



Committees in Community Associations

What is a Committee?

“A group of people officially delegated to perform a function, such as investigating, considering, reporting, or acting on a matter”

***Committees* are appointed by the board, or a member of the board, in order to take action on behalf of the board, make recommendations to the board regarding the association’s budget, or other matters deemed necessary by the board. A Committee is made up of a group of board members, owners, or board members and owners. A “Committee Meeting” is defined as a gathering of Committee members sufficient to constitute a quorum.**

Committee Authority

***The board* is ultimately responsible for actions taken by any appointed Committee.**

***Committee authority and responsibility* should be established by the board at a duly noticed meeting.**

Appointing Committees Members

- **Appointment by motion:**
 - **Name specific Committee members**
- **Appointment by president or chair:**
 - **Established in bylaws**
- **Open nominations:**
 - **Nomination taken from floor**
- **Nominations by the chair:**
 - **Chair uses knowledge to nominate candidates**
- **Appointment by definition in bylaws:**
 - **Bylaws define specific member duties**

***Committee chairs* are appointed by the board or other authorized person.**

Once appointed, the Committee cannot elect a different chairman (Roberts's Rules, 11th ed., p. 175.)

However, the Committee can apply to the board for the appointment of a new chairman. Unless an association's governing documents state otherwise, board members may also serve as Committee chairs.

Standing Committee

- **Usually established in governing documents**
- **May exist indefinitely (long life)**

Special Committees

- Ad Hoc or Select
- Established and appointed by board resolution
- Powers and responsibilities stated
- Terminated after task is completed (short life)

Empowered Committees/ Executive Committees

May take action for the board.

Advisory Committees

Do not have authority to act for the board.

- Limited to “fact finding”, information gathering
- Makes recommendations to the board
- Does not have to have formal record of the proceedings (minutes)

Examples of Types of Committees:

Budget Committee – Maintenance Committee – Insurance Committee

Oversight Committee – Architectural standards Committee –

Document review Committee – Search Committees – Clubhouse

Committee – Screening Committee – Landscaping Committee