

CHAPTER SIXTEEN - Section 16.03

STEERING COMMITTEE CHARTER

Adopted:	March 13, 1991
Amended:	April 27, 2000
Amended:	March 1, 2001
Amended	October 28, 2004
Amended	July 1, 2005

I. PURPOSE:

The Steering Committee shall be an operating committee of the Lake Monticello Owners' Association Board of Directors. Its primary purpose shall be to plan for the orderly and timely conduct of the business of the Board of Directors.

II. MEMBERSHIP STRUCTURE:

The Steering Committee shall be comprised of three of the four officers of the LMOA Board of Directors including the President.

III. DUTIES AND RESPONSIBILITIES:

The Steering Committee, with the advice and assistance of the General Manager as needed, shall determine the agendas for meetings of the Board of Directors, including the regular, special and executive (closed) session meetings; and shall carry out other duties as the Board of Directors may from time to time assign.

All proposals submitted by any director to the Steering Committee shall be placed on the agenda for the next regular meeting of the Board of Directors, be that the Executive Session agenda or the regular Open Session agenda. The determination as to which agenda shall be made by the Steering Committee.

When the Board of Directors is not in session, the Steering Committee is authorized to exercise the authority of the Board of Directors in the management of the business and affairs of the Association, subject to any restrictions imposed by the Code of Virginia*, or by the Association's Bylaws, or by this Charter. All actions taken by the Committee shall be reported to the Board of Directors at a regular or special meeting following such actions.

IV. RESTRICTIONS:

In addition to those restrictions referenced in III., above, the Steering Committee shall not have the power to approve or amend any contract required by PM 4.02K to be approved by the Board of Directors, except under emergency conditions.

V. MEETINGS:

- A. The Steering Committee may convene in executive (closed) session at the discretion of the President or acting chairperson.
- B. Meetings of the Steering Committee may be held at such times and places as the Committee may decide are necessary to fulfill its assigned responsibilities. Notice of all such meetings

- shall be a matter of public record, and shall indicate whether each meeting will be an open or closed session.
- C. Three members of the Steering Committee shall comprise a quorum for the purpose of conducting any business that may from time to time be assigned to the Committee by the Board of Directors. Two members of the Committee shall be sufficient to establish agendas for meetings of the Board of Directors. In order to achieve a quorum, in an instance where one of the regular members of the Steering Committee can not be present, another officer of the Board may be asked to act on their behalf for that meeting only.
 - D. Other directors may attend the meetings of the Steering Committee to observe, but may not participate in the meetings of the Steering Committee. Care must be taken that no Board of Directors action takes place or is seen to take place.

Cross Reference:

- Bylaws Section 5.16, Steering Committee
- Bylaws Section 6.09, Treasurer
- PM 3.03, Meetings of the Board of Directors, II. N, Time-Length of Regular Meetings
- * Code of Virginia: Property Owners' Association Act (POAA), Non-Stock Corporation Act, and other applicable laws of the Commonwealth

NOTE: The Steering Committee replaces the Executive Committee.