

**CAI Chesapeake Chapter
Legislative Committee Charter**

Title: Legislative Committee

Term: **Chair** shall serve a term of one (1) year, but may not serve for more than three (3) consecutive years.

Vice-Chair shall serve a term of one (1) year, but may not serve for more than three (3) consecutive terms with the intent to succeed the Chair when the Chair's term expires.

Reports to: Board of Directors

Chair & Vice-Chair: Appointed via Committee Protocol by the Board President as stated in the Chapter By-Laws Section 4.

Board Liaison: Appointed by the Board President

Purpose

To support and enable the success of the members of the Chesapeake Chapter and to create conditions favorable to the well-being of community associations by advocating at the County and local government level legislation that will impact community associations in the Chesapeake Chapter.

Authority

The Legislative Committee serves at the pleasure and direction of the Board.

Coordination

The Board liaison shall not be a voting member of the Committee, but shall participate in Committee meetings to aide in facilitating communication between the Board, Committee and Chapter Staff and to clarify any questions regarding the Board's directives.

Membership

The Legislative Committee shall be comprised of Committee Chair, Vice-Chair and Board Liaison. Committee members must be members of the Chapter who are in good standing. The Committee shall consist of volunteers from the various membership types (i.e., business partners, managers and homeowner volunteers). Committee members may be removed by resignation or by a majority vote of the Board.

Committee Functions

The Board shall provide a directive to the Committee with the following goals:

- To introduce CAI to the County legislators;
- To monitor legislation at the County and local level;
- To identify legislation that affects community associations;
- To assist the Maryland Legislative Action Committee;
- To be a resource for local associations to identify issues that affect one or more of the counties within the Chesapeake Chapter; and

- Other goals as may be assigned by the Board of Directors.

Committee Structure

The Committee shall establish a subcommittees for each County within the Chesapeake Region in which the Committee shall be monitoring legislation. The subcommittee shall be responsible for identifying, monitoring, making recommendations to the Board and submitting testimony on proposed legislation in the County. Each member of the Committee shall be assigned to one or more subcommittees.

Board Review

Due to the limited timing requirements involved, when action is required on a pending bill, a representative from the subcommittee reviewing the bill shall contact the Chapter CED. The Chapter CED shall arrange a special meeting of the Executive Committee of the Board, who shall vote on the action proposed by the subcommittee.

Meetings

Committee members shall regularly participate in meetings. Meetings will be planned on an annual calendar basis. After three (3) unexcused meetings within a calendar year, a Member shall be deemed to have automatically resigned from the Committee and shall be removed from the Committee. Chapter Staff shall ensure that the email chain is updated providing the Chair/Vice-Chair and Board Liaison with an updated Committee list and Committee email addresses.

The Committee shall provide written meeting minutes of any meetings held which are to include a separate section showing "Board Action" and "Action Items" to be completed by the Committee members.

Notices of Committee meetings shall be sent by Chapter Staff via email to all Committee members, the Board Liaison(s) and the President at least seven (7) days prior to the meeting. Chapter Staff shall coordinate meeting dates and times with the Committee Chairs prior to sending notices of meetings. *Notices should include the date and time of the meeting, meeting location if in person or access details if meeting is virtual, meeting agenda, minutes of the immediately preceding meeting, and any relevant materials to be discussed at the meeting.*

Based on the Board directive, Committee Chairs should hold meetings at regular intervals and/or should attempt to hold monthly meetings at times most convenient for the majority of the Committee members during regular Chapter office hours.