

**ADHOC COMMITTEE TERMS OF REFERENCE
GOVERNING DOCUMENTS COMMITTEE
TERMS OF REFERENCE
December 8, 2022**

PREAMBLE

This Committee is created under the Venture Out Bylaws (Article IV, Section 11, f.) to assist and advise the Board of Directors. Committees may request assistance for outside professional advice and help but may not contract directly for these services. This responsibility lies solely with the Board of Directors and the Venture Out Manager.

MEMBERSHIP

The committee shall consist of up to 6 lot owners and one Condo Board member as voting members. The Condo Board member will act as liaison and provide two-way communications between the Committee and the Board of Directors, the Venture Out General Manager (non-voting), and other members of the Venture Out Management team (non-voting) which may be included as required. Under the Venture Out Rules and Regulations (Section III, Article 7), a lot owner appointed to an ADHOC committee established by the Board of Directors shall serve on such committee for an initial 3-year term and may be reappointed thereafter for an open ended one year term. In the event of Committee vacancies, the Committee will solicit applicants and recommend appointments to the Condo Board.

COMMITTEE PURPOSE

The Committee reviews the governing documents each year to ensure that they are in compliance with all Federal and State Laws and recommend changes if needed. They assist and advise the Board with the wording of all the Governing Documents upon Board request. This includes interpretation and re-writing as requested.

OPERATIONAL GUIDELINES

- 1. The Committee will strive to maintain amicable and cooperative relationships with all relevant agencies and Venture Out residents, including Venture Out Management and Staff.**

2. The Committee will report to the Condo Board on all current and related issues.
3. The Committee will present an annual report to the Condo Board and lot owners at the annual meeting in February.
4. Under normal circumstances, once a year, the Committee will elect a Chairperson and a Secretary. This election is to be held prior to the Boards review of all ADHOC Committee Terms of Reference.
5. A quorum shall be four (4) members able to meet to conduct business.
6. Annually, shortly after the new Condo Board Members have been seated, the committee will review its Terms of Reference and submit any proposed amendments to the Condo Board for approval.
7. Minutes of all meetings will be taken and put on file with the Corporate Secretary.
8. Meetings are to be at least once per month, if necessary, during the season from October through March. The meeting shall comply with
A.R.S. 33-1248, Open Meetings and Venture Out Bylaws, Article IV, Section 13, Open and Closed Meetings. Regularly scheduled meetings of this Committee shall be open to Venture Out Lot Owners to attend and observe. Further, this committee shall provide for a reasonable number of persons to speak on each side of an issue.
9. Agendas for Committee meetings are to be posted 48 hours in advance by the Corporate Secretary.
10. Any member missing two meetings without an excused absence will be subject to removal from the Committee.
11. The committee meetings shall comply with Roberts Rules of Order when not in conflict with Venture Out Bylaws and Rules and Regulations.
12. The Committee shall work with other Venture Out ADHOC Committees as needed or directed by the Venture Out Condo Board of directors.

NAME	YEAR	ADDRESS	PHONE	EMAIL
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