

Residents Council Policy

For Standing Committees, Chairs, and Membership

1 Preamble

1.1 Rationale

After hearing numerous concerns from residents about difficulties joining Standing Committees, the Residents Council established the *Ad Hoc* Committee on Standing Committee Membership. The committee was charged with recommending a Residents Council policy bylaw change to address the Mercy Ridge residents' concerns about the following:

- Limits on the length of standing committee membership;
- Service on multiple committees simultaneously;
- Maintenance and selection procedures for waiting lists of prospective members; and
- Other relevant issues.

The committee received input from interested parties, current and past standing committee chairs, and individual residents who found fault with committee membership availability and selection to committees. This is the resulting policy recommendation. It allows for special conditions that may be unique to each standing committee, improves the numbers of open committee membership positions, and provides consistency for the maintenance and administration of waiting lists.

1.2 History

The first version of this policy was adopted by the Residents Council at its meeting of April 6, 2023. This version, Version Two, was adopted by the Residents Council at its meeting of May 4, 2023.

2 Administration

Standing committee chairs are responsible for the administration of this policy with the oversight of the Residents Council. The Residents Council secretary will archive this Policy.

3 Effective Date

The policy for written operating procedures with respect to recruiting, orderly filling of committee openings, and maintaining waiting lists is effective immediately. The policy with respect to multiple committee memberships and rotation of membership off committees will be effective January 1, 2024.

4 Rotation

1. Mercy Ridge residents may serve on no more than two standing committees concurrently.
2. A resident may chair only one standing committee at a time.
3. A member of the Residents Council may serve on only one standing committee in addition to being a committee liaison. If a member of the Council is not also serving as a committee liaison, he/she may serve on two committees.
4. Standing committees should strive to maintain a roster of twelve members.
5. Each year 25% should rotate, so that complete rotation of membership occurs over four years. If natural attrition and resignations do not suffice, first-in/first-out will determine who is dropped. The chair may waive this provision when no volunteers are available to fill critical positions, such as committee secretary or treasurer. Committees should anticipate rotation and actively recruit replacements as suggested in Section 5.

5 Recruitment and Wait Lists

1. Each standing committee will maintain a waiting list for prospective members with time of registration noted. If all things are otherwise equal, when a committee has an opening, first in line will be first considered. However, committees may have certain required qualifications, such as basic computer skills, availability for meetings, mobility, and strength, etc. Required qualifications are to be discussed with the prospective member. Chairs may dismiss members who are unable or unwilling to contribute to the mission of the specific committee.
2. Each standing committee will have a written procedure for the following.
 - (a) Participation in standing committee expos.
 - (b) Maintenance of a waiting list of prospective members with at least the number expected to rotate each year.
 - (c) Priority ranking of residents currently serving on a standing committee to be lower on the list than others not currently serving.
 - (d) Interviewing prospective standing committee members, which may include advising prospective members on the following:
 - i. Responsibilities;
 - ii. Committee meeting dates and events which will require active participation;
 - iii. Qualifications required for service, such as physical strength, manual dexterity, mobility, computer literacy, etc.; and
 - iv. Rotation policy.

6 Chairs

1. Each standing committee chair will administer this policy with oversight by the Residents Council. The chair may waive certain requirements when a position on the committee may otherwise be unfilled.
2. Committee chairs shall maintain a waiting list of residents interested in joining the committee. In selecting residents for service, preference shall be given to residents who are not already serving on another standing committee.
3. Committee chairs shall conduct interviews of prospective members as specified in Section 5, Item 2d.
4. Committee chairs may dismiss members who are not supporting the requirements of the committee. Grounds for dismissal include failure to attend meetings, inappropriate behavior, lack of participation, failure to support the mission, or inability to remain active.
5. Committee chairs will report the status of membership rotation and the meeting of term limit requirements in normal committee reports to the Residents Council annually, in the first report of each year.