

MONTGOMERY VILLAGE FOUNDATION, INC.

GUIDELINES FOR PERSONNEL COMMITTEE

The Personnel Committee is a standing committee of the Montgomery Village Foundation.

PURPOSE: Article XII, Section 8 of the MVF By-Laws states: "The Personnel Committee shall advise the Board of Directors on policies and issues related to the employees of Montgomery Village Foundation, including salary ranges, job classification and salary increase guidelines for budget preparation. The committee shall consist of three members: the president, vice president and immediate past president of Montgomery Village Foundation. If the immediate past president is no longer a member of the Board of Directors, the president shall select another director as the third committee member." An alternate committee member shall be elected by the Board to vote only in the absence of a voting member.

STANDARDS OF CONDUCT: Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

MEETINGS:

1. The Personnel Committee meets as needed, normally on Mondays, 7:30 p.m., in the North Creek Board Room, 20125 Arrowhead Road, to consider and provide recommendations to the MVF Board pertaining to the personnel matters.
2. All meetings are open to the public. Closed sessions are permitted only in accordance with the Maryland Homeowner's Association Act.
3. Each Committee meeting (except those held in Closed Session) will begin with a "Residents' Time" to hear and consider suggestions from Foundation members and Village residents concerning Foundation responsibilities, facilities, and/or activities within the Committee's purview.
4. The Committee Chair is authorized to conduct meetings, and meetings will generally follow Robert's Rules of Order, applied informally and flexibly by the Chair, unless in the judgment of the Chair, a more formal application of Robert's Rules is necessary to provide clarity and order to ensure completion of the Committee's business.
5. Decisions or recommendations of the Committee are approved by a simple majority vote of members present and voting (voting by proxy is prohibited). Minutes of the meetings should include the participation, agenda items, motions/resolutions/recommendations, and Committee votes.

MEMBERSHIP QUALIFICATIONS:

Membership on the Personnel Committee is established in the MVF By-laws Article XII, as noted above. The President of the Board of Directors shall serve as chair.

STAFF LIAISON:

The Executive Vice President shall serve as Staff Liaison to the Personnel Committee. The CFO and HR Manager provide information to the committee as necessary.

1. Confer with the Committee Chair (Board President) to prepare the meeting agenda.
2. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets.

COMMITTEE CHAIR:

1. As established in the MVF By-Laws, “the President of the Board of Directors shall serve as chair.”
2. The President shall confer with the Staff Liaison to prepare the meeting agenda.
3. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

GENERAL RESPONSIBILITIES:

1. Recommend annually to the Board of Directors a guideline for employee salary increase and benefit contribution to be used in budget preparation.
2. Review employee salary scale and associated salary ranges.
3. Review MVF Personnel Policy Manual and make recommendations to the Board of Directors as appropriate.

Approved by MVF Board of Directors – May 24, 2001

Revised and approved by MVF Board of Directors – July 24, 2014

Revised and approved by MVF Board of Directors – December 3, 2015