

## Committee Member 'Appointment'/Removal Procedure

All persons wishing to be a committee member will be given contact information for the Committee Chairman and told to contact the Chairman for an interview.

During the interview the Committee Chairman will advise the person of the duties and responsibilities of the position and determine the viability of the person and if they will be a helpful asset to the Homeowners Association.

The Committee Chairman will advise the person of the result of the interview.

If the person is not acceptable to the Chairman; the process ends.

If the person is acceptable; the Chairman will cause them to submit BRIEF written resume of experience they have that might be helpful in the position. The person will also be required to write their reasons why they would be helpful and why they want the position.

The Chairman will forward this to the Board along with his written recommendation.

The Board may also require an interview with the person.

The Board will vote on the person's acceptability via email, executive meeting or regular meeting whichever is timeliest.

Majority rule applies.

If the person is not acceptable to the Board; the Chairman will be informed and will contact the person with that finding.

If the person is acceptable, the Chairman of the Committee will advise them and have the person appear before the Board for official appointment to the Committee. This appointment will be included in the official minutes of the Board meeting.

At such time a Committee Chairman feels that a committee member is no longer fulfilling their responsibilities; he will advise the Board who may decide, by vote, to remove that person from the committee. In this case; the Chairman of that Committee will advise the member of that vote.