

# FOUNTAIN HILLS COMMUNITY ASSOCIATION, INC.

## TERMS OF REFERENCE WEBSITE COMMITTEE

2002

**WHEREAS**, Article VII, Sections 1. And 2. of the BY-LAWS for the Fountain Hills Community Association, Inc. (Association) provides that the Board of Directors (Board) shall have certain powers and duties necessary for the administration of the affairs of the Association, and

**WHEREAS**, Article XI of the BY-LAWS for the Association provides that the Association may appoint an Architectural Review Committee, and...other Committees as deemed appropriate in carrying out its purposes, and

**WHEREAS**, to better carry out such purposes, the Board of Directors for the Association deems it necessary to establish a Committee to advise and assist the Board with respect to the preparation and distribution of pertinent information to all members of the community via a presence on the world wide web/internet.

**NOW, THEREFORE, BE IT RESOLVED THAT:** the following terms of reference be adopted for a Web Site Committee:

### I. Purpose

- A. The primary responsibility of the Web Site Committee is to assist the Board in developing and publishing a web site to inform the Association membership of matters and developments affecting, or which are of significant import to, the Association and/or its members. As a "house organ" of the Association, the content of the Association Web Site is subject to editorial control of the Board of Directors. Accordingly, articles of personal opinions, views, and observations, and articles of insignificant import to the Association and its membership, will be restricted.

### II. Content

- A. Priority will be given to items of significance to a majority of the association membership. Examples include, but are not necessarily limited to:
  - 1. Association policies and rules;
  - 2. Summaries of Board meeting highlights, or the Board's advisory committees;
  - 3. Reports from management;
  - 4. Community calendar;
  - 5. Summaries of the Association's budget, and its current financial operations;
  - 6. National and local community association news to the extent reasonably pertinent to Fountain Hills;
  - 7. News respecting past and future Association sponsored activities, sporting events, etc., and current developments respecting Association recognized clubs;

8. Reports on the governmental and legislative activities of the Maryland and Montgomery County governments, to the extent reasonably pertinent to membership in general, and to Fountain Hills in particular;
9. Reports on the current activities of neighborhood civic organizations; and
10. Items of general informative interest to Association members, and of importance, directly or indirectly, to all owners and residents, e.g., summary-reminders of rules and regulations, handyman tips on proper maintenance of fixtures and appliances furnished with the units, etc.

B. Limitations, Constraints, and Procedures

1. The web site shall not be used as a vehicle for the dissemination of political views, editorial comment, isolated concerns of individual readers, or any potentially libelous or inflammatory material. Notwithstanding the foregoing, legitimate controversies of interest and concern to all Association members may be objectively reported.
2. Sources of information shall be verified, establishing the accurate and complete information; fact will be distinguished from rumor, and content shall not be colored by personal opinion.
3. The web site shall, at all times, conform with the Association's legal documents, the established policies of its Board of Directors, and all copyright and trademark laws.
4. The web site will be regularly maintained and updated, but only after its contents have been reviewed with finality by person(s) designated by the Board of Directors as its liaison to this committee, to assure compliance with the policies and guidelines of this resolution.
5. Proposed subject matter for the web site shall be forwarded to the webmaster. Except in those instances where an article or other proposed submission is prepared by the Board of Directors, or its managing agent, the editor shall have the right to review, rewrite, and to accept or reject any such submission. All copy recommended for publication will be forwarded by the editor to the Board, or designated members thereof.

C. Advertising

1. If advertising is recommended by the committee for inclusion on the web site, the Committee shall develop a detailed outline of appropriate guidelines and procedures for review and approval by the Board of Directors.
2. Failure of the Board to approve any proposed advertising guidelines and/or procedures shall not be construed as its consent.
3. Pending review and approval of any advertising guidelines and/or procedures, no advertising may be included on the web site.

- D. The Fountain Hills web site shall be developed and published with a professional-appearance, the format for which is subject to review and approval by the Board.

III. Organization

A. Membership:

1. Members of the Committee may be homeowners or residents, appointed by the Board of Directors.

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2. Number or Members.
  - a. The Board of Directors will endeavor to appoint an Committee comprising a number of at least three (3) homeowners or residents of the Association.
  - b. Total membership shall not exceed seven (7) without approval of the Board of Directors.
3. All members of the Committee are appointed by, and will serve at the pleasure of the Board of Directors.
4. If fewer than three (3) homeowners or residents are willing to serve on the Committee, the Board may assume all functions and duties of the Committee as time may permit.
5. A member of the Board of Directors shall be appointed as a liaison to the Committee in order to assist the Committee and to provide updates of the Committee activities, if necessary, beyond the Committee's monthly report.
6. Webmaster
  - a. The Webmaster shall serve as the chair of the committee, be a homeowner appointed by the Board, and serve a one (1) year term.
  - b. Functions of the Webmaster include, but are not limited to:
    - (1) coordinate and supervise the committee activities and meetings to assure that committee responsibilities are met;
    - (2) encourage and support participation by all committee members, and ensure that such persons are kept advised of committee activities;
    - (3) prepare regular committee reports for submission to the community association manager, on behalf of the Board, no later than ten (10) days prior to each Board meeting;
    - (4) familiarize the committee with these terms of reference; and
    - (5) attend Board meetings *in an advisory capacity* concerning committee-proposed motions.
    - (6) Unless, and to the extent that developments warrant, oral committee reports at monthly Board meetings are to be discouraged, in favor of submitting a monthly written report.
    - (7) Written committee reports shall identify all members attending the monthly meeting; the date, time, and place of the monthly meeting; a summary of the committee's discussion; and any recommendation(s) for specific Board action.
  - c. Vacancies: The Chairperson shall serve at the discretion of the Board of Directors. The membership of the Committee may vote to recommend to the Board the removal of the Chairperson with or without cause. Vacancies created by removal, death, or by resignation of the Chairperson, shall be filled by an acting Chairperson selected by the Committee membership until an appointment is made by the Board.
7. Secretary:

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- a. The Webmaster shall designate a Secretary from among the members of the committee, subject to approval of the committee.
  - b. The secretary shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and, in general, maintaining written documentation on committee decisions and activities.
8. Board Liaison: The Board of Directors shall appoint a member of the Board to serve as a member of, and as the Board's liaison to, the committee, and to provide updates of the committee activities, if necessary, beyond the committee's monthly written report.

#### IV. Meetings

- A. The Committee shall meet at as many times as necessary to develop, publish and deliver content for the web site at the frequency as may be determined by the Board.
- B. All meetings of the Committee shall be open to attendance by members of the Association; non-committee members may participate in accordance with law at the discretion of the Chairperson, but may not vote.
- C. The Committee is responsible for advising the Board of Directors and Management Agent of the date, place, and time of each meeting at least seven (7) days in advance of each meeting.
- D. Quorum. A majority of appointed members must be present at a Committee meeting for a quorum to be reached and business to be conducted.
- E. Voting. The affirmative vote of a majority of the voting members present at a meeting where a quorum is achieved is required to make any decision pursuant to the authority contained in this resolution.

#### V. Reporting:

- A. The Chairperson of the Committee shall attend all meetings of the Board of Directors and present a report of the committee's activities. The Chairperson may, if otherwise unavailable, appoint another member of the Committee to attend a monthly Board meeting to present such report.

#### VI. Removal of Members:

- A. A member of the Committee will be deemed to be automatically removed from the committee if, at any time, the member's assessments remain unpaid for a period exceeding thirty (30) days.
- B. A member of the Committee will be deemed to be automatically be removed from the committee for failure to attend three (3) consecutive committee meetings or failure to attend four (4) committee meetings, including any special purpose meetings, during any twelve (12) month period.

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- C. A member of the Committee will be deemed to be automatically removed from the committee if, at any time, the member is in violation of any covenant or rule of the Association.
- D. A member of the Committee may be removed from the committee at any time at the sole discretion of the Board of Directors.

ADOPTED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_