

Heather Gardens Association & Heather Gardens Metropolitan District

Policy and Rule Making Procedure

Community Input

Committees

1. Committees discuss policy and project ideas
2. Investigate projects, obtain proposals, consider public comment
3. Adopt recommendation and prepare motion information
4. Present recommendation to the Board & create reports of meeting actions
5. Permanent committees are called standing committees
6. HGA may have Subcommittees or Ad Hoc committees
7. Subcommittees are permanent committees reporting to a standing committee
8. Ad Hoc committees are temporary for a specific purpose or project
9. HGMD subcommittees are called Special Committees
10. Committees follow the same open meeting laws as do the Boards

Board of Directors

1. Considers committee recommendations through motions
2. May require further study, research or discussion
3. Votes on the adoption of a motion to approve a project or adopt a policy
4. A majority of board directors is a quorum. A quorum is required to take action
5. All actions taken by the Board must be taken in an open, public meeting
6. All meetings are open meetings except in very specific circumstances
7. Closed, private meetings are called executive sessions
8. Executive session are allowed for different reasons for each Board
9. Minutes of the board meetings record board actions