

# PARADISE PARK MASONIC CLUB, INC.

## **COMMITTEE MANUAL**

A guide for all present and future committee members.  
10-20-10 Revised and  
Adopted by the Board of Directors

### **WELCOME:**

The Board of Directors of Paradise Park Masonic Club (PPMC) welcomes you as a committee volunteer, and is providing this manual for your information and instruction.

### **YOU ARE SINCERELY NEEDED:**

Most living communities, like ours at PPMC, have a representative form of government, and have a Board of Directors which is responsible for directing the affairs of the organization. Those Board members are volunteers, however, and having a limited amount of time to fulfill their duties, have a need to appoint various committees to assist them in their governing duties.

Establishing committees to assist the Board fulfills three needs. First, committee work can lighten the workload of the directors. Secondly, since it is not possible for the directors to be all-knowing on all topics, turning to committee members for advice on topics on which they have expertise adds to the knowledge of the Board. Third, in a community the size of PPMC, there are many members who have a desire to contribute to the betterment of the Park, and by serving on a committee they fulfill that desire.

### **HOW OUR COMMITTEES ARE CREATED:**

At PPMC, Committees come into being in three ways. First, their establishment may be required by the governing documents of our organization, such as by the By-laws. If the Bylaws require such committees then the Board of Directors is required to create the committee and to appoint persons to work on the committee. Secondly, the BOD may recognize a need for work to be performed by a committee, and they would thus create a special committee and appoint persons to work on that committee. Third, members of the organization may form a committee among themselves for the purpose of undertaking a task, discussing an issue, or forming an opinion, on a matter that they wish to take before the board.

## **WHAT DO THE BYLAWS SAY ABOUT COMMITTEES?**

"Article VII, Section 16, **COMMITTEES** - The Board may create such committees as may be necessary for properly conducting the affairs of PPMC. There shall be a standing committee for Staking, Bylaws, Budget, Recreation, Building, Past Presidents, Long Range Planning, and Tree. Each committee shall be composed of no fewer than three (3) Collective Members, as the Board may deem necessary. All temporary committees, such as the Nominating Committee, will be created for a specific purpose and will automatically cease to function after the purpose for which they were created is accomplished. Any Member, Associate Member, or Alternate Associate Member may serve on any committee. With the exception of the Election committee, each committee shall choose its own officers."

## **WHO CAN WORK ON COMMITTEES:**

The Bylaws of PPMC, in Article VII, Section 16, specifies that committees appointed by the Board of Directors shall be composed of no fewer than three Collective Members. Thus, at least three members of each committee must fit the definition of being a Collective Member, which means being a Member, Associate Member, or Alternate Associate Member of PPMC.

## **QUALIFICATIONS OF COMMITTEE MEMBERS:**

PPMC committee members are asked to serve, based on one of the following criteria:

First, some are chosen (to borrow a lesson from our Masonic teachings) based upon *who best can work and best can serve*. For example, to serve on the Building Committee, one should have some fundamental knowledge of construction; to serve on the Budget Committee, one should have some fundamental knowledge of accounting, etc. Those persons who are selected bring to the committee some particular talent that relates to the work of the committee, such that PPMC will derive some benefit from his or her thinking and reasoning, based upon their education, experience, and talents.

Secondly, some of the committee members who are selected are volunteers who desire to serve, who don't necessarily have a relevant talent, but who represent the community as a whole.

Thirdly, it is necessary for volunteers to be aware that some committees have special needs, such as the following examples: physical strength for some of the actions required by the Fire Brigade Cmt.; confidentiality for much of the work done by the Mediation Cmt..

### **HOW MANY WILL BE ON THE COMMITTEE:**

The Bylaws of PPMC contain a requirement that committees have at least 3 Collective Members. By having 3 or more members appointed to work on any given committee the Board benefits from a diversity of knowledge, experience, and opinion.

In those instances wherein the BOD feels that broader representation on a committee is appropriate, a larger number will be selected. However, with rare exceptions, the total number of committee members will usually be limited to a maximum of 7 persons so that all of the committee persons have the opportunity to be heard, and the committee work doesn't become unwieldy.

One of the exceptions concerns the Past Presidents Advisory Committee which consists of as many past presidents as are willing to serve on the committee as an advisor. Two other exceptions are that the Elections Committee customarily consists of 3 members, and the Nominating Committee consists of 5 members.

### **HOW ARE COMMITTEE OFFICERS SELECTED:**

The committee members appointed to a committee shall choose their own Chairperson and may choose such other committee officers as they feel are appropriate and necessary to their work. Such officers should be chosen at the first meeting of each fiscal year, and new officers may be chosen at any time throughout the year by majority decision of the committee members.

### **WHAT RECORDS ARE REQUIRED TO BE KEPT:**

The committee shall maintain written minutes of all meetings, and must promptly submit the original thereof to the office. A secretary may be selected to maintain such records, or in the alternative the minutes may be maintained by the chairperson.

The chairperson, or an appointed substitute, shall personally appear at open Board meetings whenever an item of business (pertaining to that particular committee) has been submitted to the Board and is on the Agenda for discussion by the Directors.

### **BUDGET REQUIREMENTS:**

All committee work is undertaken on a volunteer basis, and budgets for individual standing or special committees do not exist. However, such actually incurred expenses as are prudent, reasonable and necessary for the completion of routine work or special tasks assigned to the committee may be submitted to the BOD for reimbursement consideration.

## **TO WHOM DOES THE COMMITTEE REPORT:**

It is at the discretion of the Board of Directors to determine to whom each committee shall report. The Board can require that the committee report only to the whole BOD, or to one specific member of the Board designated as being the Liaison to that committee, to another committee ( as in the case of a sub-committee), or to the Park manager. The Director who is assigned to be the liaison shall not have a vote and shall serve as the conduit between the Board and the Committee. If possible the liaison will attend committee meetings and be available for counsel and advise to both the Board and the committee. Part of the liaison duties shall be to see that minutes are kept, that board directives are carried out, that policies are complied with and that there are regular reports as to actions and suggested updates needed.

Revised 8/20/2011

## **WHAT COMMITTEES PRESENTLY EXIST:**

The Bylaws of PPMC, in Article VII, Section 16, at page 19, provides for the creation of "- - such committees as may be necessary for properly conducting the affairs of PPMC."

Further, the Bylaws provide for certain Standing Committees and such other temporary (Special) committees as are deemed necessary in order to carry out specific purposes.

The following eight Standing Committees presently exist: Staking, Bylaws, Budget, Recreation, Building, Past Presidents Advisory Committee, Long Range Planning, and Tree.

The following Special Committees have existed at various times in the past, may currently exist, or may exist in the future: Mediation, Water Conservation, Fire Brigade, Fire Commission, Water Rights, Emergency Response Team, Elections, Nominating, Orientation, Castle Property, River, Zoning, Water, Flea Market, Historical, Insurance, Key Volunteers, Membership, Memorial, Sunshine, Web Site, Waste Disposal, Dam, Social Hall Renovations

*(Note: some of the Special Committees that are presently in existence are actually long-standing committees by their nature, and the Bylaws may be revised to reflect their true nature, such as the Orientation, Nominating, Elections, Fire Brigade and the Emergency Response Team (ERT)*

## **HOW LONG WILL THE COMMITTEE EXIST:**

Standing committees are permanent in nature, and can either exist until terminated, or exist for a specified period of time.

Special committees are temporary in nature, and exist until their task is completed or until the committee is dismissed.

In order to retain their "special" nature and not become standing committees by actual practice, the Board of Directors, at their last meeting of each year, may choose

to dismiss all special committees. Then, in the next fiscal period, the Board may appoint such special committees as the new Board members feel they will need during their forthcoming term. These newly appointed committee members may, but need not be, the same persons as those who served in the preceding year. In fact, by dismissing the committees once each year the Directors are provided with a convenient opportunity to improve the makeup of the committee by dropping those individuals who have been inactive or whose work has proven to be ineffective, and adding those individuals who are good candidates to carry out the committee work in the future.

### **HOW LONG DO INDIVIDUALS SERVE:**

The BOD considers it prudent for the makeup of the committee membership to be periodically changed so that the work that is performed, and the opinions that are expressed don't become stale and repetitive. By appointing new members to carry out the committee purposes and functions, fresh ideas may be advanced for the consideration of the Board. This rotation of committee membership may be brought about by establishing predetermined rotating terms of office, or may be brought about by making periodic arbitrary appointments. Rotation of membership is also facilitated by the annual dismissal and reestablishment of Special Committees at the end of each year.

Also, as a general policy, for most Special Committees, the concept of staggering terms of office is kept in mind when dismissing and reappointing committees at the end of each year, such that some experienced members are reappointed to the committees while at the same time adding new members to the committee. The reason for this procedure is that a benefit exists from having experienced committee members serve with new committee members, such that someone is serving who has the benefit of having learned the job, while still making room for new and fresh thinking by new committee members. Further, the member who has served in a previous year can provide some continuity by bringing newer members up-to-speed on the status of issues that are currently pending before the committee.

### **SERVING ON MULTIPLE COMMITTEES:**

In PPMC, there is no restriction on how many committees the various Collective Members may serve on, and in fact some of the more active and dedicated members serve on several committees.

One exception does exist however, as members of the Nominating Committee are not eligible to serve on the Elections Committee. This exception eliminates any question of conflict of interest from arising, and allows members of those committees to actively campaign for candidates of their personal choice.

**WHO CAN ATTEND A COMMITTEE MEETING:**

(The following statement of policy titled "Open Committee Meetings" was adopted by the Board of Directors at their meeting of 2/21/09.)

**OPEN COMMITTEE MEETINGS**

It is the expressed policy of Paradise Park Masonic Club, Inc., that all committee meetings are open to guest attendance by any member, associate member, or alternate associate member of Paradise Park. Such guest attendance is limited to the specific purpose of listening to and observing the work of the committee, and participation in committee discussion is strictly limited to the appointed committee members. Participation by the guest in committee discussions would require the advance permission of the chairperson of the committee.

Two exceptions to this Open Committee Meeting policy exist, as the Election Committee is closed to guest attendance; and, the mediating and mediation-intake portions of the Mediation Committee are also closed.

To foster the spirit of openness in the Park, committees are encouraged to arrange their meetings in a location that is large enough to accommodate the expected attendance; and are encouraged to announce their meeting dates, times and locations in advance of the meeting.

Adopted February 21, 2009

Re-adopted September \_\_\_\_\_, 2009

**WHAT ARE THE COMMITTEE DUTIES:**

In order to set forth the duties and responsibilities of the various committees, the chairpersons, and the committee members, the BOD has created a Mission Statement for each of the standing and special committees which they appoint. Those mission statements cover at least the following topics: Committee Name, Type of Committee, Purpose, Line of Authority, Goals, Committee Structure, and Regularity of meetings.

Following are the Mission Statements as they now exist.

## **MISSION STATEMENT BYLAWS COMMITTEE**

**Type of committee:** Standing

**Purpose:**

- Advise the Board of Directors concerning the impact of proposed revisions to existing Bylaws.
- Assist the Board of Directors in maintaining the Rules & Procedures consistent with the Bylaws.
- Keep records of all requests, committee minutes, recommendations and suggestions.
- By a majority vote, shall initiate recommendations to the BOD.
- Be available to assist any Member who desires to file an amendment by petition.

**Line of Authority:** This committee reports to the Board of Directors.

**Committee Structure:** At least 3 Collective Members. The members of the Committee elect a chairperson.

**Regularity of meetings:** At least annually; upon call of the chairperson; or, upon call of a majority of the committee members.

## **MISSION STATEMENT TREE COMMITTEE**

**Type of committee:** Standing

**Purpose:** To assist the Board of Directors of PPMC by considering, investigating and reporting matters related to trees of all varieties and types presently existing within the Park. In addition to responding to requests received from members for trimming or cutting of trees, the committee shall be pro-active in periodically examining the health and safety of our forest and studying the impact which the forest, and its individual trees, have on our members and their allotments.

In formulating a recommendation as to whether a tree should be trimmed or removed, priority shall always be given to the safety of the member and to the safety of the member's property.

**Line of Authority:** Reports to the Board of Directors.

**Goals:** (Short term) To study the manner in which tree requests are received, studied, and acted upon, with a view towards expediting the processing of such requests.

**Goals:** (Long term) To examine the existing Tree Rules and make recommendations to the Board as to any changes which the Committee feels are appropriate.

**Committee Structure:** At least 3 and not more than 7 Collective Members.

**Regularity of meetings:** At least monthly; or, upon call of the chairperson; or, upon call of a majority of the committee members.

**Participation:** In rendering an opinion or a recommendation on a tree request, those committee members eligible to vote shall be those members who have actually made an on-site examination of the tree in question. The minutes shall reflect the number of committee persons voting, and whether the vote was unanimous or divided.

### **MISSION STATEMENT STAKING COMMITTEE**

The Staking Committee, a standing committee established by Article VII, Item 16 of the Bylaws of Paradise Park Masonic Club Inc., is charged with performing and documenting the staking of Member allotments in Paradise Park, in order to recommend, define, and/or redefine allotment boundaries.

The members of the Staking Committee serve at the will and pleasure of the PPMC Board of Directors (BOD).

Staking procedures, as contained in a separate document, are subject to review, revision, and approval by the PPMC BOD.

The following are the specific responsibilities and duties of the Staking Committee:

Accept staking requests and perform the staking in a timely manner, according to the separate Staking Procedures document;



Prepare documentation of staking, including reports and drawings, for submission to the PPMC BOD for approval;  
Participate with BOD members and PPMC Members in staking conflict resolution;  
Work with PPMC management to ensure timely approval of stakings; updating of the Staking Log by PPMC office staff; filing of completed, approved stakings in the Master Staking File maintained at the Park Office; and updating of the TADs database to reflect the allotment's re-computed square footage; and finally,  
Attempt to ensure continuity in Committee membership.

### **MISSION STATEMENT BUDGET COMMITTEE**

**Type of committee:** Standing

**Purpose:** To assist the Board of Directors of PPMC by considering, investigating and reporting or acting on matters related to existing or proposed future budgets. To prepare an annual budget for the consideration of the Board of Directors, and present same to the Directors at the meeting which takes place in April prior to each new fiscal year. To review the budget performance at least quarterly, and advise the Board of any deviations from expected performance that requires Board action or attention.

**Line of Authority:** The committee reports to the Board of Directors.

**Goals:** To recommend a balanced budget that fulfills the needs of the membership, make recommendations for the maintenance of adequate reserves for asset repairs and replacements, and for the allocation of funds to retire Park indebtedness.

**Committee Structure:** At least 3 Collective Members. One committee member is to act as chairperson. Staff Bookkeeper acts as ex-officio member.

**Regularity of meetings:** The committee shall meet upon call of the chairperson.

## **MISSION STATEMENT ELECTIONS COMMITTEE**

**Type of committee:** Standing

**Purpose:** To assist the Board of Directors of PPMC by acting upon matters related to existing or proposed future elections. To organize, conduct, oversee, tally, and report the results of all elections held within the Park, whether for the election of officers, voting upon proposed Bylaw changes, undertaking surveys of the membership, or any other matters which require a vote of the membership.

**Line of Authority:** Reports to the BOD

**Goals:** To oversee ballots prepared by the office staff and assure that they will be easily understandable by the membership. To prepare ballot pamphlets which contain the qualifications of each candidate running for an office; which clearly describes each ballot proposition, and, which contains the various arguments in favor and against each proposition.

**Committee Structure:** The Election Committee is limited to 3 members. The Board of Directors shall appoint such members at least three months prior to the holding of the annual meeting or any special meeting at which there will be an election. In addition the Board of Directors shall appoint overseers to monitor all phases of the election process.

A member serving on the Nominating Committee is not eligible to serve on the Elections Committee.

The Board of Directors shall name the chairperson of this committee.

**Guest Attendance:** As an exception to the Open Committee Meetings policy, attendance at meetings of this committee is limited to committee members.

**Regularity of meetings:** As needed, on call of the chairperson.

## **MISSION STATEMENT RECREATION COMMITTEE**

**Type of committee:** Standing

**Purpose:** To assist the Board of Directors of PPMC by considering, investigating and reporting or acting on matters related to existing or proposed future recreational activities. To prepare a calendar of and assist in recreational activities that are of interest to the members of the Park.

**Line of Authority:** The committee reports to the Board of Directors.

**Regularity of meetings:** Upon call of the chairperson, but not less than quarterly.

**Budget Requirements:** The Recreation Committee shall submit a Budget Request to the Board of Directors each year, at a date and time specified by the Board, requesting funding for proposed recreational activities for the coming year. Such a Budget Request shall itemize the amount requested, and the specific purpose of the funds, for each proposed recreational activity.

In addition such actually incurred expenses as are prudent, reasonable and necessary for the completion of routine work or special tasks assigned to the committee may be submitted to the BOD for reimbursement.

## **MISSION STATEMENT BUILDING COMMITTEE**

**Type of committee:** Standing

**Purpose:** To assist the Board of Directors of PPMC by considering, investigating, and reporting or acting on matters related to the remodeling of existing structures, or proposed new structures within the Park.

**Line of Authority:** The committee reports to the Board of Directors.

**Goals:** To see that the building of all new structures, and the remodeling of existing structures, are undertaken in conformance with the rules and regulations of PPMC, the Uniform Building Code, and the Santa Cruz County Building Code.

To consider whether the architectural and decorating design of all proposed remodeling and all proposed new structures within the Park are in good taste and are compatible and appropriate to this living community, and report such findings to the Board for its consideration.

**Regularity of meetings:** Upon call of the Board, or upon receipt of a request from the Park manager, or upon call of the chairperson.

### **MISSION STATEMENT PAST PRESIDENTS ADVISORY COMMITTEE**

**Type of committee:** Standing

**Purpose:** The Past Presidents Committee's role is to advise the Board of Directors when asked to do so by the President of the Board.

**Line of Authority:** The committee reports to the President of the Board of Directors.

**Goals:** To utilize the talents and experience of all Past Presidents in advising the current Board of Directors.

**Committee Structure:** One chairperson, plus such additional committee members as have served in the past as a President of the BOD of PPMC, and are willing to serve on this advisory committee.

**Regularity of meetings:** Upon call of the chairperson.

### **MISSION STATEMENT LONG RANGE PLANNING COMMITTEE**

**Type of committee:** Standing

**Purpose:** To assist the Board of Directors of PPMC by considering, investigating and reporting or acting on matters related to the maintenance, repair, and replacement of assets within the Park.

**Line of Authority:** The committee reports to the Board of Directors.

**Goals:** To analyze the economic useful life of all assets within the Park and create a schedule of anticipated repairs and replacement to maximize the usefulness of such assets.

**Committee Structure:** At least 3 Collective Members, and not more than 7 total members. One committee member to act as chairperson.

**Regularity of meetings:** At least quarterly, or upon call of the chairperson.

### **MISSION STATEMENT FIRE BRIGADE COMMITTEE**

**Type of committee:** Special. (A sub-committee of the ERT Committee)

**Purpose:** The mission of Paradise Park Fire Department is to protect lives and property from the adverse effects of fire and exposure to dangerous conditions created either by nature or man within the boundaries of Paradise Park Masonic Club. We will respond to emergencies in a professional and courteous manner and strive to reduce the rate of emergencies through public education. We stand ready to support and assist other fire service organizations in accomplishing their missions within Paradise Park.

**Line of Authority:** Reports to the Chairman of the ERT Committee, or upon request, may report directly to the Board.

**Goals:** To recruit, train and equip volunteers capable of providing first response fire suppression services throughout the Park. To arrange for the routine servicing, repair and maintenance of all fire equipment. To maintain the fire house and all fire related equipment located therein.

**Committee Structure:** At least 3 Collective Members, and not more than 7 total members. One committee member to act as Fire Captain.

**Selection of officers:** The Board of Directors shall choose the Fire Captain. The committee members may choose such other committee officers as they feel are appropriate and necessary to their work.

**Responding to emergencies:** The Fire Brigade volunteers shall be equipped with radios, pagers, or other types of communication devices, such that they can immediately respond in the event of an emergency.

**Regularity of routine type meetings:** Upon call of the Fire Captain, or upon call of the Chairman of the ERT Committee, or upon call of the Board of Directors

**MISSION STATEMENT  
E.R.T. COMMITTEE  
(EMERGENCY RESPONSE TEAM)**

**Type of committee:** Special

**Purpose:** To assist all members and residents of the Park by providing emergency medical assistance, traffic guidance assistance, fire suppression, and other needed services.

**Line of Authority:** The committee reports to the Board of Directors.

**Goals:** To create a safe living community for all members of PPMC.

**Regularity of meetings:** Upon the occasion of an emergency, or upon call of the Chairman.

**Responding to emergencies:** The E.R.T. volunteers shall be equipped with radios, pagers, or other types of communication devices, such that they can immediately respond in the event of an emergency.

**MISSION STATEMENT  
NOMINATING COMMITTEE**

**Type of committee:** Special

**Purpose:** The purpose of the Nominating Committee is to assist the Board of Directors by locating Members of Paradise Park who are willing to serve as members of the Board of Directors. Any Member of Paradise Park in good standing is eligible to be nominated.

## **Committee Procedures:**

The following procedures are to be observed by the Nominating Committee:

Within one week following appointment to serve on the Nominating Committee, the members thereof shall meet, elect a chairperson, and establish future meeting dates. The chairperson of the Committee shall announce to all members of the Committee (and such announcement is to be recorded in the minutes) that the purpose of the Committee is to search for all possible candidates, and not to screen the candidates.

The members of the Nominating Committee shall personally contact as many Members of the Park as possible and inquire as to whether they have an interest in being nominated to serve as a Director.

Any Member in good standing who advises the Secretary of the Board of Directors, or who advises one or more of the members of the Nominating Committee that he/she desires to be named as a candidate shall have his/her name included among the list of nominees submitted by the Committee to the Board.

In locating nominees the members of the Committee shall not discuss between themselves the relative qualifications of any Member to serve as a Director, except to determine that the Member is in good standing if such issue is raised.

The chairperson of the Nominating Committee shall maintain contemporaneous minutes of all meetings of the Committee, and upon completion of the work of the Committee shall submit a Final Report of nominees, and copies of all minutes, to the Secretary of the Board. A copy of the minutes shall be immediately thereafter placed in the appropriate binder in the Park office.

## **NOMINATING COMMITTEE: Board of Directors Procedures:**

For the guidance of the committee, the following procedures are followed by the Board of Directors.

The Board publishes in the February and March newsletters a notice to all Members, asking that they give consideration to running for election to the Board of Directors. In the February newsletter a notice is given of the name, address and phone number of the Secretary of the Board of Directors as being the Officer to contact. In the March newsletter the names, addresses and phone numbers of the members of the Nominating Committee are published.

Upon forming the Nominating Committee the Secretary of the Board of Directors provides all members of the Nominating Committee with a copy of the current list of Members in good standing of the Park. All Members are considered to be in good standing that have not been suspended or expelled in accordance with the Bylaws of the Park.

Upon receiving the final report of the Nominating Committee the Secretary of the Board shall poll the members of the Nominating Committee and inquire if the procedures have been faithfully performed, and if they concur with the content of the final report.

**Alternative method of nomination:**

As provided in the Bylaws of Paradise Park a Member may choose to nominate himself or herself as a candidate for Director. The nominating procedures specified hereinabove are not in conflict with the Bylaws since a Member may prefer to use the petition process as a matter of personal choice, or may opt to use the petition process as a way of exhibiting popular support among the membership.

**Type of committee:** Special

**Line of Authority:** Reports to the Board of Directors

**Regularity of meetings:** Annually, on call of the Board of Directors.

**MISSION STATEMENT  
ORIENTATION COMMITTEE**

**Type of committee:** Special

**Purpose:** To assist the Board of Directors of PPMC by acquainting all new members of the Park with the history, Bylaws, rules and procedures, customs and practices that prevail within the Park.

**Line of Authority:** The committee reports to the Board of Directors.

**Goals:** To promote peace and harmony in Paradise Park by assuring that all new members have an understanding of their rights, benefits and responsibilities before they are accepted into membership.

**Regularity of meetings:** On call of the chairperson.



**MISSION STATEMENT  
SUGGESTIONS COMMITTEE**

(New committee established by the Board of Directors on 2/21/09)

**Type of committee:** Special

**Purpose:** To assist the Board of Directors of PPMC by undertaking the study of, and assisting in the development of ideas suggested by members of the Park.

**Line of Authority:** The committee reports to the Board of Directors.

**Goals:**

**Regularity of meetings:** On call of the chairperson.

**MISSION STATEMENT  
MEDIATION INTAKE COMMITTEE**

**Type of committee:** Special

**Purpose:** To assist the Board of Directors, and specifically the PPMC Manager, by providing intake; referral; educational; and conflict management services to the PPMC community.

**Line of Authority:** Reports to the Board of Directors.

**Goals:** To provide a confidential and comfortable forum that encourages, supports, and assists the PPMC Community in their efforts to amicably resolve disputes; to assuage the escalation of disputes; and to apply Masonic and Eastern Star principles to an established process of conflict management.

**Goals:** (Short term) To create, organize, and train a new committee of volunteers to provide intake, referral, educational, and conflict management services within the PPMC community.

**Goals:** (Long term) To establish, via our Bylaws, a provision of conflict management for the well-being of the entire PPMC community.

**Open/Closed Meetings:** General discussion and trainings are open to audit by the PPMC community. Intake discussion sessions are limited to committee members. Mediation sessions are by invitation only.

**Committee Structure:** At least three (3) members (no maximum).

**Regularity of meetings:** monthly; or additionally, upon call of the chairperson; or of a majority of the committee members.

## **MISSION STATEMENT WATER CONSERVATION COMMITTEE**

**Type of committee:** Special

**Purpose:** To assist the Board of Directors of PPMC by considering, investigating and reporting, or acting upon, matters related to the conservation of water resources. In addition to acting upon requests from the Board, the committee is encouraged to be pro-active in researching and developing water conservation programs; and, suggesting the adoption of such programs to the Board when they deem them to be appropriate.

**Line of Authority:** Reports to the Board of Directors.

**Goals:** (Short term) To create and organize a new committee of volunteers whose purpose will be to find ways to conserve water. To recruit and train members of PPMC to serve as volunteers who can counsel with our members concerning water conservation techniques.

**Goals:** (Long term) To oversee the implementation of such water conservation programs as may be adopted by the Board. To study the feasibility of installing individual water meters at each allotment. To research and study water conservation programs presently in use in similar residential communities and consider their appropriateness to our community. To meet with and obtain counsel and advice from local and State water conservation agencies.

**Regularity of meetings:** At least monthly; or, upon call of the chairperson; or, upon call of a majority of the committee members

## DEFINITIONS:

### What is a committee:

Per Webster, "**committee** - - a representative - - 1.) a group of people chosen, as from the members of a legislature or club, to consider, investigate, and report or act on some matter or on matters of a certain kind. 2.) a group of people organized to support some cause."

Per Black's Law Dictionary, "**committee** - - A person, or an assembly or board of persons, to whom the consideration, determination, or management of any matter is committed or referred, as by a court or legislature. An individual or body to whom others have delegated or committed a particular duty, or who have taken on themselves to perform it in the expectation of their act being confirmed by the body they profess to represent or act for."

### Types of committees:

1.) **Standing Committee:** A Standing Committee, by definition, is one wherein the governing body has an ongoing need for a committee that will perform its functions and achieve its objectives over an extended period of time, perhaps for many years in the future. Having once formed such a committee it is reasonably anticipated that the present and future leadership of the organization will continue to have a need for the services of such a committee.

2.) **Special Committee:** A Special Committee, by definition, is one wherein the governing body has an immediate, or relatively short term need for the services of a committee. Further, once the purposes and objectives of the Special Committee have been fulfilled, that committee is normally terminated.

3.) **Committee of the Whole:** A Committee of the Whole, by definition, is the entire governing body.

Per Robert's Rules of Order: "**Committees, Special and Standing.** It is usual in deliberative assemblies, to have all preliminary work in the preparation of matter for their action done by means of committees. The committee may be either a "**standing committee,**" appointed for a definite time, as a session or a year; or a "**special [or select] committee,**" appointed for a special purpose; or a "**committee of the whole**" consisting of the entire assembly."

Per Black's Law Dictionary: "A **special (or select) committee** investigates and reports on specific matters and terminates when that function has been rendered."

Per The World Book Encyclopedia: "**a committee of the whole** - - is a committee composed of all the members of an organization. Usually a large group will ask a small committee to investigate a matter and make a report to the whole group. But sometimes the whole group wants to consider the matter, and meets as a committee of the whole.

The advantage of meeting in this manner, or as a committee of the whole, is that the discussion can be informal, because no official action can be taken.

After its discussion, the committee of the whole ends the meeting by *rising from the committee*. The group then returns to its regular rules and ways. The chairman of the committee of the whole gives an official report of any decisions to the group."

Per Webster: "**committee of the whole** - - a committee comprising all the members of a legislative body, etc. under more informal rules than those used in a regular session."

**4.) Ad Hoc Committees.** It is thought by some that there is a fourth type of committee, namely an **ad hoc committee**, however, an ad hoc committee is in fact just another name for a "special" committee. Ad hoc committees and special committees are both temporary, and are created for just a special purpose.

Per [www.whatis.com](http://www.whatis.com): "**ad hoc** - - In Latin, ad hoc literally means **for this**, a further meaning is **for this purpose only**, and thus usually temporary."