

Proposed Committee Charters for discussion at October 2019 TCC meeting

Proposed Charter – Ad Hoc Bylaws Committee

Purpose:

The TCC may from time to time stand up an ad hoc Bylaws Committee to review the Planning Board and/or Community Association bylaws to ensure compliance with current law, regulation, or other guidance and to ensure, to the extent practicable, that the provisions of one set of bylaws do not conflict with the other.

Leadership and Membership:

The President shall normally chair the committee but may appoint an active member/director as chair with the approval of the full council. The majority of committee members shall be active voting members of the TCC.

Roles and Responsibilities:

Substantive changes to the bylaws must be ratified by the TCC prior to adoption. Minor changes (e.g., spelling, punctuation, grammar) may be adopted informally.

The TCC may authorize the committee or one or more officers of the organization to negotiate changes to the Planning Board Bylaws with appropriate representatives of the city.

Primary guidance for the Planning Board Bylaws may be found in City Council Policy 600-24 and in the incorporated bylaws “shell” document.

## Proposed Charter – Ad Hoc Election Committee

### Purpose:

The Election Committee is responsible for all election-related matters.

### Leadership and Membership:

The President may serve as committee chair or may appoint a committee chair or co-chairs, subject to approval by the full council. The majority of committee members must be current TCC voting members/directors.

### Roles and Responsibilities:

In accordance with current Planning Board Bylaws, the committee shall, no later than October: determine if there is a community newspaper to use for that election cycle; identify a designated point of contact for the submission of candidacy applications; and identify polling locations. The committee shall ensure the community newspaper, the point of contact for candidate submissions, and the polling place locations are listed in the October agenda and in all subsequent agendas leading up to the election. That same information shall be posted on the TCC website.

The committee shall solicit eligible community members to become candidates for election.

At the regular January meeting, the TCC shall determine the deadline for candidates to qualify for the March election.

In February, the committee shall present to the TCC a complete list of interested candidates collected up to that point in time.

The committee is responsible for verifying the eligibility of all candidates.

Members of the election committee shall pick up the ballot boxes as soon after 6 PM as possible, except for the Tierrasanta Recreation Center location where voting may continue until 8 PM.

Committee members shall count the votes and announce the results during the March meeting. All printed ballots received shall be turned over to the TCC Secretary at the conclusion of the meeting.

The committee may be disbanded following conclusion of the election.

## Proposed Charter – Awards Committee

### Purpose:

The Awards Committee designs and/or procures appropriate awards to recognize departing or retiring directors plus outstanding citizens and organizations which have contributed to making Tierrasanta a great place to live.

### Leadership and Membership:

The TCC Awards Committee shall be selected in January of each calendar year. Committee members shall be made up primarily of current or former TCC directors. The committee will be chaired by the TCC President.

### Roles and Responsibilities:

The committee shall determine which departing directors are eligible for recognition based on time served. All retiring directors shall be recognized. The committee may make recommendations to the Executive Committee for recognition of outstanding citizens and/or organizations.

Awards given shall be of symbolic or sentimental rather than monetary value.

Awards given in recognition of retirement after eight (8) years of (usually uninterrupted) service may include plaques or similar tokens of appreciation.

Awards given to directors departing the council after two or more, but fewer than eight, years of continuous service may include framed certificates or similar tokens of appreciation.

Awards of certificates of appreciation may be given to departing directors, student representatives, and others serving fewer than two years.

The committee may recommend the TCC recognize a resident of Tierrasanta who has made a significant contribution to the community, generally over a period of years. In selecting a worthy candidate, the committee may consider the effect of the candidate's contribution on the morale, welfare, or the cohesiveness of the community. The Outstanding Citizen Award may be a plaque or similar gift.

The committee may also recommend recognition of an organization or club which has made a significant contribution to the community over a period of years. The Outstanding Organization Award may be a framed certificate or similar gift.

Any committee recommendation for recognition of an outstanding citizen or organization shall be made to the Executive Committee which shall make the final determination.

The committee will have a budget as specified in the approved TCC annual budget.

Awards will normally be presented at the end of the March meeting of the TCC.