

Proposed procedures regarding decision-making process and participation by members of the Bolin Forest Homeowner's Association

As the Bolin Forest Homeowners Association is increasingly handling controversial policy and budget issues, there is a need for clear procedures on decision making by the Officers and Members to guide the Officers and to help Members .

These draft procedures are suggested to set forth clear decision making procedures for issues not in the bylaws and to specifically increase representation by members in significant and/or controversial decisions made by the Association.

1. Procedure for Members to bring issues to the Board

Members can bring neighborhood issues to the Association leaders at least (X ? 7-10 days) in advance of Board meetings (in person, phone call, email). The member may attend the Board meeting to discuss the issue and answer questions.

2. Procedure of the Officers in responding to Members

Association officers will place the item on the agenda of a BOD meeting and discuss the issue and vote to determine course of action (if further information is needed, feasibility, legality, etc).

Need to decide if a majority is a simple majority (51%) or a supermajority (2/3). For the BOD, suggest simple majority for routine issues, and supermajority in non-routine issues.

The minutes of the meeting will reflect the item/issue brought forward, the discussion, and the votes made on the issue, and the outcome. Should the issue not be taken up, the minutes will reflect the reasons why the issue was not addressed.

The Chair/President will notify the member about the decision and process if the issue is to be taken up by the Association.

The member can appeal the decision if s/he is in disagreement.

Need to develop an appeals process: As a first step, suggest that the member may submit the issue again and clarify questions or add new information. Additionally, the member may seek and include the written support of other members in forwarding the issue. It could be a final appeal procedure that they could appeal to the full membership to seek a supermajority vote of a quorum of members.

Need to define quorum. Suggest 2/3 of the members responding within a specified time must vote to have a quorum.

3. Procedure for Routine Policy and Budget decisions made by the Association

For routine business and budget issues, the officers will vote on policy and budget issues and record the outcomes in the minutes.

Need to decide simple or supermajority? I'd suggest for the routine to use the simple majority.

4. Procedure for Non-Routine Policy and Budget decisions made by the Association

a. For bylaws revisions, Association members will be notified of the proposed bylaws changes in writing and given at least (X? 7-10) days notice of an Association meeting where a discussion will take place and a vote taken. Opportunity to submit an absentee vote will be made with the written notice.

Need to decide: simple or supermajority? I'd suggest for the non-routine that we use the supermajority.

b. For budget-related issues outside of routinely budgeted and required items (i.e. insurance, maintenance, fall social event, holiday social event), the Association members will be notified of an issue in writing (flyer, email, or memo) debating the pros and cons of the issue, and give advance notice of an Association meeting where a discussion will take place and a vote will be taken. Opportunity to submit an absentee vote will be made with the written notice.

Need to decide: simple or supermajority – I'd suggest for the non-routine, that we use the supermajority.

5. Communication about non-routine policy and budget decisions to the Members of the Bolin Forest Phase II Homeowners Association

Communication about non-routine policy and budget decisions will be made to members following BOD meetings via email or if requested in writing.

The items below may be in the bylaws but perhaps could be supplemented here or clarified in the bylaws to make it easier for members to understand an/or participate.

1. Meetings of the Association

Officers will meet (periodically, quarterly, ?). The President will set out a schedule of dates for the year which will be communicated to the Association via email or in writing. Meetings are open to Association members.

2. Special Events/Work Days

Special Events/Work Days of the Association will be held (periodically, spring clean up day, fall potluck, holiday party, other). Dates will be set by the Officers or the President or the Secretary and communicated by email or in writing to the Association Members at least X? days in advance.

3. Finances of the Association

Financial account status of the Association will be maintained by the Treasurer and submitted to the Secretary at the Officers meetings to be accurately reflected in the minutes of the meetings.

A summary of the proposed budget of the Association will be submitted at Officers meeting and if routine, approved by the Officers (simple majority required).

Should there be a non-routine budget item, see #4, Non-routine Policy and Budget Decision making process.

4. Records of the Association

Minutes of the meetings will be kept by the Secretary and made available to the members upon request.

5. Officers Terms

Terms are for one year and are renewable. Terms follow the calendar/fiscal year or begin in X and ending in X.

6. Nomination of Officers

Two months prior to the end of the term, the Officers will manage a nominating process that is inclusive, diverse and proactive (i.e. potential candidates are contacted to consider running). One officer will oversee the process and may recruit/assign this role to Members who are willing to serve on a Nominating Committee.

(Many boards have the Vice Chair oversee the annual bylaws review, and another Bd member without routine duties oversees Nominating).

The board shall prepare a slate that attempts to reflect the diverse neighborhood as views may vary by location within the neighborhood or other characteristic. The slate shall include nominees that representing all streets in Association and a reasonable balance of gender, age, length of home ownership.

7. Election of Officers

Ballot is presented to members in writing. Members are given 7 days notice to submit written/signed ballot to Nominating Chair.