

Community Services Associates, Inc.
A South Carolina Nonprofit Corporation

Committee Guidelines
(Adopted May 25, 2021)

CSA Bylaws mandate four standing committees: Executive, Finance, Governance and Nominating Committees; the Board Chairman can create other standing and special committees as deemed necessary. See Article VIII, Section 2 of the CSA Bylaws

“Section 2. Standing and Special Committees: (a) The Chair of the Board, with Board approval, may establish such standing and special committees as deemed necessary or appropriate to provide oversight and recommendations concerning the management and oversight of CSA operations and affairs. The Chair of the Board shall appoint the chair person or co-chair person of a committee, one of whom must be a member of the Board. There are four standing committees of the Board which include: Executive, Finance, Governance and Nominating Committees. (b) The chair of each committee shall appoint members of the committee; such appointees shall be subject to approval by a majority of the Directors then in office. Committees shall have no more than nine (9) members, excluding Board members, unless a larger membership is deemed appropriate for a particular purpose by the Chair of the Board. Members of a committee serve three-year terms and may not serve more than two (2) consecutive terms.”

Standing committees include:

Executive
Finance
Governance
Nominating

Beyond the standing committees listed above, *“The Chair of the Board, with Board approval, may establish such standing and special committees as deemed necessary or appropriate to provide oversight and recommendations concerning the management and oversight of CSA operations and affairs.”*

Examples of current and possible committees include:

Communications
Gate Entry Strategic Planning
Land Use Management
Maintenance, Enhancement and Major Projects
Safety and Security
Short Term Rental
Special Projects
Others on an ad hoc basis

Committee Charter:

Per Article VIII (Committees), Section 2 of the CSA Bylaws (d) *Each committee shall have a written statement of its responsibilities and authorities. All such statements shall be approved by the Board annually.*

Committee Functions:

For all except the Executive and Nominating committees, prior to the commencement of the annual meeting cycle, each committee chair, the CSA President and the Chair of the CSA Board will agree upon the top four priorities of each committee to be addressed during the following year. There may also be some standard activities (e.g. Finance reviewing staff prepared monthly statements). The first meeting of the year for each committee will be conducted as a workshop to orient new members and establish the work plan for the year. Committees are advisory to the CSA Board and may not represent or act on behalf of the Board without specific Board approval.

Committee Membership:

Per Article VIII (Committees), Section 2 of the CSA Bylaws; *Committees shall have no more than nine (9) members, excluding Board members, unless a larger membership is deemed appropriate for a particular purpose by the Chair of the Board.* Each committee can have up to 9 property owners selected from the pool of volunteers recruited each year. At least 2 CSA Board members will be appointed by the CSA Board Chair. The Board Chair may appoint a committee member as a Co-Chair of the committee. The terms of the appointed property owner committee members are for up to three years for a maximum of six consecutive years. It is expected that one third of the roster of members may rotate off/on each year. The Chair of the Board and the CSA President serve as additional members of all committees, in an ex officio capacity. All committee members have a vote on matters discussed.

Meeting Requirements and Agenda:

Each committee is expected to meet at least three times per year. Some committees may convene more frequently based on the needs and direction of the CSA President and Board Chairman. Committees' agenda will be structured to follow the priorities established with the Board Chair and President. Additional topics for consideration may arise during the year and such topics should be reviewed by President and CSA Board Chairman for approval before being assigned a Committee priority.

Conduct of Meetings:

At the beginning of a new annual meeting cycle, and upon the addition of any new member during the year, each new member will complete the confidentiality pledge. At the beginning of each meeting, the chair of the committee will restate the confidentiality guidelines and ask if there are any conflicts regarding the agenda items. Committee meetings should last ideally no more than 90 minutes. A secretary will be selected from the committee membership to take minutes. The committee minutes will follow a standard format and are to be submitted by the committee chair to the President within 7 days of the meeting. Each committee shall approve minutes by email consent within four weeks of each meeting and the committee chair shall submit the approved minutes to the CSA Communications Department for posting on the CSA website.