

Charter of the Emergency Preparedness Committee
A Sun City Palm Desert Community Association Standing Committee

Revised/Restated as of March 5, 2024
Authorized by Board Resolution dated November 24, 1998

A. Charter

This Charter ("Charter") governs the operations of the Emergency Preparedness Committee (the "Committee"), a Standing Committee established by the Board of Directors (the "Board") of Sun City Palm Desert Community Association (the "Association"). At least annually the Board and/or the Committee shall review this Charter and recommend any proposed changes to the Board for approval.

B. Committee Authority

The Committee's primary authority is to implement the Sun City Palm Desert Emergency Preparedness Plan as approved by the Board of Directors. The Committee is not authorized to take action independent of the Board unless such action is specifically assigned herein or by subsequent Board action. All operating issues are the sole responsibility of the General Manager.

C. Purpose of Committee

1. The Committee shall be a research and analysis arm and shall alert the Board regarding possible trends and other matters of which the Committee believes the General Manager or Board should be aware.
2. The Committee is appointed by the Board to:
 - a. Make recommendations to the Board regarding emergency preparedness.
 - b. Develop an Emergency Preparedness and Response Plan to educate and prepare the residents to manage a major emergency event and/or disaster.
 - c. Establish an organization and provide facilities, equipment, supplies and communications required to be activated in the event of an emergency of community-wide impact.
 - d. Consider the health and safety concerns of residents in light of an emergency (such as an earthquake, chemical spill, flood, major power outages, etc.).
3. Members and Qualifications
 1. The Committee will consist of a Chairperson and up to fourteen (14) additional members appointed by the Board. A Committee member must be a resident homeowner of the Association, having a minimum of 25% interest in their home. In addition, the Committee has the authority to appoint working teams..

2. Board members and staff may serve as nonvoting members of the Committee.
3. The Committee may call upon non-voting volunteer advisors to provide assistance or expertise on a specific task, issue or subject.
4. Committee members are appointed for a period not to exceed two (2) years. There are no restrictions on the number of consecutive terms an EPC member may serve.
5. Any Committee member may resign at any time. The Board may remove Committee members at any time with or without notice and with or without cause. The Board may appoint another person to fill any vacancy so created.
6. Committee members retiring, or resigning are encouraged to identify qualified replacement volunteers to submit Committee Interest Forms.

D. Meetings and Notices

1. The Committee shall meet according to a schedule established by its members or the Board.
2. The Chairperson shall give all Committee members at least four (4) calendar days' notice of the time and place of all meetings. Such notices may be delivered in person, by US mail, by telephone (including voice mail or answering machine) or by electronic means and shall include the subject matter of the meeting.
3. All Committee meetings are generally open meetings. Residents are permitted to observe the proceedings and actions of all open Committee meetings but are not permitted to join in any discussion without the express permission of the Chairperson. Closed meetings require advance authorization by the Board except if noted below.

E. Committee Responsibility

1. The Committee shall be responsible for maintaining minutes and attendance records for all meetings and to deliver the minutes to the General Manager within fifteen (15) days of the meeting in which they were approved.
2. The Committee is required to report at open Board meetings all of its issues and concerns. Such report may be oral or in writing (which may be the minutes of the meetings).
3. The Committee will provide administrative and/or general support and, upon request from the Board or General Manager, perform comparison studies and evaluate new opportunities.
4. No Committee member is permitted or allowed to direct any employee of the Association with regard to their duties without the prior permission of the General Manager. For purposes of this Charter, "employee" shall include employees of any organization that is providing services to the Association.

Committee Chair

Robyn Lee Mack

Date:

April 30, 2024

SCPDCA GM

[Signature]

Date:

March 5, 2024