

# **PACIFIC TOWER CONDOMINIUM ASSOCIATION**

## **RULES COMMITTEE CHARTER**

Board of Directors of the Pacific Tower Condominium Association establishes the PTCA Rules Committee pursuant to this Charter as follows:

### 1. Purpose:

- The purpose of the Committee is to provide information and options to assist and enable the Board of Directors to make informed decisions for the Association.

### 2. Responsibilities:

- Review of current Rules to ensure they are relevant, transparent, and enforceable.
- Solicit from Owners suggestions for removal, additions, or changes.
- Prepare written changes to the Rules for the Board for Approval.

### 3. Members:

- Any PTCA member in good standing may join this Committee.
- Every volunteer on the Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.
- The Committee members will select a Chairman
- Board members are allowed to be active member(s) of this Committee.
- The Committee membership will not be limited to a specific number. In general, all those interested can participate.

### 4. Committee Chair Duties:

- The role of the Chairperson is to draft the agenda, schedule the meetings, and ensure the meetings are professional and efficient.
- Ensure all Committee members are informed of current events in regards to the Committee.
- Act as a liaison between the Committee and the Board of Directors.
- Be present at Committee meetings and Board of Directors meetings at which a report of activities and recommendations shall be presented.

### 5. Appointment / Removal of Members:

- Members of the Rules Committee serve at the discretion of the Board of Directors and are added or removed from the Committee by a majority vote of the Board of Directors.

Adopted June 20, 2016 PTCA Board of Directors