

BUDD LAKE ASSOCIATION STANDING RULE



6/28/2021

Date of Approval:

Date(s) Review:

MEETINGS AND VOTING

Approved by:

Tracey Mead, Mike Georgia, Terri Koehler, Patricia Ezell, Kay McBrien, Jerry McBrien, Ernie Teall

SUMMARY & PURPOSE:

This Standing Rule shall describe the rules and processes essential to ensure that meetings are effective and that all BLA members have an appropriate voice.

DEFINITIONS:

Meeting: a scheduled activity of the Board or any Budd Lake Association (BLA) entity (e.g. Committees) for the purpose of completing BLA business.

STANDING RULE:

The BLA Board shall execute meetings regularly and in accordance with the following:

Frequency: The BLA Board shall meet at least nine times per year. Meetings may be conducted virtually and/or in-person. Committee meetings shall be scheduled at the discretion of the committee chair dependent upon respective activities.

Purpose: The purpose of meetings shall be to conduct BLA business as required to fulfill the responsibilities listed in Standing Rule: Responsibilities. Board members shall assume primary voting responsibilities with the exception of bylaw approval which shall be voted upon by the general membership.

Agendas: The agenda shall be set by the President with input solicited by other Board members. These shall be distributed at least 5 days prior to any meeting.

Quorum: At any meeting of the Board, a simple majority of voting members shall constitute a quorum. Absence of a quorum does not preclude that a meeting and discussion of items can occur, however no votes may be taken.

Rules of Order: Meetings of the Council shall be conducted according to parliamentary procedures as outlined in "Robert's Rules of Order, Newly Revised" unless otherwise specified or addressed, and approved by a simple majority (51% vote).

Voting Procedures: Voting options for each individual shall include yes, no or abstain. All Board members must declare any potential or real conflict of interest as known prior to any vote being taken. The capture of votes shall occur as follows:

- At general membership meetings, paper ballots will be used. Each membership shall have one vote. Multiple votes (e.g. by multiple individuals) per membership shall not be counted.
- Voting at board meetings shall be performed by a simple call for vote and raising of hands, other visible action and/or verbal response (e.g. "yes", "ay") unless call for private vote is warranted in which case paper voting procedure shall be used.

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- Virtual meetings (e.g. computer based) voting shall be performed by a roll call of each individual present for a verbal response.
- The President may call for a private vote for in-person or virtual meetings as determined to be necessary. Any other Board member may request that the President call for a private vote.
- Should voting by electronic means be necessary in between meetings, (e.g. email vote) these votes shall require a 100% response of all Board members for the result to be counted. Electronic ballot shall be disseminated by the Secretary in concurrence with Governance Chair and ensuring privacy of every voting member.
- All decisions requiring a vote shall be conducted in a manner to include discussion of items prior to voting.
- The President shall remain impartial throughout the process and not vote unless there is a tie.

Minutes: All meetings shall have minutes taken by Secretary or designee. These shall be reviewed and approved by the board after which time they are made available in an appropriate location and/or disseminated via email for all BLA members.