

PMLA Equine Advisory Committee Charter

Authority to Form the Committee

The PML Board of Directors is granted the authority to form and appoint all committees in accordance with the PMLA Bylaws, Article IX, Section 9.01 (p) and Article X, Section 10.01.

Committee Purpose

The purpose of the committee is to advise the Board of Directors on matters regarding the Pine Mountain Lake Equestrian Center and PML equestrian community, and to carry out any equestrian-related projects as assigned by the Board of Directors. The Committee will promote equine-related educational activities and foster member use of the Equestrian Center.

Committee Membership

Only PML members in good standing may serve on the committee. No PML member may serve on the committee if they are involved with litigation against the Association or have threatened litigation against the Association. No PML employee may serve as a member of the committee, but they may serve as staff advisors under the direction of the General Manager.

Committee Applicants

The committee will be established and appointed by the Board of Directors. If a committee position becomes available during the term of the committee, the committee may recommend a replacement member. This recommendation will go to the Board of Directors for consideration.

In the event a position becomes available, the committee will review all applications for membership, and arrange a time to meet with applicants to interview and get to know them, so that they can make an informed recommendation to the Board.

After the formation of the committee, all subsequent committee applications will be voted on by an established quorum of the committee and reflected in the committee meeting minutes. These minutes will be included with the recommendation and provided to the Board secretary or General Manager to add to the next available Board meeting agenda for consideration.

Qualifications and Experience

Practical knowledge of equine ownership, care, skills and management.

Structure and Quorum

The committee structure will be five (5) PML members in good standing, and a Board member liaison. A quorum will be three (3) Committee members. The Committee will make a recommendation to select one of its own to serve as the chairperson of the committee. The selection will be voted on by an established quorum of the committee and reflected in the committee meeting minutes. These minutes will be included with the recommendation and provided to the Board secretary or General Manager to add to the next available Board meeting agenda for consideration. The Board will consider appointment of the recommended member to serve as the chairperson for the committee.

Committee Type and Duration

This is a standing committee. The committee will exist as long as the Board of Directors finds it useful and beneficial to, and supportive of the Association, its membership, Board of Directors, management and staff. If the Board determines that the committee is no longer needed, the Board will disband the committee and thank them for their service.

Appointment and Removal

The PML Board of Directors is the governing body who appoints and removes committee members, as they deem appropriate in accordance with current policy. The term of the committee will be determined by the accomplishment of the assignment or one-year, whichever comes first. Members may be reappointed in accordance with current Board policy and approval. Committee members may be removed by the Board at any time, with or without cause.

Committee Funding

The committee will submit in advance, for Board approval, any funding requests needed to accomplish tasks assigned by the Board of Directors.

Attendance

Committee members shall attend all committee meetings possible. Three (3) consecutive unexcused absences may result in removal from the committee.

Board Liaison

A member of the Board may be assigned as liaison to the committee. The liaison will attend all meetings when possible. All requests for information, data or assistance from staff will be given to the Board liaison who will submit this to the General Manager for assignment to staff as appropriate. Committee members will not approach or direct staff regarding the work of the committee or operational matters. If there is no Board liaison, the committee chairperson will handle requests through the General Manager as needed.

Meetings

Committee meetings will be held a minimum of once a quarter and at least one hour in duration if possible. The committee may meet more often and longer as needed. Meetings will be held at the PML Administration Office or other PML common area location if office space is not available. Meetings will be conducted within the normal working hours of the Administration Office if this space is the location for the meeting. The committee chairperson will be responsible for scheduling meeting space in advance.

Committee Reports

A report of committee activities and project updates or results will be prepared and submitted to the Board of Directors on a quarterly basis, or more often as needed. The reports will be prepared in writing and submitted to the Board liaison, General Manager and Secretary to the Board for inclusion in the Board meeting packet prior to the Board meeting at which the report is scheduled to be presented by the Committee.

Role of the Committee Chairperson

The role of the committee Chairperson is that of a facilitator. The Chair has no more authority than other Committee members. The Chair is responsible for creating the meeting agendas with committee member input. The Chair is also responsible for scheduling meetings and arranging for meeting space, and times and ensuring that committee-meeting minutes are prepared, voted on by the committee, and submitted to the Board secretary or General Manager to be maintained and kept as an official record of the Association. The Chairperson will be designated to present all reports and recommendations to the Board of Directors at Board meetings, unless the committee selects another member of the Committee to handle the task.

Committee Goals:

- To support and work to enhance the PML Equestrian Center for the horse community in our Association
- To provide advice and an interface to the PML Board on equestrian issues
- To provide access and education to non-equestrian members

Duties and Responsibilities of Committee Members:

- Attend regularly-scheduled quarterly meetings
- Attend additional meetings as necessary
- Provide advice and assistance as appropriate to the PML Management team and Board of Directors, when asked
- Work on approved tasks assigned by PML Management, the PML Board of Directors and/or the Equine Advisory Committee
- Serve as ambassadors of the PML Equine Community

Amended Charter is approved by the Board of Directors January 12, 2019.

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