



SCCW Master
Association Operation
Procedures

Master Association Operating Procedures

OP-1 – Committees

1. Committee Establishment

- a. The Master Board of Directors may establish Committees as needed at any properly noticed Board Meeting.
- b. The Committee's purpose, objectives, and responsibilities shall be clearly defined and communicated.
- c. The Committee may consider other matters that are reasonably related to its assignment and that will assist in giving sound advice and recommendations.
- d. All Committees are limited to making recommendations to the Board and do not possess decision-making authority.

2. Committee Membership

- a. Committee Members shall be selected by the Master Board after reviewing volunteer forms and conducting interviews, as deemed necessary.
- b. Approved Members shall be officially appointed by the Master Board during a duly noticed Board Meeting.
- c. Committee Members should possess relevant skills, experience, or interest pertaining to the committee's purpose.
- d. The Committee should strive to ensure diverse representation, promoting a variety of perspectives.
- e. Each Committee shall have a maximum of 7 Members.
- f. Members shall not serve on more than two Master Committees simultaneously.
- g. Members must sign a copy of the task assignment, social media, and confidentiality agreements.
- h. Members residing in the same household shall not serve on the same committee.
- i. Volunteers residing in the same household as a Master Board Member shall serve the Committee in an advisory capacity only.
- j. No Committee or Committee member may incur expenses, enter contracts, or retain individuals or entities for services unless specifically authorized by the Master Board at a properly noticed Board Meeting.

3. Committee Chairperson

- a. The Master Board shall elect a chairperson responsible for organizing and leading the Committee meetings and activities.
- b. The Chairperson shall be required to keep an updated roster of Members.
- c. The Chairperson shall take minutes or assign another Member to take minutes at each meeting. Minutes shall be submitted to the General Manager within 72 hours.

4. Committee Oversight

- a. The Master Board shall elect one Oversight Director from the Master Board to serve as liaison between the Committee and the Master Board.
- b. If the Oversight Director is absent from two consecutive Committee Meetings, the Master Board shall appoint another Director to temporarily attend in their place.

- c. The Oversight Director will bring any requests or questions from the Committee to the Master Board for consideration.
- d. The Oversight Director shall provide regular progress reports from the Committee at least once a month during a Master Workshop.
- e. The Oversight Director shall give quarterly reports to the public at a duly noticed Master Board Meeting. This responsibility may be passed to the Committee Chair with the approval of the Master Board.
- f. All public reports/presentations must be submitted to the Master Board for approval at least 7 days in advance.

5. Committee Meetings

- a. The Committee shall hold meetings at least once per month.
- b. Meetings shall be held at a convenient location, with Members receiving sufficient notice.
- c. The Committee is responsible for booking meeting locations.
- d. The Chairperson, in consultation with Committee Members, shall prepare the meeting agenda.
- e. Meetings are not required to be noticed or open to the public (as per statute 720.303).

6. Committee Work

- a. The Committee shall conduct independent research within the scope of its responsibilities.
- b. The Committee is responsible for making their own copies for meetings. Any Committee Member who also belongs to the COA can utilize the COA when copies are needed.
- c. The Committee may request to consult with the Master's engineers, attorney and/or other professionals. Consultant requests must be submitted to the General Manager. If approved by the Board, the General Manager will arrange the consultation.
- d. The Committee may Establish, direct and oversee Task Teams, through solicitation of additional qualified volunteers, to develop specific aspects of the project plan as appropriate and needed to complete the assignment. Task Team Members must be approved by the Master Board.
- e. The Committee may apply for grants from the county, non-profit organizations or other entities on the Master Association's behalf. All grant applications must be reviewed and approved by the Master Board prior to submittal.
- f. The Committee may hold seminars for the public with the approval of the Master Board. All presentations, hand-outs, charts, diagrams or any other material to be used at the seminar must be submitted to the Master Board for approval 7 days in advance. Meeting rooms for seminars shall be booked by the Master Administrative staff.
- g. All work product generated by the Committee, including but not limited to reports, proposals, policy documents, recommendations, presentations, and research data/reports, shall be considered the sole property of the Master Association Board.

7. Committee Recommendations

- a. The Committee shall provide recommendations to the Master Board at a Master Workshop.
- b. Recommendations shall be in writing, in a concise, well-documented, and timely manner.

8. Committee Code of Conduct

- a. Members are expected to communicate in a respectful and professional manner, refraining from personal attacks, derogatory language, and offensive remarks.
- b. Members should practice active listening by paying attention to others, allowing them to express their viewpoints without interruption or judgment.
- c. When providing feedback or offering differing opinions, members should do so constructively, focusing on the ideas being discussed rather than attacking individuals.
- d. Shouting or raising voices is not permitted during committee meetings or interactions. Discussions should be conducted in a calm and measured tone.
- e. Members should embrace and respect the diversity of backgrounds, experiences, and perspectives within the committee, fostering an inclusive environment where everyone feels valued and included.
- f. Confidential information or discussions shared within the committee should be treated with the utmost respect and kept confidential unless authorized by the Master Board.
- g. Members are expected to be punctual for meetings and come prepared, having reviewed relevant materials and contributing constructively to the agenda items.
- h. Recommendations within the committee should be made through a collaborative and inclusive process, considering different perspectives and seeking consensus whenever possible.
- i. All Members are expected to comply with the Master Association's governing documents.

9. Termination

- a. The Master Board, at its' sole discretion, has the authority to remove any Committee Member and/or dissolve any committee at any time.
- b. Committee Members may be removed from the Committee for reasons including, but not limited to, violating the Code of Conduct, breaching the Committee's confidentiality or social media agreement, engaging in activities or relationships that create a conflict of interest, or failing to comply with the Master Association's governing documents and/or Florida State Statutes.

MASTER OPERATING PROCEDURES
OP-2 - Meetings

1. **Notices of Meeting.** Association meetings shall be noticed in accordance with Florida law, as amended from time to time.

a. Notices shall include the date, time and location of the meetings, and may include an agenda for each meeting that identifies the particular issues to be addressed. The Board may address issues not identified on the agenda in its discretion.

2. **Addresses at Meetings.** To avoid conflicts among speakers and to avoid excessively long meetings, the procedures set forth herein are instituted for all meetings. Unless otherwise indicated, procedures shall apply to both Board and Membership Meetings:

a. Members' addresses at meetings shall be permitted during an "open forum" at the end of each meeting, unless otherwise noted on the Board meeting agenda. Members shall limit remarks to three minutes per agenda item unless otherwise permitted by the chairperson overseeing the meeting.

b. Members' addresses at meetings are limited to issues that directly concern items on the meeting agenda. Comments about items that are not on the meeting agenda or remarks that are inconsiderate to the Board and other members, shall be ruled out of order by the chairperson.

c. Members' addresses on agenda items at meetings may be up to three minutes total. Time may not be yielded or assigned from one member to another. The meeting chairperson's determination shall be conclusive and final concerning whether a time limit is exceeded by a Member or their representative.

d. The Board may require owners to sign up immediately before any meeting in order to address the Board or Membership, as the case may be.

e. Members' addresses at meetings may only commence when a speaker is recognized by the meeting chairperson. Members wishing to be recognized must approach the designated microphone and join a designated queue to await their turn to speak. Recognition by the committee chairperson will be granted to those in the queue. The Chairperson may choose to respond to the speaker's comments, or the Chairperson may not respond at all. The Chairperson may alternatively or additionally defer to another director or person present at the meeting to respond to any person's question or comment. No obscene or profane language shall be permitted at any meeting. No shouting or other disruptive behavior shall be permitted at any meeting. The meeting chairperson may require any person using obscene or profane language or any person engaging in disruptive behavior to leave the meeting premises.

f. To allow proper minutes at the beginning of an address, a member shall announce his or her name and Association, and the name and Association of the lot owner the

speaker is representing, if applicable.

g. Courtesy to others in actions and language is expected throughout all meetings. It is expected that no person shall disturb the decorum of the meetings by making derogatory, inflammatory, or slanderous remarks or gestures. Additionally, arguing, shouting and similarly disruptive conduct is prohibited. Should a person disrupt the meeting in such a manner, the Chairperson may require that person to leave the meeting premises.

h. Meetings shall be adjourned two hours after the meeting begins, unless the chair authorizes otherwise or unless the directors, by majority vote, elect to extend the time for the Board meeting.

3. Tape Record or Videotape Meetings. Recording audio or video of meetings is permitted with prior written consent of the Board. Such request shall be submitted, in writing, not less than 5 days prior to the meeting. If permission is granted by the Board, the following reasonable restrictions will apply.

a. The only audio and video equipment and devices that members or their representatives are authorized to use at any such meeting is equipment that does not produce distracting sound or light emissions.

b. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.

c. During a meeting anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.

d. Recording a meeting without notice to the Association in accordance with these procedures is strictly prohibited.

4. Meetings by Video Conference. Meetings may be conducted at a physical location and by video conference (Zoom, Microsoft Teams, etc.), provided that the following rules apply:

a. The Association shall publish video conference login information to members at least 48 hours in advance of the meeting. Video conference login information shall be posted at the entrance of the committee and on the Association's website, including a hyperlink to the platform website where the video conference will be hosted.

b. Any person attending a meeting by video conference must register with the Association at the time of entrance into the video conference platform. The Association need not admit any person to the video conference if their identity cannot be reasonably ascertained. Additionally, the Association may remove any person from the video conference platform if they disrupt the meeting.

c. Persons attending the meeting by video conference shall comply with all other rules and regulations governing owners attending meetings. Additionally, persons attending the meeting by video conference shall announce to those attending the meeting if they are recording the meeting. Persons attending a meeting by video conference shall mute their microphones and turn off their cameras unless they are addressing the chairperson and the Board. Persons attending a meeting by video conference shall not permit other persons to eavesdrop on the meeting.

d. The Association is not responsible for technical problems related to any persons attending a meeting by video conference, including but not limited to connectivity issues.

e. The Association reserves the right to suspend or terminate any video conference if it is disrupted by any person or it interferes with the business or orderly conduct of the meeting.

f. The foregoing rules shall not apply to Membership meetings, which must be conducted in person absent a State of Emergency.

5. **Recording Meetings.** The Association may post a recording of any meeting via a link on the Association's website. Any such post will, if made in the discretion of a majority of the Board, be available until the minutes of the recorded Board meeting are approved.