

# **Standing Rules**

## **Leisure World Community Corporation**

### **Advisory and Special Committees**

#### **1.0 Advisory Committee Composition and Responsibilities**

1.1 The standing committees of LWCC shall be called advisory committees. The LWCC Advisory Committees are:

- Audit
- Budget and Finance
- Community Planning
- Emergency Preparedness
- Energy
- Education and Recreation
- Golf and Greens
- Government Affairs
- Health
- Insurance
- Landscaping
- Leisure World News
- Public Relations
- Physical Properties
- Restaurant
- Security and Transportation
- Tennis

1.2 Each advisory committee shall have a charter approved by the board.

1.3 The LWCC Chair with the concurrence of the advisory committee chair may appoint more than one person from a mutual to an advisory committee, and may appoint new members of advisory committees (with approval of the LWCC Board) at any time.

1.4 Advisory committee membership shall expire on December 31<sup>st</sup> of each year.

1.5 Advisory committees may establish subcommittees and determine their duties and membership. Subcommittees report only to the committee that created them.

1.6 Only the LWCC Board can give assignments or directions to any advisory committee.

#### **2.0 Advisory Committee Meetings**

2.1 All meetings of the LWCC Advisory Committees shall follow the Maryland Homeowners Association Act. The section of the current law, 11 B.-111, follows:

*“Except as provided in this title, and notwithstanding anything contained in any of the documents of the homeowners association:*

*(1) Subject to the provisions of paragraph (4) of this section, all meetings of the homeowners association, including meetings of the board of directors or other governing body of the homeowners association or a committee of the homeowners association, shall be open to all members of the homeowners association or their agents;*

*(2) All members of the homeowners association shall be given reasonable notice of all regularly scheduled open meetings of the homeowners association.”*

- 2.2 All advisory committee meetings shall include an open forum for addressing agenda items and an open forum for non-agenda related issues.
- 2.3 All advisory committee agendas shall include the following statement at the top: "*All Leisure World residents are welcome to comment concisely on all agenda items at the time they are discussed, as well as during the open forum at the end of the meeting.*"
- 2.4 Each advisory committee will maintain minutes of its proceedings, including a record of its decisions, conclusions, and recommendations. Minutes should include identification of topics covered (agenda items) and motions, but not comments made by individuals.

### **3.0 Advisory Committee Reports**

- 3.1 All advisory committee motions must be reported to the LWCC Board in writing with some background as to the reason/rationale.
- 3.2 If a recommendation from an advisory committee to the LWCC Board includes a request for expenditure of funds, the advisory committee may recommend the source of those funds.

### **4.0 Advisory Committee Authority**

- 4.1 No advisory committee is authorized to commit LWCC to any financial obligation or to direct the operations of the LW staff, except as explicitly empowered by a decision of the LWCC Board.
- 4.2 All contracts and purchases of \$50,000 or more, whether new or renewed, shall be given to the appropriate advisory committee for at least thirty days. The committee review shall include the procurement process, scope of work or services, cost of the procurement, and vendor selection process. Comments and recommendations must be forwarded to the Board and included in the Board packet for the meeting at which the contract or purchase will be brought forward for action.
- 4.3 The Government Affairs Advisory Committee shall be authorized to take positions and make statements on behalf of Leisure World on legislation when time is of the essence during legislative sessions, provided that any positions are approved by the LWCC Chair and/or Vice Chair.
- 4.4 The Energy Advisory Committee shall have the authority to establish, review and adjust e-ratings used for the distribution of the master meter electric bill.

### **5.0 Special (ad hoc) Committees**

- 5.1 Special (ad hoc) committees may be appointed by the board to perform specific tasks, and shall have such authority as the board determines. Such committees shall automatically cease to exist upon completion of their task and submission of their final report, or as determined by the Board.
- 5.2 All meetings of LWCC special committees shall follow the Maryland Homeowners Association Act.

### **6.0 Miscellaneous**

- 6.1 To amend, rescind, or add to these rules, motions in the following format shall be used:
  - a. "Rule #\_\_\_ Shall be amended as follows ... [insert specific words]"
  - b. "I move to rescind Rule #\_\_\_ for the following reasons ... [insert specific words]"
  - c. "I propose the adoption of new Rule #\_\_\_ as follows ... [insert specific words]"

Standing Rules – Advisory and Special Committees  
Adopted by LWCC Board of Directors  
November 26, 2013  
and  
January 28, 2014  
and  
April 29, 2014