CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.
COMMITTEE & CHARTER POLICIES

COMMITTEES

The following will govern the operation of duly appointed committees and its members, of the Clear Lake City Community Association (CLCCA), Inc. Board of Trustees (BOT), in accordance with Robert Rules of Order – RROR (Bylaw 6.8), the Texas Business Organizations Code (BOC) Chapter 22 for Non-Profit Corporations, and the Texas Open Meetings Act (TOMA Code 551).

1. A committee, as understood in parliamentary procedures (RROR) is a body of two or more persons elected or appointed by an assembly to consider certain matters. Ordinary committees are of two types – standing committees (constituted to perform a continuing function and remain in existence for the life of the assembly that establishes them) and special committees (committees appointed as the need arises to carry out a specific task, at the completion of which – that is, on presentation of its final report to the assembly – it automatically ceases to exist (RROR).
2. In accordance with Bylaw 6.4, no committee (advisory board) shall act on behalf of the Board of Trustees. All recommendations of committees must be approved by the Board of Trustees. (Ref: BOC 22.219).
3. Committee Appointments are made exclusively by the President in accordance with Bylaw 7.9. The President shall appoint the committee chairman and committee members. The President has the right to appoint him/herself to be a member or to preside over committees. All committee appointments must be approved by the majority of the quorum of the BOT present.
4. The chairman shall call committee meetings as necessary. If a chairman fails to call a meeting, the committee must meet on the call of any two of its members. A Quorum in a committee is a majority (greater than 50%) of its membership. The committee chairman will give sufficient notice of the meeting. In accordance with Bylaw 6.6, sufficient notice shall be set at three calendar days (72 Hours) per TOMA 551.043.
5. The committee chairman usually serves as secretary and may appoint a designee to take notes. Any committee members not present for a committee meeting shall contact the chairman as to the actions of the committee at the meeting.
6. All Trustees are invited to attend committee meetings regardless if they are a committee member or not, but only committee members may vote on any issue brought before the committee.
7. When a committee is to make a substantive recommendation or decisions on an important matter, the chair may give interested members of the public or other BOT, an opportunity to appear before it and present their views on the subject at a time scheduled by the committee.
8. Committee meetings will be considered Open Meetings, and the public is welcome to attend. The sole exception is if the purpose is of the nature that would normally be conducted in closed / executive session, such as discussion concerning personnel matters. Also, all committee meetings shall be recorded.
9. All notices for committee meetings shall be posted on the bulletin board outside the business office at least 72 hours prior to the start of the meeting. (Ref: TOMA 551.043)
10. In accordance with TOMA 551.125(b)(3) telephone communication is permitted by committee members and that all other committee members must agree to allow the phone call in accordance with BOC 22.002. The committee chair must agree and 24 hour advance notice must be given to participate by telephone to setup and test the telephone configuration, provided there is a legitimate reason for the participation by teleconference.

TRUSTEES SCHEDULING MEETING ROOMS

The Clear Lake City Community Association (CLCCA), Inc., Board of Trustees (BOT) management is currently made of nine (9) Trustees who are appointed to either chair or be a member of a committee. The President appoints with approval from the Board by majority vote in accordance with Bylaw Section Officers Subsection Bylaw 7.9. The chairman of the committee will need to hold open meetings to the public and need to schedule a room to hold that meeting.

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Many of the committees that meet require the General Manager attendance. The following procedure should be utilized when scheduling meeting rooms.

1. First contact the General Manager about his/her schedule meeting agenda.
2. The General Manager will coordinate with the staff member who makes room assignments and maintains the schedule for the various meeting rooms.
3. The General Manager will obtain several options where meeting rooms are available and provide those options back to the Trustee wanting to hold a meeting.
4. After the Trustee evaluates the best time to hold the meeting, the Trustee informs the General Manager who will coordinate the availability of a room, start time, and duration of meeting.
5. If the purpose for the scheduling of the room is for a committee meeting, the committee chair will prepare an agenda and submit it to the General Manager. The General Manager will post the agenda on the bulletin board outside the business office in accordance with Bylaw 6.6 and TOMA 551.043.

ARCHITECTURE REVIEW COMMITTEE CHARTER

PURPOSE

This committee is charged with assuring the compliance of the residential or commercial deed restrictions and the commercial guidelines as it may pertain to the modification or addition of signage or landscaping of the exterior of any property located within the jurisdiction of the Clear Lake City Community Association.

RESPONSIBILITIES

The committee will review, then approve or deny within 30 days of receipt all residential and commercial requests for modification additions or landscaping as well as determine the necessity and need for recommendation to the full Board for action for any variances for my property, residential or commercial, located within any area under the jurisdiction of the Clear Lake City Community Association. All decisions will be based on either the residential or commercial deed restrictions and/or the approved FDC Commercial Guidelines. The decision reached on all applications shall bear two signatures, that of the ARC Chairperson and one member of the committee. Any request which cannot be based on the above will require a variance. This committee will report its decisions to the full board. The chairperson with the approval of the General Manager, President or two members polled by phone can approve any application if said application is an emergency situation of the type which could be reasonably considered as a TIME IS OF THE ESSENCE request.

ORGANIZATION

The committee will be comprised of three or four members of the Board of Trustees, one of which shall be the commercial representative. The committee members appointed by the President serve at the will of the President. The President will also name the Chairperson of the ARC. There will, when noted in the Deed Restrictions, and when an application is to be reviewed for a subdivision and section which so states, be a licensed architect available on a consultant basis for said application. This requirement can be waived by the Chair with a vote of one other committee member should they deem the request does not require the expertise of an architect. The Chair will present proposed variances to the full Board for action.

MEETINGS

Meetings will be called by the Chairperson or by two committee members. At least one meeting must take place monthly, unless no applications have been received. The General Manager or Staff Designee must be present during meetings.

RECORDS

The General Manager or an office member will maintain the results of all applications presented to the committee in accordance with the Records Retention Guidelines stated in the Legal Policies and will provide a report for the Board meeting agenda. The Chairperson will present reports of committee actions to the Board.

BUDGET AND FINANCE COMMITTEE CHARTER

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PURPOSE
The Clear Lake City Community Association, Inc. (CLCCA) annual budget is prepared by the General Manager and presented to the Budget and Finance Committee for review. Adjustments are made within the committee before it goes to the Board of Trustees for approval. The Budget and Finance Committee shall support the CLCCA annual audit and manage CLCCA financial procedures and policies.

RESPONSIBILITIES
The primary responsibilities of the committee shall be the following:

1) The preparation of an annual budget to be submitted to the Board of Trustees for approval no later than the June meeting of each year;
2) Support the annual audit and work with the President to present the auditor's Management letter and provide recommendations if required;
3) Monitor income and expenditures of CLCCA on a periodic basis;
4) Prepare an analysis of the financial condition of CLCCA on a six (6) month cycle, and as required, develop budget changes for presentation to the full Board;
5) Recommend policy changes to CLCCA's investment program;
6) Perform other related duties as designated by the Board of Trustees.

ORGANIZATION
The committee shall consist of a minimum of three CLCCA Trustees including the Treasurer and Commercial Trustee. The General Manager shall participate in this committee. The committee members and chairperson are selected by the President with approval from the Board of Trustees (Bylaw 7.9).

MEETINGS
Meetings shall be scheduled as needed by the Chairperson or by any two committee members, consistent with the CLCCA Bylaws and the Texas Open Meetings Act.

RECORDS
If applicable, special reports as requested by the Board of Trustees or Chairperson shall be generated and each meeting shall have recorded minutes of its activities. The Chairperson or a designee shall provide copies of the meeting minutes and, if applicable, special reports to the CLCCA business office for storage and distribution in accordance with the Texas Public Information Act.

REPORTS
The committee shall provide reports of current committee activities and recommendations to the Board of Trustees at the Regular monthly meetings.

BYLAWS AND POLICIES COMMITTEE CHARTER

PURPOSE
The Bylaws/Policies Committee takes a proactive approach to ensure the CLCCA board maintains, changes, and or creates Bylaws and Policies that are:

- internally consistent,
- within the scope and purpose of the CLCCA, and
- That is in conformity with the laws and statutes of the State of Texas.

The committee shall also recommend amendments to the *Certificate of Formation / Certificate of Amendment in order to maintain consistency.

RESPONSIBILITIES
The Bylaws/Policies Committee shall:

- ensure strict adherence and compliance with any applicable city, county, state or federal laws,

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- review all proposed changes or additions to the Policies and Bylaws for consistency with existing Bylaws, Policies, and Certificate of Amendment,
- recommend to the Board changes or additions to the Bylaws, Policies, and Certificate of Amendment with and without direction from the full Board of Trustees,
- Change, update, and modify existing documents within 90 days of the creation Board approved resolutions.
- File recently modified or new Bylaws & Policies that affect existing Bylaws & Policies with Harris County per TPC 202.006 and posted on the CLCCA Website per TPC 207.006.

ORGANIZATION
The Committee shall consist of at least three Board members, (with a recommendation of one from each residential core), up to three advisors (CLCCA Property Owners), and the CLCCA General Manager. The President of the Board shall make the committee appointments and choose the chairperson with the confirmation of the Board per Bylaw 7.9 and BOC 22.219.

MEETINGS
Meetings shall be established as needed by the chairperson or any two committee members, or as directed by the Board, consistent with the Association's Bylaws.

RECORDS
Each meeting shall be recorded and have written minutes of its activities signed by the chairperson. The chairperson shall have the responsibility of developing minutes and a copy will be supplied to the CLCCA office and each committee member within 10 days.

REPORTS
The chairperson or designee will deliver to the General Manager a written report to be included with the Board monthly meeting agenda at least two (2) working days before the agenda distribution date. The report is to include a summary of the committee meeting(s), activities, and recommendations.

** Formerly the Articles of Incorporation / Articles of Amendment changed by 78th Leg. HB1156 and referenced in the Texas Secretary of State "A Guide for Texas Nonprofit Corporations": Business Organization Code Doing Business with the Secretary of State on and after January 1, 2010*

COMMUNICATIONS COMMITTEE CHARTER

PURPOSE
The Communications Committee shall facilitate communications between the Clear Lake City Community Association (CLCCA), the property owners within the CLCCA, and the media.

RESPONSIBILITIES
The primary responsibilities of the Communications Committee shall be the following:

Website: The General Manager will appoint as custodian of the website an employee of the CLCCA. That employee will have this duty as a function of their normal job description. Oversight of the website maintenance will be a function of the Communications Committee.

Newsletter: The "Communicator" newsletter will be included on the website and the Communications Chair will have the assignment of proof reading the Communicator prior to printing. The "Communicator" will be issued on a quarterly basis.

Newspaper articles and other media outlets:

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1. All newspaper articles representing the BOT will originate from this Committee with majority approval by the BOT. The President will indicate the text to be released. The President will report on any action of this type taken at the next general meeting of the BOT.

Information Content Guidelines

1. In general, most articles for the newsletter will be generated by staff personnel pertaining to:
   a. Highlights of regular Board meetings and/or actions.
   b. Standing committee activities.
   c. General Manager's or the President report
   d. Deed restriction coverage (residential and commercial).
      1) Major problem areas
      2) Specific details reminder
      3) Summations of letters sent, compliances, and the number of legal cases
   e. Architectural review procedures
   f. Major seasonal recreational activities
      1) New classes or courses
      2) Pool hours of operation
      3) Upcoming local events (holiday and special activities)
   g. Long range plans and goals for the association
   h. Other data of general use to the community
   i. City of Houston activities regarding our area
   j. Harris County Activities regarding our area
2. The newsletter shall not be involved in controversial issues such as politics, elections, school, religion, school and social issues. No issue should be fostered unless it directly pertains to the Association's charter and business.
3. Letters to the Editor 'type' are not to be solicited nor published if received. Community complaints and/or input should be addressed by the General Manager or at the regular Board of Trustees meetings.

Community Spirit Award:

The Clear Lake City Community Association (CLCCA), Inc. has the purpose of promoting the health, recreation, and well-being of the residents of the community and of the residents of Clear Lake City. The CLCCA Board of Trustees (BOT) provides an opportunity for the community to recognize individuals who have promoted the health, recreation, and well-being of our residents by honoring them with a Community Spirit Award.

I. Requirements for an individual to be nominated include:
   A. Must be nominated by a resident or a commercial business partner within the CLCCA.
   B. Must be a resident or commercial business partner within the CLCCA.
   C. Must have demonstrated exemplary service to the Clear Lake City Community fulfilling one or more of the purposes of the CLCCA.
   D. Must be endorsed by at least one trustee.
   E. Must be unanimously approved by all trustees present in a regular meeting of the Board of Trustees of the CLCCA.
   F. Must not be a sitting trustee or current CLCCA employee.

II. Nomination Procedure:
   A. The person offering the nomination must fill out a Community Spirit Award Nomination Form and submit it to the CLCCA business office. The form must include the name, address, and contact information for both the person nominating and the nominee and provide details on how the nominee has demonstrated exemplary service to the Clear Lake City Community thus showing how the

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nominee has contributed toward the fulfillment of the purposes of the CLCCA as set forth in the CLCCA's Bylaws and Articles of Incorporation.

B. The Communications Committee will receive the nomination and will determine whether the nomination shall come before the entire Board for approval. The Communications Committee chair may contact Trustees to determine whether they have any objections to the nomination before advancing the nomination to the full Board.

Community Spirit Award Nomination Form

The Clear Lake City Community Association (CLCCA), Inc. Board of Trustees (BOT) has the responsibility to promote the health, recreation, and wellbeing, of the residents of the community and the residents of Clear Lake City. We would like to introduce the Community Spirit Award as a tool for this purpose.

If you know of a member of the community who has promoted the health, recreation, and wellbeing of our residents and who wish to have them recognized for their contributions, please complete the form below and submit it to the CLCCA business office.

Nominee:
Name: _____ **Phone Number:** _____
Core / Address: _____

Individual Nominating:
Name: _____ **Phone Number:** _____
Core / Address: _____

Name of Trustee Endorsing Nomination: _____

How has the Nominee fulfilled our purpose? _____

Add additional sheets if needed.

ORGANZATION
The Communications Committee shall consist of a minimum of three (3) CLCCA Trustees. The General Manager or designated staff may also participate in this committee. The committee members will include a Trustee Chairperson selected by the President of the Board of Trustees and approved by the majority of the Board present per Bylaw 7.9.

MEETINGS
Meetings shall be scheduled as needed by the Chairperson or by any two committee members, consistent with the CLCCA By-Laws and the Texas Open Meetings Act.

RECORDS
Each meeting shall be recorded and have written minutes of its activities. The Chairperson or designee shall provide copies of the written meeting minutes to the CLCCA business office for storage and distribution in accordance with the Texas Open Meetings and Public Information Acts.

REPORTS
The committee shall provide reports of current committee activities to the Board of Trustees at the Regular monthly meetings. The committee shall provide reports of current committee activities to the Board of Trustees at the Regular monthly meeting.

ELECTIONS COMMITTEE CHARTER

The Clear Lake City Community Association (CLCCA), Inc., Board of Trustees (BOT) President will appoint an Election Committee, approved by the Board of Trustees at the July Board meeting when other standing committees are appointed in accordance with CLCCA Bylaw 7.9.

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PURPOSE
The Election Committee will oversee the annual election, including the hiring of an Election Judge. The Election Judge with hire his/her Clerk to assist with the election. The Committee will recommend the rate of pay for the election judge and clerk to be approved by the Board. The committee shall also set the application period, produce the Ballots, Absentee Ballots, Public Notice, and Application and produce a calendar identifying all events and milestones to be submitted to the General Manager to be followed.

Further, the Election Committee will determine when email blasts are sent to property owners and the public notices are sent to the local newspaper.

RESPONSIBILITIES OF ELECTION JUDGES
Article IV of the CLCCA Bylaws states: "A qualified Election Judge and Clerk shall be present on Election Day and during early voting." A qualified election judge shall be a person trained by the Harris County Clerk's office to ensure the proper execution of state election laws. Experience as a presiding judge is highly desirable.

The Committee is to preserve the integrity of the ballot and the election process, qualified election judges and clerks shall be completely independent of the CLCCA. The Election Judge and Clerk shall not be a CLCCA Employee, Trustee, or the relative of an Employee or Trustee.

The Committee is to ensure the Election Judge & Clerk follow the requirements as set forth through the Harris County Clerk's Office and follow all procedures as if electing a public official for public office throughout early voting and on Election Day.

The Committee is to ensure the Election Judge and Clerk are the only persons authorized to handle any ballots. As such, requests for an Absentee Ballot must be handled by the Election Judge or Clerk. Since, early voting starts one week prior to voting day, the selection of the Election Judge & Clerk, must be accomplished no later than nine (9) days prior to the start of early voting. All supplies and materials required for the upcoming election are required to be provided to the Election Judge, nine (9) days prior, to the start of early voting.

The Election Judge or the Clerk is responsible for providing absentee ballots to those requesting them. Bylaw 4.3 stipulates the process in obtaining an Absentee Ballot.

The Election Judge or Clerk will be compensated two (2) hours of pay, for mailing Absentee Ballots prior to Election Day to be include in the final payment to the designated person.

ORGANIZATION
The committee will be composed of three or four members of the Board of Trustees. No Trustee will be a member or advisor to the committee who will also appear on any ballot for the upcoming election. The General Manager will be a non-voting member of the Committee.

To appear on the current election ballot (Bylaw 4.7), the applicant must submit his/her application in person or with an affidavit (Power of Attorney) designating an agent to act on their behalf received by the CLCCA Friday nine (9) calendar days prior to the start of early voting. The applicant must also pay a $20 fee to appear on the CLCCA Ballot, to cover the cost of a required background check (Bylaw 4.5) for each office being sought. To preserve the integrity of the ballot and the election process, no prospective candidate shall be a member of the Election Committee or advise the Election Committee.

MEETINGS
The committee will meet on as needed basis for the hiring of an election judge, set times and dates of early voting and application period for applicants / candidates desiring to be a Trustee to appear on the Ballot for the upcoming election as prescribed in Bylaws 4.2 & 4.3. Additionally, to have the necessary personnel &

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materials needed for the annual election given to the election judge. Meetings may be called by the committee chairperson or two members of the Committee.

RECORDS
A record of meeting in the form of minutes will be made by the chairperson or a designated committee member with an official copy to be placed in the CLCCA permanent records and provided to the Board of

Trustees at the next regular Board Meetings. The Committee has the responsibility to publish the ***Final*** Vote Count as approved by the Board of Trustees on the CLCCA Website.

REPORTS
The committee shall present preliminary results of the election at the first regular Board meeting following the election or run-off election. If required, any legal challenges pending for the election will be decided at the next regular Board meeting following the completed elections as defined in Bylaw 4.9. The committee will prepare the final report based upon the Board approval.

COMMITTEE MEETING MINIMUM MILESTONES & AGENDA ITEMS
NOTATIONS ARE CALENDAR DAYS COUNTED FROM VOTING DAY

(A) 1st Newspaper Public Notice Thirty-six (36) Days (Friday)
(B) 1st Information Shelter Public Notice Thirty-six (36) Days (Friday)
(C) 1st Email Blast Thirty-six (36) Days (Friday)
(D) Application Process Monday Thirty-three (33) Days for Nineteen (19) Days ending Friday
(E) 2nd Newspaper Public Notice with Candidates Names Twelve (12) Days (Monday)
(F) 2nd Information Shelter Public Notice with Candidates Names Twelve (12) Days (Monday)
(G) 2nd Email Blast Twelve (12) Days with Candidates Names (Monday)
(H) Meet Election Judge and Clerk Twelve (12) Days (Monday)
(I) Date candidate(s) can display four campaign bandit signs at the recreation/voting center in compliance with the Texas State Law Election Code Sec. 62.013. No more than three signs are allowed at the park located in the candidate's core. All signs must be removed by 7pm on Election Day.
(J) Early Voting Five (5) Days
(K) Absentee Ballots Available Ten (10) Days (Wednesday)
(L) Designate person to hold second set of Keys to Ballot Boxes
(M) References to be reviewed: Bylaws 3.2 / 4.2 / 4.3 / 4.7 / 4.9

Sun.-41	Mon.-40	Tue.-39	Wed.-38	Thur.-37	Fri.-36	Sat.-35
					A/B/C	
Sun.-34	Mon.-33	Tue.-32	Wed.-31	Thur.-30	Fri.-29	Sat.-28
	Application	Application	Application	Application	Application	
Sun.-27	Mon.-26	Tue.-25	Wed.-24	Thur.-23	Fri.-22	Sat.-21
	Application	Application	Application	Application	Application	
Sun.-20	Mon.-19	Tue.-18	Wed.-17	Thur.-16	Fri.-15	Sat.-14
	Application	Application	Application	Application	Application	
Sun.-13	Mon.-12	Tue.-11	Wed.-10	Thur.-9	Fri.-8	Sat.-7
	E/F/G/H/I		Absentee Ballot	Absentee Ballot	Absentee Ballot	
Sun.-6	Mon.-5	Tue.-4	Wed.-3	Thur.-2	Fri.-1	Sat.-0
	Early Voting 11am-7pm	Early Voting 11am-7pm	Early Voting 11am-7pm	Early Voting 11am-7pm	Early Voting 11am-7pm	Voting Day 7am-7pm

FACILITIES, PARK, RECREATION, COMMITTEE CHARTER

PURPOSE

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- Provide guidance to the Clear Lake City Community Association (CLCCA) Board of Trustees on budgets and plans for facilities, parks and recreation.
- Steward the execution of budgets and plans adopted by CLCCA Board of Trustees for all parks, recreational facilities and activities.

ORGANIZATION

- Committee will be composed of three or more members of the Board of Trustees and the General Manager. The President will serve as an ex officio member.
- One of the Trustees will be appointed by the President of the Board to serve as the committee chairperson.
- The General Manager shall be a consultant to the committee.

RESPONSIBILITIES

- Provide a yearly proposal to the Budget Committee for maintenance and capital improvements to parks, recreational facilities and equipment.
- Monitor standards and maintenance needs of parks and recreational equipment and facilities.
- Steward approved capital improvement or maintenance projects for parks, recreational equipment and facilities.
- Provide input as required by the Board for issues concerning parks land recreational activities and programs.

MEETINGS

- Meetings will be held as needed.
- Meetings will be called by the Committee chairperson or two members of the Committee.

RECORDS

- A record of meeting minutes will be made by the chairperson or a designated committee member with an official copy to be placed in the CLCCA permanent records.

REPORTS

- The Chairperson and / or the General Manager will provide written minutes to the Board of Trustees to be included with the monthly agenda packet at least two (2) working days before the agenda packet distribution date before the meeting.

PERSONNEL COMMITTEE CHARTER

PURPOSE:
The interface between CLCCA Staff and the Board of Trustees when there are staff personnel difficulties that cannot be resolved by the General Manager or there is a Trustee to Staff conflict that needs to be resolved.

RESPONSIBILITIES:
If problems cannot be resolved at the General Manager level, the Personnel Committee is the first Point of Contact with Trustees to resolve issues from complaints regarding staff, whistleblower complaints, and code of conduct complaints.

ORGANIZATION:
Consisting exclusively of Trustees appointed by the President and confirmed by the Board of at least three Trustees.

MEETINGS:
Meeting on an as needed basis to resolve Personnel Conflicts and performs the annual General Manager's Review.

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RECORDS:
All Committee Meetings are to be recorded and minutes typed.

REPORTS:
Minutes to be submitted for review by the full Board at the next regular scheduled Trustee Board Meeting.

This policy replaces the following policies: 401-02C,404-1A,404-2A,404-3B,404-4D,404-5A,404-6B,404-7A,410-2D,408-15,512-2B,512-3D
This policy replaces the policy filed with Harris County on September 8, 2016.
Amended at the Board of Trustee Meeting on September 21, 2016
Amended at the Board of Trustee Meeting on February 15, 2017
Amended at the Board of Trustee Meeting on October 17, 2018

Adopted this 17th day of October, 2018, by at least a majority of the Board of Directors of the Association.

CLEAR LAKE CITY COMMUNITY ASSOCIATION

Signature
Printed Name: Leslie Eaton

Title: Secretary

This instrument was acknowledged before me on 16 day of October, 2018, by Leslie Eaton the Secretary of CLEAR LAKE CITY COMMUNITY ASSOCIATION, a Texas non-profit corporation, on behalf of said corporation.

Notary Public in and for the State of Texas

Monique Mosley
My Commission Expires
01/31/2022
ID No. 131431459

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