

Approved Guidelines for Quail Creek Committees

Adopted Sept 18, 2017

In order to provide the Board of Directors with the broadest possible resident input on various aspects of the Quail Creek operation, as well as on other issues that may come before the board, committees are encouraged to set membership at the highest possible level without hurting effectiveness, and in cases where a committee member has become less active, they may be asked to resign to make way for new volunteers. With this in mind, the following guidelines for committees are hereby adopted:

Open Meetings. With the exceptions granted in the law for legal and personnel matters and for specifically designated work groups, all committee meetings will be open to all residents and announced five business days in advance of the meeting. Residents will be given the opportunity to speak before final action is taken on an agenda item, as required by state law. (ARS-33-1804).

Handouts. Agendas will be made available to any resident attending a committee meeting.

Executive Sessions. These sessions will be limited to those exceptions provided by Arizona law.

Recruiting. All committee vacancies will be posted on the community website and advertised at least three times in the What's Happening daily e-mail.

Applications. Applications may be obtained, completed and returned either at the concierge desk or via the online forms on the POA website. Applications may be submitted at any time, regardless of whether there is a vacancy.

All applications will be date stamped and forwarded to committee chairs and board members on a weekly basis. Applications will be acknowledged to the applicant and kept on file for one year. Applicants can re-submit or update their applications at that time.

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Candidate Interviews. Unless otherwise specified in the Committee Charter, when filling a vacancy, all applicants in good standing will be interviewed in executive sessions by a quorum of the committee and recommendations forwarded to the Board.

Board Appointments. The final decision for committee appointments rests with the Board of Directors.

Committee Chairs. Unless otherwise specified in the Committee charter, Committee members will elect the chairperson of each committee on an annual basis before Board approval in January. There is no limit to the number of times a chairperson can be re-elected.

Board Liaisons. Members of the Board of Directors assigned as liaisons to committees can participate in committee meetings, but will not be voting members, with the exception of the Architecture and Landscape Committee (as required by Arizona law). Liaisons are encouraged not to influence committee recommendations, but rather serve as an information source when needed.

Unit Representative Committee. The guidelines pertaining to committee member selection are not intended to apply to the Unit Rep Committee, as those who volunteer to be unit reps are automatically members of that committee.