

PMLA Safety and Security 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 Mission Statement:

To promote safety and help educate PMLA members with regard to neighborhood watch, CPR, First Aid, and community emergency preparedness.

Committee Membership

Only PML members in good standing may serve on the committee. No PML employee may serve as a member of the committee, but they may serve as staff advisors at the direction of the General Manager.

Committee Applicants

Committees are established and appointed by the Board of Directors. The Board may consider the reappointment of members annually in accordance with current policy. If a committee position becomes available during the year, the Committee may recommend a replacement member to the Board as needed.

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

All 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 and or General Manager to add to the next available Board meeting agenda for consideration.

Qualifications and Experience

Education, qualifications and experience related to the committee mission statement will be considered, but are not required as long as the applicant is a PML member in good standing.

Structure and Quorum

The Committee structure will be five (5) PML members in good standing, and a Board member liaison. 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 as the mission and tasks assigned to the committee are annual and on-going.

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 is one-year and 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 the tasks detailed in this charter. Consideration will be given to timing and the adoption of the annual Association budget.

Attendance

Committee members shall attend all committee meetings possible. Three (3) consecutive unexcused absences will 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 once a month and limited to one hour in duration if possible. 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.

Role of the Committee Chairperson

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 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 Objectives:

Plan, prepare and organize an annual CPR/First Aid/AED training course for PML members to be held at the Lake Lodge or other appropriate PML venue. Work with local law enforcement, County and State agencies as appropriate to coordinate the event. All requests for scheduling PML venues will be submitted in writing to the General Manager. Scheduling requests should be submitted in advance to ensure that the venue is available for use.

Plan, prepare and organize an annual car seat installation demonstration. Work with local law enforcement, County and State agencies as appropriate to coordinate the event.

Plan, prepare and organize a PMLA member neighborhood watch program. The neighborhood watch education program is intended to be informational only and organized neighborhood watch efforts will be run and managed by members on a Unit basis and not a formal Association program due to liability. All sign design, placement and amenity use must be approved in advance by the Association.

Organize a community Crimestoppers Program and coordinate with the Tuolumne County Sheriff and other law enforcement agencies and organizations to implement. It is recommended that this local Crimestoppers Program become a PML recognized group for meeting venue use.

Organize a community VIPER team and coordinate with Tuolumne County CERT. It is recommended that the VIPER team become a PML recognized group for meeting venue use.

Prepare a monthly article to be submitted to the PML News editor by the 10th of every month for publication. The monthly committee article should relate to PML member and community safety and security. The article should include committee event notices and provide useful advice and suggestions to members on best practices to protect themselves and their property from crime and natural disasters.

Submit a monthly written report to the Board on the committee's activities and any progress on tasks assigned to the committee by the Board. The committee chairperson or designated committee members will give a quarterly report to the Board of Directors at the monthly Association Board of Directors business meeting.

Date Charter was approved by the Board of Directors: January 21, 2017.

1/24/17 /JP/dd