

Circle D Civic Association  
Animal Policy Committee Charter

### Purpose:

Develop and present a recommendation to the board as to what limit, if any, should be placed on the number of animals allowed at properties in Circle D. If a recommendation is made to change the policy it shall include language stating that CDCA will begin enforcing the policy immediately.

### Authorization

This committee is authorized by the CDCA board under the authority granted in the home owner's association property restrictions to establish limits on the number of animals allowed per parcel.

### Duration

This committee is chartered to commence on June 22<sup>nd</sup> 2018. The committee shall provide an update on progress to the Board not later than August 18<sup>th</sup> and the community at the September 2018 board meeting. The goal is to provide its recommendation to the board by October 20<sup>th</sup> to allow time for review and publication as part of the November 2018 CDCA board meeting.

### Objectives/Work Plan

- Form a committee consisting of 2 board members and up to 2 community members from each of the 10 sections within Circle D.
- Establish committee positions.
- Research guidelines/recommendations on animal population densities from entities such as Bastrop County and Agricultural Extension.
- Hold committee meeting(s) to:
  - Review Circle D property restrictions and guidelines on animal population densities
  - Discuss and develop a recommendation to the board
- Communicate progress through providing Agendas and Meeting Minutes to the board for publication to the community via the CDCA website.
- Collect input from the community through committee member discussions and committee contact e-mail address.
- Should the recommendation be to set a limit on the number of animals then the recommendation, including the boards intent to enforce the policy change, shall be reviewed with CDCA legal counsel.

### Structure

- This committee reports to the Circle D Civic Association (CDCA) Board of Directors
- The CDCA board appointed board members
  - Theol Jackman as the Chair,

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- Sue Pardue as a committee member, and
- Doug Marousek as an alternate committee member.
- Vice Chair will be elected by the committee members.
- Secretary will be elected by the committee members.
- Members will be volunteers with a goal of having at least one but not more than two community residents from each of the ten (10) sections of Circle D. Members must be in good standing with CDCA and current on all HOA dues.

### Meeting Details

The committee shall hold 2-hour meetings the Thursday of each every other week (may become weekly) from 6:30 p.m. to 8:30 p.m. (or earlier). The committee may elect to modify the meeting schedule by consensus, once formed.

### General Ground Rules for meetings

1. Meetings will begin on time.
2. Meetings will end on time.
3. Late arrivals will plug in, the meeting will not stop to bring members up-to-date.
4. All members take responsibility for the success of the meeting.
5. Notify chair in advance of known absence.
6. Agenda will be sent in advance to members, with appropriate documentation.
7. If not at a meeting, member relinquishes control and those present may reach consensus decision. If those present need more input, a decision to wait can be made.
8. Encourage innovation by listening to all ideas; try not to lose good ideas to the consensus process. Respect confidentiality.
9. Use "parking lot" for ideas that come up to be able to follow up later (when they may be outside the scope of the meeting focus where they are raised).
10. Decision-making: consensus is the preferred mode (all members). Discuss before major decisions. Fallback: majority of members in agreement.
11. When information is shared with the group, there will be a reasonable timeframe for comments. Absence of response will be interpreted as approval.
12. Operate in the interests of CDCA as a whole, not just from one's own role.
13. Meetings will be scheduled when they work for the majority of members.
14. Draft minutes will be sent within **one week** of the meeting.
15. Minutes will be published by next meeting of group.
16. Chair will be exempt from taking minutes.
17. Those who attend the committee meetings but are not members are there only to observe and not to actively participate.

### Contact

Questions about this Committee? Contact the Committee Chair, Theol Jackman via e-mail [circled-apc@outlook.com](mailto:circled-apc@outlook.com) or phone/text message 512.743.9365.