RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY ASSOCIATION INSTITUTE CENTRAL FLORIDA CHAPTER

CARES COMMITTEE CHARTER

(REVISED 1/23/2026)

RECITALS

WHEREAS, the Community Association Institute Central Florida Chapter (the "Chapter") utilizes various committees who assist the Board of Directors' ("Board") efforts to support the Chapter and facilitate the Chapter's goals; and

WHEREAS, the Board believes it would be beneficial to the Chapter to have all Committee's operate either under a General Committee Charter or similar Charter specific for the Cares Committee so that all Committees will operate under a similar structural and procedural setup; and

WHEREAS, on _____ _____, 2026 at a duly noticed meeting of the the Board, the Board properly adopted this Cares Committee Charter ("Charter") to govern the actions of the Cares Committees except to the extent limited below.

NOW THEREFORE,

BE IT RESOLVED THAT:

The above-mentioned Recitals are hereby incorporated and made a part of this Resolution as if more fully set forth herein.

I. APPLICABILITY. The terms of this Charter shall apply to the Cares Committee, which contains terms that may deviate from the General Committee Charter in which case this Cares Committee specific Charter shall control.

II. MANNER OF ORGANIZATION.

A. Membership

1. In order to serve on the Cares Committee an individual must be a member of the Chapter in good standing or an employee of an entity who is a member of the Chapter in good standing.

2. All Committee Members must be approved by the Cares Committee through a Cares Committee vote, simple majority.

3. The number of Committee Members serving on the Cares Committee shall be either set at the Board's discretion or, alternatively, the Cares Committee can adjust the number from time to time or by a majority vote of the Cares Committee Members. In the case of a conflict between the Board and Cares Committee, the Board's decision will prevail.

4. Members of the Board may serve on the Cares Committee.

B. Term.

Admission to the Cares Committee requires candidates for membership to sign up (If request is out of cycle, candidate may submit correspondence to the Committee Chair, Board President or Executive Director expressing interest to join the Committee.) for consideration to be appointed to said Committee from January 1 (or alternate date as determined by the Board or Committee) of each year through a date to be determined by the Board or alternatively by a majority vote of the Care Committee Members. Once appointed the Cares Committee Members shall serve for a period of one year. There is no limit to the number of years a Cares Committee Member may serve on the Cares Committee; however, each Cares Committee Member must be reappointed in order to stay on the Committee. Notwithstanding the forgoing, any Cares Committee Member may be removed and replaced at any time with or without cause upon a majority vote of the Board or Cares Committee Members.

III. MANNER OF OPERATION

The Cares Committee shall conduct its business in the best interest of the Chapter, its Bylaws, this Charter, and any Committee Specific Charter.

A. Cares Committee Chair, Vice Chair & Secretary:

1. Cares Committee shall have a Chair and may appoint a Vice Chair and Secretary who is not a member of the Chapter's Board of Directors.

2. Cares Committee Members shall appoint their own Chair, Vice Chair and Secretary.

3. The Cares Committee Chair shall facilitate and direct the actions of the operations of the Cares Committee. The Cares Committee Chair shall be available to communicate with the Board upon request. The Cares Committee Chair shall execute any directives given to the Cares Committee from the Board. The Cares Committee Chair shall routinely share information, meeting times, and status updates of Cares Committee business with the Board Liaison. In the absence of the Chair, the appointed Vice Chair shall assume all duties, actions and responsibilities of the Chair.

4. The Secretary shall have the primary responsibility of recording the meeting minutes and support other administrative action specific to the Cares Committee that may be requested by the Chair or Vice Chair as it may be from time to time.

5. The Board reserves the right to remove a Chair, Vice Chair and/or Secretary from their position with or without cause and appoint a new Chair, Vice Chair and/or Secretary to the Cares Committee if the Board believes such action is in the best interest of the Chapter.

B. Board Liaison:

1. The Cares Committee shall have one or more Board Liaisons. The Board Liaison shall operate to facilitate information and directives between the Board and the Cares Committee.

2. Board Liaisons are appointed from time to time by the Board.

C. **Meetings**:

1. The Cares Committee shall meet as often as needed in order to effectuate the duties contained herein. Routinely, the Cares Committee meets monthly unless otherwise rescheduled by the majority of the Cares Committee Members. The meetings are held in-person and/or virtually to accommodate the members schedules and availability to attend.

2. A majority of the Cares Committee shall constitute a quorum to transact business at any meeting.

3. The action of a majority present at a meeting at which a quorum is present shall constitute the action of the Cares Committee.

4. The Cares Committee may, at its discretion or by request of the Board, prepare meeting minutes for the Chapter's records. If applicable, such minutes shall be delivered to the Chapter's Executive Director.

D. **Duties and Authority**:

1. The Cares Committee's duties and goals vary and may be assigned by the Board.

2. The Cares Committee is required to submit an annual budget by September 1st of each year to the Board for approval, and only has the authority to spend Chapter funds based on said Board approved budget unless Board approves additional funding under separate approval at its discretion.

3. The Cares Committee has no Authority to bind the Chapter to any course of action or contract unless approved in writing by the Board.

E. **Committee Specific Charter**

1. The Cares Committee has created its own Committee Specific Charter which outlines specific roles, duties and operations of the Committee.

2. In order to be effective, the Cares Committee Specific Charter must be approved by the Board prior to implementation.

This Cares Committee Charter was approved by majority vote of the Board at a Board meeting held _____ _____, 2026.

Sign: _____
Print: _____
As the President of Community Association Institute, Central Florida Chapter.

Sign: _____
Print: _____
As the Secretary of Community Association Institute, Central Florida Chapter.