

Trinity Woods Member Council Guidelines

ARTICLE I

Purpose of Member Council

The purpose of TW Member Council is to provide a medium through which suggestions and concerns from members or management may be received, considered, and a course of action recommended, in order to work together to enhance the quality of life for all TW members and staff.

ARTICLE II

Council Representatives and Election Process

The TW Member Council is composed of 11 representatives, reflecting the approximate percentage of members in each area as follows: Villas 2, Lakeside, and Patio homes (considered one area) 3, Crestwood 5, and Felt House, 1. Half of the representatives will be elected each year with Lakeside/Patio homes alternating 1 and 2 representatives on the ballot and Crestwood alternating 2 and 3 representatives on the ballot. A Felt House representative will only be elected every other year.

Representatives are elected for two years then they must rotate off for at least one year. The President will continue on the Council for another year as ex-officio advisor.

If an elected representative is unable to complete a term, the person who received the next highest number of votes from the same living area will be asked to serve. If, for any reason this is determined as not feasible by the Council, that living area may be canvassed by the Immediate Past President for a new candidate who will be appointed by the President to finish out the term.

If a representative moves from one independent living area to another independent living area, Article II, paragraph 3 will apply.

ARTICLE III

Officers of Member Council, Eligibility for Election, and Responsibilities

Officers include a President, Vice President, and Secretary who are to be elected from the representatives.

The President will preside at meetings and may call special meetings if needed. The President may wish to form an advisory Executive Committee which will consist of the other officers and the Immediate Past President.

The Vice President will act as Parliamentarian and will preside over monthly meetings in the absence of the President.

The Secretary will take minutes and distribute a copy of the draft minutes to each member until approved at a subsequent meeting. Copies of approved minutes will be archived in a notebook which will be distributed to the newly elected Secretary when elected.

The Immediate Past President will be an ex-officio advisor to the Member Council and will oversee the election process for the next year's representatives. The Advisor will be a nonvoting member of the Council and, as such, is not a representative of his/her living area of TW.

ARTICLE IV

Meetings

Meetings of the Member Council will be held at 1:00 p.m., on the third Thursday of each month, unless otherwise announced.

A quorum will be a simple majority of the Member Council.

Representatives bring to the Council concerns for discussion, and if required, referred to the appropriate staff member. CEO Steve Dickie, Chief Operating Officer, Dennis Graham, and Director of Member Services, Carri Matheson are invited to the Member Council meetings and asked to give reports from each of their areas.

The Member Council may request that management address a suggestion or concern at the monthly Town Hall meeting. Conversely, management may bring suggestions or concerns to the Member Council.

ARTICLE V

Election Process for Representatives

In September, a handout will be placed in each member's mailbox asking for nominations for representatives to the Member Council from any independent living area.

Those nominated will be contacted to determine if they will accept the nomination.

Voting will take place at an announced date in October in the Crestwood lobby. Ballots will need to be marked and returned at that time.

Members are to vote only for nominees from their living area and vote for the number of representatives from that area. The designated numbers for each area who receive the most votes are elected as a representative.

Ballots will be retained for two years; in case an elected representative needs to be replaced.

In November and December, those newly elected are expected to attend the Council meetings as orientation.

In October, the president shall appoint a nominating committee to present a slate of officer candidates from the second year Council Members for the coming year to be voted on by the Member Council at the December meeting. Nominees must be notified before the meeting and agree to serve if elected. Nominations from the floor may also be included in the voting process. These elected officers will assume their duties January 1 of each year.

ARTICLE VI

Committees

The standing committees are the Food Committee and the Safety Committee.

Committee chairperson will be selected by the President and will coordinate their activities with the appropriate TW staff person(s).

Committee chairpersons will fill their committee with members other than currently- elected Council representatives.

Ad hoc committees may be formed to serve only as long as needed and subject to approval by the Council.

