

**THE MAJESTIC CONDOMINIUM
UNIT OWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 20071211-2
COMMUNICATIONS COMMITTEE CHARTER**

Establishing the structure and responsibilities of the Communications Committee

WHEREAS, Section 5.1 of the Bylaws of The Majestic Condominium (“Bylaws”) states that the Board of Directors (“Board”) shall have the power to manage the affairs and business of the Majestic Condominium Unit Owners Association (“Association”); and

WHEREAS, Section 5.1(4) of the Bylaws grants the Board the power to designate personnel necessary for the maintenance and operation of the Condominium; and

WHEREAS, the Board recognizes that a positive communications program is essential to the success of the Association and wishes to establish a standing Committee to carry out such a communications program;

NOW, THEREFORE, BE IT RESOLVED THAT a Communications Committee be established consisting of one (1) to five (5) individuals, having the following terms of reference:

RESPONSIBILITY

I. Primary Responsibility

The primary responsibility of the Communications Committee (“Committee”) is to advise and assist the Board in developing and carrying out a program of positive information flow between and the Association and the residents.

II. Recommendations from the Committee

All reports, communications, and correspondence from the Committee to the Board shall consist of recommendations for the Board’s review and decision.

III. Termination of Committee

The Board shall have the power to terminate the Committee at any time in its discretion.

IV. Membership on the Committee

The Board shall control the membership of this Committee.

V. Committee Functions

In fulfilling its responsibility, the Committee performs functions, which include but are not necessarily limited to, the following:

- A. Assist management with the dissemination of information regarding community safety and security information.

- B. Explore, recommend and assist with the implementation of additional means for communicating Association related information.
- C. Preparing a regular newsletter and/or web site informing Residents about the Association, its structure, role and objectives, and about developments and activities in the Community. The newsletter and/or web site will be the only newsletter and/or web site authorized by the Board of Directors to represent them and the Association.
- D. Arranging publicity for Community events, as requested.
- E. Preparing a Community Directory and updating it at least annually.
- F. Preparing a Welcome and Information Package to inform new Residents about the Association and the Community.
- G. Performing other functions as directed or approved by the Board.

NEWSLETTER AND/OR WEBSITE POLICY

- A. Priority will be given to items of significance to the majority of the Membership.
- B. Legitimate controversies of interest and concern to all Residents will be reported in an objective pro/con formula. The Committee shall seek out diverse opinions in the matter and publish them only with approval of the Board.
- C. Sources of information shall be verified, accuracy of information shall be established, fact shall be distinguished from rumor, and content shall not be colored by personal opinion.
- D. The newsletter and/or web site will not be used as a vehicle for expressing political views.
- E. No libelous or inflammatory material shall be printed in the newsletter and/or web site.
- F. The Association newsletter and/or web site must conform to the legal documents of the Association and to the policies of its Board of Directors. In all cases, the Board has the option of final review.
- G. The Communications Committee shall draft an advertising policy for review and approval by the Board. Such proposed policy should be suitable for internal use and for distribution to potential advertisers. It should address at least the following:
 - 1. The frequency of publication of the newsletter with submission and publication dead lines.

2. A statement that the acceptance of advertising is for the convenience of the Association and its members and that the Board of Directors in its sole discretion may refuse any advertising deemed offensive. Sexually oriented or explicit advertising is specifically prohibited.
3. A schedule of ad sizes and rates, including any allowances for multiple runs.
4. A requirement that, for paid advertising, only camera-ready copy or artwork will be accepted. The Association will not be responsible for improving quality of submissions or any errors in submissions.
5. A program for free advertising for Residents offering non-commercial articles or services to other Residents. (All commercial accounts shall be paid advertising.)