

YORK CONDOMINIUM CORPORATION NO 323
REVISED COMMITTEE STRUCTURE

March 2016

Committee Structure

1. By-law 12, section 8.8 empowers the Board to constitute committees. Each committee constituted by a Board motion that identifies the purpose of the committee. Once constituted, it remains in existence until it is no longer required or deemed redundant by the Board.
2. The primary role of YCC 323 condominium committees is to assist the Board in facilitating the business of the corporation by researching issues and submitting reports and recommendations prior to their consideration at Board meetings.
3. The number of members of a committee is largely dependent on the number of volunteers willing to participate, the nature of its mandate and the participation required of the members.
4. Standing committees are initiated by the Board of Directors to research and address general needs of the condominium. The number and types of committees in the building reflects specific needs and complexity of a topic, e.g.: landscaping, environmental and safety issues.
5. Ad hoc committees are appointed to carry out specific nonrecurring or cyclical tasks, e.g. the barbeque committee. It is disbanded as soon as the assigned task is completed. Ad hoc committees will not take on duties included in the responsibilities of existing standing committees. Ad hoc committees can evolve into standing committees as their objective evolves and the need arises for their continued contribution.
6. The organizational considerations specified in this document apply to all committees. However, detailed minute taking and reporting requirements are not mandatory for smaller committees with three or less members.
7. Self-organized groups serving owners and residents do not fall under these rules. However, they have to be non-exclusive, non-discriminatory in nature, open to all interested and registered with management.
8. Each committee is to elect a chair from among its members. Alternatively, a committee may choose to have a rotating chair whereby committee members take turns from one meeting to the next being chairperson. Committees must advise the Board of the chair's name or their decision to have a rotating chair.
9. The Chair of any committee is approved by the Board on recommendation from the committee.
10. A director is assigned as an ex-officio liaison to each committee (except for self-organized committees) to provide guidance and advice. This role is advisory in nature and the board liaison is excluded from voting on committee decisions or chairing meetings.
11. To expedite communication between the Board and the Committee, the Committee Chair and the Board Liaison shall work closely together.
12. Each committee shall draw up its own Terms of Reference expounding on the Board identified purpose of the committee. The Board is to approve the Terms of Reference.

13. The Committee's purpose and relevance are to be reviewed following the election of the owner occupied board position at the Annual General Meeting: i.e. review every three years.
14. A committee chair can request to present the committee's findings, recommendations or plans to the Board for the Board's consideration and action.
15. Recommendations presented to the Board are to be objective and without preconception. To ensure independent objective advice sitting Board Directors are not to be active members on committees.
16. The Chair is to ensure that each meeting has a written agenda identifying agenda items as well as start and end times.
17. A Committee Chair chairs the committee meetings and manages the general discussions so that extraneous conversations do not divert from the business at hand in accordance with the general principles of Roberts Rules.
18. The Chair assigns a committee member as Secretary to record the decisions made. Following each meeting minutes are to be circulated to all members and be approved at the next meeting.
19. The Committee Chair should advise the Board Liaison of resignations of members of the committee and submit for endorsement the names of proposed replacements.
20. Absenteeism, non-participation or action deemed inappropriate on the part of a member of a committee may cause the Committee Chair to consider removal from the committee of the individual; the Board Liaison should be advised of such action.
21. Except in the case of a one-person committee, the committee should meet at agreed upon periodic intervals. The Chair may call for supplementary meetings when deemed necessary.
22. A committee has no authority to expend funds of the corporation except when:
 - a. Funds have been approved previously by the Board and specifically for that committee's activities previously by the Board and are identified in the budget; or
 - b. Expenses have been specifically approved by the Board.
23. Each committee, if requesting financial resources for its activities should submit to the Board a detailed description of the planned projects with associated costs for the Board's approval. Proposals of committee activities with financial implications should be presented to the Board for its approval prior to the fiscal year.