

Attachment 3

To: Discovery Bay Board of Directors

8/25/2016

Subject: Proposed committee recommendations for DBLA Operations Manual

From: Document Review Committee (DRC)

PURPOSE: The purpose of the Document Review committee (hereafter known as DRC) is to:

- review governing documents with a focus on determining compliance with State and County codes
- ensure consistency to all other governing documents
- make recommendations to the BOD when changes may be needed
- provide guidance to BOD regarding proposed changes in policies which may be contrary to the governing documents
- assist BOD in the administration of any membership vote required regarding the documents

OPERATIONS: The chair shall serve at the pleasure of the committee and BOD. The chair once elected by committee members shall ensure that meetings are advertised, agendas are developed in conjunction with member input, decisions are to be the result of input from committee members as oppose to being the result of chair directives. Each member of the committee shall have an equal vote on issues. The liaison shall be encouraged to offer guidance as needed. The Chairs will be elected annually. *The BOD will determine the timing for committee selection. A scribe will be assigned to take and record minutes from meetings. The committee will forward dates of meetings, agendas and minutes to the Web Committee. The chair shall make reports to the BOD for inclusion in the corporate book of records.

*With regards to the timing for selection of chairs, should committees and chairs be selected after the Annual Meeting while most of the members are in the park (Similar to current Activity Committee practice)?

Submitted by: Di Holt, Evelyn Ransom, Lin McDowell