

Charter for the Governing Documents Committee

Purpose of the committee

To advise and make recommendations to the Board of Directors (hereinafter referred to as “Board”) on matters related to keeping specific governing documents up-to-date and appropriate to the needs of the owners and residents of YCC75. The specific documents to be reviewed on an annual basis include the condominium by-laws and rules.

With reference to the *Protecting Condominium Owners Act* and other appropriate legislation, the committee will research material from other condominiums and recommend written texts for adoption by the Board. Recommendations will be provided to the Board annually on or before April 15th to facilitate their consideration within reasonable timelines leading up to the YCC75 Annual General Meetings. All final decisions on recommendations will be made by the Board.

As any modifications to these documents require the consent of our owners, whether by a positive vote or by acquiescence, the committee will be aware of the need to enlist the approval of the owners (see below: Meetings).

Composition of the Committee

Three to five members would be optimal. They should be residents and/or owners. The Chair of the Committee will be appointed by the Board, or elected by the committee members from among themselves. The term of the Chair is two years, renewable by the Board. The President of the Board is an *ex officio* member of the Committee.

Use of External Advisors

If and when legal counsel or advice is needed, this will be arranged with Board approval. The Committee might, from time to time, find outside visitors useful, for example, persons familiar with documents in other condos.

Management liaison

All discussions and recommendations will be shared with management. Management is welcome to attend meetings. The Chair will meet with management prior to each Committee meeting to share the agenda and gather any pertinent information.

The Board liaison with the Committee will be determined by the Board. The Board liaison person may or may not attend meetings, as desired. The Committee’s liaison with the Board will be assured by the Committee’s Chair, unless otherwise determined by the committee.

Responsibilities

The Committee reports to the Board and receives suggestions from it. Its role is to provide well-researched written recommendations. It has no executive power.

Meetings

The Committee will begin in the fall of each year, at which time a firm timeline will be established. The frequency of meetings will vary considerably, depending on the work at hand. When working on a current issue, meetings may be as frequent as once a week. Once the initial documents have all been considered and up-dated, such frequent meetings will not be necessary. At any rate, the Committee will meet not less than quarterly.

Consultations in the form of open meetings will be held in order to gather suggestions, to understand worries, and to sculpt the most promising modifications and initiatives. It must be made clear in these meetings that the Committee does not speak on behalf of nor as representatives of the Board.

Minutes

The Committee will minute decisions made at meetings and attach draft documents it is working on.

Term

The term of the Committee as first established should be as a Standing Committee. As is always true, a future Board can modify this status unless, in the future, this status becomes part of a by-law. Individual members will serve for a renewable term of two years.