



**Swann Keys Civic Association
Board of Directors
Summary of Committee Policies
As of 12/7/23**

- Our Bylaws require certain prescribed Committees, and we must follow the Bylaws where these are indicated.
- The Board also has the ability to create other Committees as necessary to meet our mission.
- The Board appoints Committee Chairpersons for our required Committees via Board vote that takes place at the first meeting conducted after the annual Board election the third Saturday in May.
- Committee Chairpersons must be Board members.
- Sub-Committees may also be created to accomplish various tasks.
- Leads of Sub-Committees are appointed by the Chairperson under which their Sub-Committee reports.
- Sub-Committee Leads do not have to be Board members.
- There are basically five (5) methods of how Committee and Sub-Committee members are appointed by the Board- these include:
 - Appointment by Chairperson
 - Nomination by the Chairperson and Election by voice vote
 - Appointment by motion
 - Floor nominations and Election by voice vote
 - Election by ballot
- Swann Keys has typically used "appointment by Chairperson" as our method of selecting members and this will continue.
- Chairpersons may solicit Committee members in whatever method desired to fulfill the Committee's objective.
- Where possible, Committees should include a diverse group of Association members. Subject matter experts may be asked to be part of a Committee or may be a non-voting member of a Committee.
- Chairpersons set the number of Committee members but are encouraged to keep the number below ten (10) members.
- Chairpersons have the right to decline to appoint someone to their Committee or may expel someone if they become disruptive or fail to follow Committee rules.
- Lot owners/members who are not selected to be part of a Committee may issue a request through our portal asking for permission to attend Committee meetings.
- A majority vote of Committee members is necessary to grant permission for non-members to attend Committee meetings.
- If non-members are granted permission to attend meetings and they do not follow the Committee's rules or if they become disruptive, they may be denied the right to continue to attend.