

**CHARTER
GOVERNMENTAL AFFAIRS COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION**

I. AUTHORITY

Article XII of the By-Laws of the Hot Springs Village Property Owners' Association.

II. PURPOSE

To advise and assist the POA Board in enhancing Village relationships with area, local, state and federal government agencies, elected officials, and abutting schools districts.

III. ORGANIZATION AND APPOINTMENT

- A. The committee shall consist of 11 members of the Property Owners' Association who shall be appointed by the Board of Directors.
- B. Committee members shall be appointed prior to the regular April Board meeting for staggered three-year terms. Appointments made to fill a vacancy shall serve the balance of the term vacated.
- C. A chairperson shall be elected by a majority of the committee members for a term of office not to exceed one year and shall not succeed himself/herself unless requested by the committee and authorized by the Board of Directors. He/she shall preside over all meetings, announce the order of business, state and put to vote all motions brought before the committee and appoint sub-committees as required to conduct the committee's business. Guidelines to assist the chairperson in the execution of his/her duties can be found in POA Operating Policies, Chapter 7, Article 3.
- D. A vice-chairperson shall be elected by the committee. The vice-chairperson shall perform the duties of the chairperson in his/her absence.
- E. A secretary shall be designated to record minutes of all meetings.
- F. A member of POA Lakes and Water Committee shall also sit on this committee as liaison on water-related issues that could be advanced to governmental agencies and/or elected officials.

IV. DUTIES AND RESPONSIBILITIES

- A. Assist the Village in keeping abreast of developments in the public sector that could impact Hot Springs Village.
- B. Assist in transmitting the POA's positions on issues to public officials and governmental agencies.

- C. Seek and recommend talent who would be willing to serve on strategic local and state boards and commissions.
- D. Sponsor functions for local, state and federal officials.

V. LIMITATIONS

- A. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.
- B. The committee is not authorized to commit funds of the POA.
- C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.
- D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any other person doing business, attempting to do business, or in conflict with or in competition with the POA.

VI. MEETINGS

The committee shall meet monthly at a scheduled time and place. Additional meetings may be held if required or desired by the committee.

VII. REPORTS

- A. Minutes of meetings shall be submitted to the office of the General Manager for distribution and filing no later than Thursday immediately prior to the regularly scheduled Board meeting.
- B. Annual report of committee activity to be completed in accordance with Article XII, Section 4.K, of the By-Laws.
- C. The chairperson is responsible for verbal and/or written reports to the Board.

Adopted BOD 7-19-00, Rev. 10-15-03, 10-17-07