

# **CHARTER OF CINCO RANCH SAFETY ADVISORY COMMITTEE**

## **I. PURPOSE.**

The purpose of the Cinco Ranch Safety Advisory Committee (the "Committee") shall be to provide a communication link between the residents in Cinco Ranch (the "Residents") and the various safety advisory organizations to the Cinco Residential Property Owners Association, Inc. (the "CRPOA"). The Committee will provide this link through its meetings and duties listed below.

The creation and operation of the Committee shall not provide any resident or third party with any additional legal rights or remedies. The creation and operation of the Committee is strictly limited to the functions enumerated herein. Residents should not rely upon any measures taken by the Committee or the CRPOA for the safety or security of the residents or their family or guests. Residents and their family and guests are ultimately responsible for their own safety and security along with the efforts of the appropriate law enforcement and emergency response departments, when applicable.

## **II. FUNCTIONS OF THE COMMITTEE.**

### **A. Forum Meetings**

1. The Committee may conduct regular forum meetings which shall be open to all residents.
2. A representative of the appropriate safety advisory organizations should be in attendance at the forum meetings.
3. The forum meetings will serve as a means of discussing safety issues, involvement of the appropriate safety advisory organizations and facilitating Resident input concerning these issues.
4. The Committee reports to the Board; however unless otherwise directed by the Board, the Committee shall manage the forum meetings so they are conducted in a professional manner.

### **B. Duties of the Committee**

1. The Committee may review, investigate, consider and make recommendations to the Board of Directors of the CRPOA (the "Board") regarding safety issues within Cinco Ranch. For the purpose of this Committee, "safety" may include, but not necessarily be limited to, the following issues.

- law enforcement
- crime trends
- proactive community-based crime prevention
- fire safety, prevention and suppression
- emergency medical service
- traffic safety
- animal-control

(The listing above indicates areas in which the Committee may wish to be involved, but the Committee is not required or contemplated to be involved in all of them.)

2. Whenever feasible, the Committee should work in a proactive, preventive mode and make recommendations relative to safety issues.

3. Publish a status report for Cinco Ranch and more in-depth articles as appropriate, on a schedule as deemed appropriate by the Committee.

4. Provide representative attendance at appropriate meetings with other community groups, boards and governmental agencies

5. Advise the appropriate safety advisory organizations of community concerns regarding their daily activities.

6. Assist Residents in the creation and development of "Neighborhood Watch" programs or other community crime prevention programs that the Committee deems appropriate.

**C. No Legal Authority**

The Committee shall act only in an advisory capacity by making recommendations to the Board. The Committee shall not have the authority to legally contract or obligate the CRPOA or the Board in any manner. The Committee does not have the authority to vote on matters concerning the CRPOA.

**D. Working Groups**

Subject to the approval of the Board, the Committee may establish working groups to assist them in formulating recommendations to the Board as the Committee deems necessary.

**E. Actions of the Committee**

The Committee shall act by majority vote at a meeting of the Committee as set forth herein. Proxy voting is not allowed. No individual Committee member may act, or claim to act, as a member of the Committee without prior approval by a majority of the Committee. The Committee shall act and communicate as a Committee only.

### **III. COMMITTEE MEMBERSHIP AND ORGANIZATION.**

#### **A. Committee Membership**

1. As set forth in Article III(B) below, the Committee shall consist of an odd number of Residents in good standing with the governing documents for the CRPOA as determined by the Board. At least one (1) representative from each law enforcement agency providing police services to Cinco Ranch shall be invited to serve as an ex-officio (non-voting) member. At least one (1) representative from each of the fire and emergency medical services serving Cinco Ranch will also be invited to serve as ex-officio (non-voting) members.

2. Committee members, by a majority consensus, may invite others to participate in meetings and discussions in an ex-officio (non-voting) capacity as the Committee deems appropriate.

#### **B. Composition of the Committee**

1. The Committee shall be composed of seven (7) members as follows:

- Three (3) Neighborhood Representatives ~ selected from members of the Neighborhood Representative Committee of the CRPOA.
- One (1) member of the CRPOA who is a Resident residing in Harris County ~ volunteer
- One (1) member of the CRPOA who is a Resident residing in Fort Bend County ~ volunteer
- One (1) at large member of the CRPOA ~ volunteer
- One (1) owner of a commercial business operating within Cinco Ranch who is also a member of CRPOA and a Resident ~ volunteer

2. The Committee will solicit volunteers beginning every June for the open positions for the upcoming year. The Committee will choose, subject to Board approval, from applicants should more than one apply for a position. Should no one apply for the position(s), the Committee may, subject to Board approval, select candidates as it sees fit. The initial members of the Committee shall be selected by the Board to serve until July 31, 2009.

#### **C. Committee Officers**

The officers of the Committee shall be a Chairman, Vice-Chairman and Secretary (each of which shall be elected by the Committee members). Any officer may be removed by a majority vote of the Committee members.

#### **D. Terms of Committee Members/Officers**

1. A Committee year will be from August 1 through July 31 of each year.

2. Officers shall serve no more than two (2) consecutive years in any single officer position and no more than five (5) consecutive years as an officer. After the selection of initial officers, officers must have served for at least one year as a Committee member before becoming eligible for election to an officer position. Except for the initial Committee members selected by the Board, all Committee member and all officer positions are one (1) year terms.

3. Any vacancy occurring on the Committee or in the officer position(s) may be filled, subject to the approval of the Board, by the affirmative vote of the majority of the remaining Committee members, and any Committee member so chosen shall serve until Committee members are next selected.

**E. Regular Meetings.**

Regular meetings of the Committee may be held at such time and place as shall be determined from time to time by a majority of the Committee, but at least four such meetings shall be held during each fiscal year with at least one per quarter. Meeting times will be noted in minutes of all prior meetings and will serve as official notice to all Committee members. Non-voting members need not be invited to Committee meetings at which discussions are planned of proposed changes in patrol contracts.

**F. Special Meetings.**

Special Meetings of the Committee shall be held when called by written notice signed by the Chairman, the Vice Chairman, or by at least fifty percent of the Committee members. The notice shall specify the time and place of the meeting and include the purpose or purposes for which the meeting is called. No business shall be transacted at a special meeting except as stated in the notice.

**G. Notice of Meetings.**

Meeting notices shall be given to each Committee member by one of the following methods: (a) by personal delivery; (b) written notice by first class mail, postage prepaid; (c) by telephone communication, either directly to the Committee member or to a person at the Committee member's office or home who would reasonably be expected to communicate such notice promptly to the Committee member; (d) by electronic mail; (e) pre-arranged website posting area or (f) by delivery of the prior meeting's minutes provided those minutes reflect the accurate date, time and location of the next meeting.

Notices given via first class mail shall be deemed to be delivered when deposited in the United States mail, postage prepaid, and sent to the Committee member at his or her address as it appears on the records of the Committee, at least four days before the date set for the meeting.

Notices given by personal delivery or telephone or by delivery of the prior meeting's minutes shall be deemed to be delivered if given at least seventy-two hours before the date and time set for the meeting.

Notices mailed electronically shall be deemed to be delivered when sent to the Committee member's e-mail address as it appears on the records of the Committee at least four days before the date set for the meeting.

Notice given on the website posting area shall be deemed to be delivered if posted on the website at least seventy-two hours before the date and time set for the meeting.

**H. Waiver of Notice.**

The transactions of any meeting of the Committee, however called and noticed and wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice if (a) a quorum is present, and (b) either before or after the meeting each of the Committee members not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. Notice of a meeting shall also be deemed given to any Committee member who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

**I. Quorum.**

At all meetings of the Committee, the presence in person of at least a majority of the Committee members is required to constitute a quorum.

**J. Adjournment of Meetings.**

If any meeting of the Committee cannot be held because a quorum is not present, a majority of the Committee members who are present at such meeting may adjourn the meeting to a time not less than five nor more than thirty days from the date the original meeting was called. At the reconvened meeting, if a quorum is present, any business which might have been able to be transacted at the meeting originally called may be transacted without further notice. If a time and place for reconvening the meeting is not fixed by those in attendance at the original meeting, or if for any reason a new date is fixed for reconvening the meeting after adjournment, notice of the time and place for reconvening the meeting shall be given in the manner prescribed for regular meetings.

**K. Compensation.**

No Committee member shall receive any compensation from the CRPOA. Any Committee member may be reimbursed for expense incurred on behalf of the CRPOA upon pre-approval of a majority of the Board.

**L. Conduct of Meetings.**

The Chairman shall preside over all meetings of the Committee, and the Secretary (or designee) shall keep a minute book of meetings of the Committee, recording therein all

resolutions adopted by the Committee, as well as a record of all transactions and proceedings occurring at such meetings.

**M. Open Meetings.**

Subject to the provisions of this section, all meetings of the Committee shall be open to all residents.

**N. Action Without a Formal Meeting.**

Any action which may be taken at a meeting of the Committee may be taken without a meeting if written consent, setting for the action so taken, is signed by all of the Committee members entitled to vote with respect to the subject matter thereof, and such consent shall have the same force and effect as a unanimous vote. Electronic mail regarding specific issues with a clear yes or no vote will be recognized if it is pre-approved by the Committee members. All mail will be kept in lieu of signatures for support of a measure in these cases.

**O. Board Discretion**

Committee members serve at the discretion of the Board. The Board shall have full authority to appoint or remove Committee members as it sees fit. The Board shall also have the authority to disband the Committee as it deems appropriate.