

## **COUNTRYSIDE PROPRIETARY**

### **ADMINISTRATIVE RESOLUTION NO. #265**

#### **COMMUNITY RELATIONS COMMITTEE**

WHEREAS, Article III, Section 3 of the Declaration of Covenants and Restrictions of the CountrySide Proprietary grants the Board of Directors all powers for the conduct of the affairs of the Proprietary in accordance with the governing documents; and

WHEREAS, the Board recognizes that a positive communications program relating to issues and developments within CountrySide is essential to the success of the Proprietary; and

WHEREAS, the Board wishes to establish a standing committee to carry out such communications program;

NOW THEREFORE, BE IT RESOLVED THAT a standing Community Relations Committee be established, having the following terms of reference:

#### **I. RESPONSIBILITIES**

- A. The primary responsibility of the Community Relations Committee is to advise and assist the Board in developing and carrying out a program of information flow between and among the organizational components of the Proprietary staff and the CountrySide community. In fulfilling its responsibility, the Community Relations Committee performs functions which include but are not limited to the following:
  1. Prepare and/or coordinate the preparation of publication articles and/or other media informing residents about Proprietary activities, structure, role, and objectives.
  2. Prepare and/or coordinate the preparation of questionnaires for polling the CountrySide community on various issues, programs, rules and regulations, etc.
  3. Maintain and update the CountrySide website to provide current information to community residents on events, cancellations, and other information.
  4. Assist with the composition, edit, and publication of the monthly community newsletter.

5. Monitor and manage other written communicative vehicles such as mass electronic correspondence.
6. Develop and implement community programs and/or activities which are deemed to be of benefit and enjoyment to the CountrySide community.
7. Coordinate with community special interest groups, who are dedicated to the quality of life and enjoyment of the CountrySide community.
8. Post meetings, schedule changes, events, and other significant event on signboards to be placed for maximum resident viewage.
9. Schedule community meetings and/or workshops to discuss issues affecting residents.

## II. ORGANIZATION

### A. Membership

1. Membership is constituted annually in accordance with the following criteria:
  - a. It is the intent that each Neighborhood be equally represented on the committee. No later than February of each year, each Neighborhood Advisory Council (NAC) shall appoint either an NAC member or a neighborhood member to serve on the Community Relations Committee.
  - b. Any member at large wishing to serve on the committee must either be appointed by his/her NAC as the official neighborhood representative or by the committee chairman, who shall have final appointment power in the event an NAC fails to exercise its appointment rights.
  - c. In the event that an NAC fails to appoint a representative, the committee chairman may at his/her sole discretion appoint a member to serve in such vacancy. The member need not be a representative of the neighborhood in which the vacancy occurred.

- d. Unless otherwise appointed by the Board of Directors, the committee chairman shall be a Director of the Board.
- e. The committee shall not exceed eight (8) voting members.

B. Election of Chairperson

- 1. Election of Community Relations Committee Chairperson shall take place at the first regular Board meeting of each year. Community Relations Committee officers are as follows:
  - a. Chairperson
    - i. Unless otherwise designated by the Board, the chairperson of the committee shall be a Director elected by the Board in its first regular meeting following the Annual Meeting of each year. The duties of the Chairperson shall include but not be limited to the following:
      - ai. Develop annual meeting calendar;
      - bi. Assist in development of meeting agenda;
      - ci. Preside over meetings;
      - di. Prepare quarterly reports for submission to the Board of Directors;
      - ei. Prepare activity summary articles for publication in the Courier;
  - b. Alternate Chairperson
    - i. At the first regular meeting of the committee, members shall elect an alternate chairperson to serve in the absence of or at the request of the chairperson.

C. Term

- 1. All committee members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new committee is appointed in the following year.

D. Resignation and/or Removal

1. The unexcused absence of a committee member from three (3) consecutive regular meetings shall be deemed a resignation. Any member may be removed from the committee with cause by a majority of the remaining committee members.

E. Vacancies

1. In the event of death, resignation, or removal of a committee member, the vacancy shall be filled by a member selected by the NAC of the Neighborhood in which the vacancy occurred. If the NAC fails or is unable to fill said vacancy within sixty (60) days, then the Committee chairperson shall proceed to appoint a member from within the community at large.

**II. OPERATION**

A. Meetings

1. Regular meeting dates shall be established at the first meeting of the committee. Committee meetings shall be held monthly, but not less than quarterly. All meetings shall be open to the membership and publicized ahead of time in the CountrySide Courier and on the CountrySide Website.

B. Functions

1. Insure ongoing electronic dialogue with membership and governing committees in order to disperse information on scheduled and potential new events.
2. Coordinate and/or schedule community events for maximum resident participation, enjoyment, and benefit.
3. Coordinate and assist community special interest groups in scheduling and conducting programs and special functions.
4. Assist with the monthly newsletter publication, particularly with regard to article contributions to achieve a broader community informational base.

5. Prepare and/or cause the preparation of electronic resident questionnaires to ascertain community opinion on particular issues of community concern and/or interest.
6. Communicate information that may be of interest to residents via an electronic mass email.

C. Reporting

1. The committee chairperson shall prepare or cause the preparation of the following reports:
  - a. MONTHLY: Written official minutes of monthly meetings for review by the Board of Directors and publication in the Courier and CountrySide website.
  - b. THIRD QUARTER: Written budget proposal and recommendation.
  - c. FOURTH QUARTER: Year-end activity summary report.

BOOK OF MINUTES

ATTEST:

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PRESIDENT: Dave Barrie

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DATE:

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SECRETARY: Lesley Green

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DATE: