

## **Hitchcock Lake Improvement Association**

### **Structure for Holding General Member Meetings and Disseminating Minutes**

**March 29, 2021**

Based on updated Bylaws adopted January 25, 2021, the Board is providing these general guidelines for Member participation in meetings. These guidelines are intended to be consistent with the new Bylaws, however, in the event of any inconsistency, the rules, as set forth in the Bylaws shall govern.

- General Meetings of the Membership will be held as scheduled by the President, with at least one (1) meeting per calendar quarter. The schedule for general meetings will be posted on the HLIA website or otherwise provided to Members. The Agenda will be posted on the website and emailed to members who have provided their email addresses to the HLIA prior to each meeting. Anyone who wants to add an agenda item must contact the president at least three days prior to the meeting.
- At the meeting, President will announce additional agenda items if applicable, and ask if there is anything to add from the floor.
- Members can participate in all discussions. When there is a motion on the floor, only the Board can vote on it as defined in Bylaws.
- If the item up for discussion is of a sensitive nature or confidential, the Board reserves the right to take the item to Executive Session for further discussion and voting.
- Meeting minutes will be sent to the Board for review. All corrections will be sent to the Secretary within three days of receipt. Minutes will then be posted on the website, marked "Minutes posted on website pending approval at the next regular meeting," and then approved at the next regular meeting.
- If a vote of eligible Members is required by the Bylaws in any meeting of the members, the Board will provide Notice to the Members at least ten (10) days, and not more than sixty (60) days prior to the meeting, which Notice will contain a specific reference to the action to be voted on by the Members.