



Committee Policy

Responsibilities, Membership and Chair Terms

Adopted: March 14, 2015, Revised: January 22, 2020

COMMITTEE RESPONSIBILITIES

Committees are structured to organize and concentrate the efforts of the Board of Directors (BOD) to more effectively and efficiently meet the needs and goals of Pittsfield Village.

The committees are responsible to review modification requests, assess needs and make recommendations to the entire Board of Directors regarding operations and budget decisions.

COMMITTEE MEMBERSHIP POLICY

Joining a Committee

Any co-owner in the Village that would like to join a committee must initially attend a meeting and express their desire to join the committee. To become a voting member of the committee, the co-owner must attend three (3) consecutive meetings. At the fourth meeting the co-owner automatically become a voting member of the committee.

**See Landscape Protocol Document for Landscape Committee specific membership requirements.*

Taking a Leave of Absence for a Committee

If a co-owner has been a voting member of a committee for at least 12 months and wishes to become an inactive member for a period, not to exceed 12 months, he or she must provide the committee with a written request for a leave of absence. When the co-owner wishes to return to the committee, they must attend one (1) meeting to once again become a voting member. Additionally, if a voting member misses three meetings in a row, unexcused, the members loses voting privileges, and must attend three consecutive meetings to regain voting privileges.

COMMITTEE CHAIR APPOINTMENT

Chairs of each committee shall be designated by voting members of the committee a minimum of every two (2) years. This appointment should take place at the first meeting of the calendar year. Committee chair must be a voting committee member for a minimum of three (3) months to hold committee chair position.