



## **WORKING TEMPLATE COMMITTEES MEETING PROCEEDINGS POLICY RESOLUTION 2020-XX**

**PURPOSE:** This policy is hereby enacted to ensure Association committee meeting proceedings are consistent across all committees, and set forth policy on recording of the meetings with exceptions to protect the privacy of members and sensitive information as is consistent with closed sessions.

Furthermore, this policy resolution is enacted to:

- Further the business purposes of the Tahoe Donner Association;
- Provide direction to current and future committee members as to committee expectations for meeting proceedings and recordings; and
- Provide clear guidance to staff in order to appropriately facilitate and guide committee meetings; and
- Provide clarity and transparency to Association members on committee governance matters.

### **POLICY**

General statement of requirements of committees to comply with Tahoe Donner Association Bylaws Article X, Section 2, Meetings and Actions of Committees, and Article VIII

Section 1. Place of Meetings

Section 2. Regular Meetings

Section 3. Special Meetings

Who may call; notice of special meeting; time requirements; notice of contents

Section 4. Attendance by Members

- (a) Committee meetings are open to all members.
- (b) Closed session.

Section 5. Recording of Meetings.

- (a) Minutes





(b) Recordings and Posting of Meetings

Section 6. Quorum Requirements. Quorum requirements shall be set forth in each respective board committee charter.

Section 7. Adjournment.

**APPROVAL**

This policy is affirmed, and any amendments or modifications thereafter to this resolution, may be accomplished at a properly noticed meeting of the Board.

**ACCEPTED AND DATED:**

\_\_\_\_\_  
Don Koenes, President

\_\_\_\_\_  
Jim Roth, Vice President

\_\_\_\_\_  
Stephen Mahoney, Treasurer

\_\_\_\_\_  
Courtney Murrell, Secretary

\_\_\_\_\_  
Charles C. Wu, Director

