

## **GOVERNING DOCUMENTS COMMITTEE**

### **CHARTER**

The Governing Documents Committee is a standing committee assisting the Board in maintaining and revising all of the governing documents of the Association except the Design Guidelines Document. Keep the membership informed of any changes.

### **DUTIES**

- 1) Review Board meeting minutes for approved changes or additions to be included in the documents. Receive changes from the Board, residents, committees, or other sources. Review inputs, determine if valid, develop verbiage, determine which document (s) are affected and recommend to the Board for approval.
- 2) Monitor changes in government laws that may impact the Governing Documents and prepare recommended changes for Board approval.
- 3) Prepare and post Board approved changes.
- 4) Prepare changes that require member's approval for the Board's approval and coordinate with the Election Committee for getting member approval.
- 5) Obtain bids for reproduction of documents or revision pages. Submit request for funds to the Board.
- 6) Prepare, print, and distribute documents or revision pages to the membership as required after approval by the Board.
- 7) Receive comments from members or committees and review for possible adoption. If deemed appropriate prepare proper language and obtain Board approval.
- 8) Maintain a record of all amendments to the documents.
- 9) Store in 2 secure places the original hard and electronic copies of all Documents.
- 10) Ensure that all document originals are properly marked and dated. The original discs are never to be modified.

2 - 11 - 00

3 - 4