



**MACLT**  
MADISON AREA COMMUNITY LAND TRUST  
Stewardship Committee Charter

- 1. Stewardship Committee:** The Stewardship Committee is a committee of Madison Area Community Land Trust that:
  - a. May create and/or give feedback on policies that affect leaseholders in the land trust.
  - b. May generate ideas for events, services, or information distribution that benefit MACLT, MACLT members, or the broader community.
  - c. Reviews homeowner application documents that require an organization review and approval. These documents include but are not limited to: Qualified Capital Improvement (QCI) Applications, Maintenance funding application reviews, Retroactive Qualified Capital Improvement Applications.
- 2. Stewardship Committee Seats:** The Stewardship Committee is a volunteer committee of MACLT and is made up of Leaseholder seats and Appointed seats. No individual can take more than one Stewardship Committee seat at a time. Additional seats can be made available by a vote from the Board of Directors prior to a meeting. Each seat is awarded speaking and voting privileges for the meeting.
- 3. Quorum:** Quorum will be set at 3 present voting members of the Stewardship Committee. A majority of seats present should be Leaseholders.
- 4. Appointed Seats:** Appointed seats are set with a simple majority vote by the Board of Directors. Appointment to the Stewardship Committee automatically makes appointee a general member of MACLT. There is not a limit on appointed seat appointments.
- 5. Leaseholder Seats:** Leaseholder seats are open specifically for any MACLT leaseholder (homeowner or representative of another entity holding a lease at MACLT). Any leaseholder may join the committee at any meeting and have voting power (not more than one vote per household or leaseholding entity). Appointed seats do not count towards Leaseholder seats.
- 6. Meeting Times:** Meetings will be set with a minimum 1-week notice given via email to all MACLT leaseholders and Appointed members of the Stewardship Committee
- 7. Meeting Location:** Meetings will primarily be held remotely via telecommunication services like Zoom. In-person meetings shall be set up with a vote of the Stewardship Committee.
- 8. Review of homeowner application documents:** The Stewardship Committee will be asked to make determinations on approval or denial of some homeowner applications, where appropriate. They will also be asked to rule on any appeals, conflicts, or general issues within MACLT applications. The rules below apply to these decisions:
  - a. **Conflict of Interest:** No Stewardship Committee member may vote on any item involving their personal residence.
  - b. **Presentation of items to be considered:** The MACLT staff or their designee shall be responsible for presenting relevant items to be considered. Each homeowner with items being considered will have an opportunity to speak before deliberation on items begins.
  - c. **Voting options:** Any item in front of the Stewardship Committee can either be: 1. Approved 2. Denied 3. Referred with further action required.
    - i. Approved items are considered approved in full and require no further action.
    - ii. Denied items are considered denied and unavailable for reconsideration.
    - iii. Items referred with further action required would require both an actionable item and party (which would be the homeowner, MACLT Board, or MACLT staff) as well as a referral timeline. The referral time refers to reception of actionable items by the non-actionable party and not a time of further Stewardship Committee meetings. All Referred items shall be reviewed at the next applicable



Stewardship Committee meeting regardless of reception of actionable items.  
Extensions to actionable items can be given by majority Stewardship Committee vote.