

Hawaiian Paradise Park Owners Association

Policy Number 5.1 HPPOA Committee Guidelines

Relevant Statutes, Ordinances or Association Governing Documents: HPPOA Bylaws Article X

Purpose: To govern and assist with the activities of the HPPOA Association Committees

Details:

Committee Liaison

1. The Board of Directors (BOD) shall appoint a Director as Board liaison to each Membership Committee.
2. The Board liaison:
 - a. Is a Non-voting position.
 - b. Advises the committee of the appropriate channels (Board or Office) for obtaining necessary information.
 - c. Provides guidance between meetings.
 - d. Provides the Committee with a copy of these Guidelines and either the bylaws or forming resolution that provide committee objectives and timelines.
3. The BOD VP will initiate the Committee's first meeting which should be held soon after committee formation. At the July BOD meeting the BOD will appoint a liaison.
4. Chair provides his or her contact information to the HPPOA office.

BOD/Membership meetings - Committee Reports

1. Committee Chair shall submit a request to the President to be added to the meeting agendas for presentation of committee reports, to seek approvals for recommendations and proposals, or to request direction from the Board.
 - a. Board Committees shall report at regularly scheduled Board meetings.
 - b. Membership Committees shall report at regularly scheduled Membership meetings and regularly scheduled Board meetings when requested by the BOD.
 - c. Written reports may be made in lieu of oral reports and shall be submitted to the Office one week before the scheduled meeting.
2. Placement on the Board or Membership Meeting Agenda.
 - a. Committee reports are grouped together under "Committee Reports" on the agenda.
 - b. Committee Reports shall include:
 1. Progress since the last meeting, any challenges, and future planned tasks/activities.
 2. These reports/updates shall not exceed 5 minutes.
 - c. Major or complex proposals, recommendations, and new requests shall come under New Business.
 1. These requests will need a "Recommendation for the Board of Directors" form, obtained from the HPPOA Office, filled out and submitted to the HPPOA office 10 days before the BOD meeting.

Minutes of Committee meetings

Committees shall keep meeting minutes to include a record of activity and decisions to support any actions or recommendations made within the Committee or to the Board/Membership. Committees shall submit a copy of the approved minutes to the HPPOA office for historical file retention. (HPPOA office will post to the committee web page on the HPPOA Website)

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Adopted Date: 6/17/26

Amended Date:

Review Date:

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Approvals

1. The Chair of each committee shall seek prior approval from the Association Board for actions of the Committee. (Examples: Items wanting to be posted to the HPPOA Website or Facebook page, Mailings to Membership, Expenditures outside of the Committee budget, contact with government offices/agencies, contact with media.) Committee members may not represent HPPOA on social media without BOD approval.
2. Action and decisions of committees shall be subject to the approval of the BOD.

Protocol

1. Committee members shall disclose any conflict of interest as defined in the HPPOA Bylaws & Adopted Conflict of Interest Policy.
2. Any recording of meetings other than by the Secretary shall be made known as a courtesy to the other Committee Members and guests.
3. During meetings, members shall raise their hands to be recognized by the Chair before speaking. Questions and comments shall be relevant to the current discussion.
4. Communication including emails regarding committee business shall be limited to current committee members. Emails shall be concise and relevant to current agenda items.
5. Where a committee project/purpose impacts the HPPOA Office, committee Chair shall coordinate with the General Manager or their designee.
6. Committees may, with prior approval from Board:
 - a. be reimbursed for expenses
 - b. have access to office staff or resources (at GM's discretion)
 - c. request announcements be posted on the HPPOA website (with BOD approval)
 - d. use office copy machine for committee business (at GM's discretion)
7. Committee Chair shall ensure that meetings are open to any member having a desire to observe. Meeting dates and times will be published on the Association calendar on the HPPOA website. The committee Chair has the authority to maintain a productive working environment, including removal of observers.
8. Committees shall maintain confidentiality of any Association documents. Committee members may be asked to sign a Confidentiality Agreement and Good Faith Affidavit.
9. Information received in Committee meetings (whether written or verbal) is for Committee Members' use only, to work from and not for social media Posting, Emailing, or Texting.
10. Any committee, Board or Membership, shall be dissolved by the Board at the conclusion of the committee's assignment or when the Board determines the committee has ceased to meet the committee objectives as defined by HPPOA bylaws or forming resolution.

Review:

This policy shall be reviewed Annually by the Policies & Procedures Committee for any improvements, or if updates have been made to HPPOA Bylaws Article X.