee follow through on action items.
 - o To represent the committee with the Board.
 - o To represent the committee in presenting proposals to the membership.
 - o To keep the Board informed of all committee meetings, suggestions, feedback, questions or requests.
 - o Submitting a revised set of bylaws to the Board.
- o The Committee may elect a Secretary and co-chair, if necessary. If not, the Chair will provide the minutes for each meeting. Minutes should be published one week after meeting
- o The committee must establish quorum at a meeting in order to conduct business. Quorum will be established when a minimum of 4 members are present at a meeting.
- o The Committee will meet once a month or as otherwise determined and announced.
- o Active participation is important to achieving the mission of the committee, as such; a member's absence at 3 consecutive meetings will result in the loss of voting, with possible removal from the committee and the position reassigned by the Board.
- o The chair is responsible for maintaining an official attendance roster and will administer notification of loss of committee membership due to attendance.
- o The committee chair will work with the Board/GM in determining the agenda for meetings.
- o The agenda will be shared with all members and GM/Committee members prior to the meeting.

- By majority vote, the Board may remove Committee Members who cause conflict or prevent overall productivity, as it deems appropriate.

Dissolution

This charter will remain in effect until amended or rescinded by the Board.

Approved by the Board of Directors June 27, 2020