

MONTGOMERY VILLAGE FOUNDATION, INC.

GUIDELINES FOR EXECUTIVE COMMITTEE

The Executive Committee is an ad hoc committee of the Montgomery Village Foundation appointed by the MVF Board of Directors.

PURPOSE: The Executive Committee reviews the proposed MVF Board agenda as submitted by the EVP after consultation with the MVF Board President and sits, when needed, as an appeals board for ARB and CARC decisions. The monthly MVF Board meeting agenda will be forwarded by the EVP by e-mail to the other Executive Committee members for review and comment.

STANDARDS OF CONDUCT: Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

MEETINGS:

1. The Executive Committee meets on an as needed basis to act as an appeals board for ARB or CARC decisions, the week preceding the regularly scheduled meeting of the full Board, or upon additional call by the President.
2. A quorum of two (2) or more voting Executive Committee members is required to take action.
3. If there is an architectural appeal, an agenda and packet will be posted on the website.
4. All meetings are open to the public. Closed sessions are permitted only in accordance with the Maryland Homeowner's Association Act.
5. The regular Executive Committee meeting slot allotted for monthly meetings is to be reserved for architectural appeals and for Personnel and Investment Committee meetings.

MEMBERSHIP: The Executive Committee consists of the Board President (ex officio) and Vice President (ex officio), Executive Vice President (ex officio), and one additional Board Member, elected by the Board. An alternate Board Member will also be elected by the Board to vote only in the absence of any one of the voting members. The Executive Vice President is a non-voting member.

STAFF LIAISON: The Executive Vice President shall serve as Staff Liaison to the Executive Committee. Responsibilities include:

1. Confer with the MVF Board President to prepare the Board agenda.
2. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets when needed.
3. Ensure that each new committee member is provided with committee guidelines and orientation.

COMMITTEE CHAIR: The MVF Board President serves as Committee Chair, consulting with the EVP to set the MVF Board meeting agenda and conducting the Executive Committee meetings for architectural appeals, as needed.

1. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

Approved by MVF Board of Directors - May 27, 1993
Reaffirmed - July 28, 1994
Revised - February 22, 1996
Revised - June 25, 1998
Re-formatted per MVF Board standard - August 28, 1998
Revised – March 28, 2002
Revised and approved by MVF Board of Directors – May 25, 2006
Revised and approved by MVF Board of Directors – December 3, 2009
Revised and approved by MVF Board of Directors – July 24, 2014
Revised and approved by MVF Board of Directors – December 3, 2015