

SHADOW HILLS PROPERTY OWNERS ASSOCIATION, INC.
POLICIES AND OPERATING PROCEDURES

SHPOA GENERAL POLICY STATEMENT

COMMUNITY PLAN:

SHPOA shall support the current Community Plan adopted in 1980 with updated amendments inclusive of all subsequent Footnotes to the Plan.

TUJUNGA WASH:

SHPOA shall support the RA-1-k and A1-k zones in the Tujunga Wash.

SHPOA shall oppose industrial or commercial uses in the Wash.

SHPOA shall support the Tujunga Wash as a prime natural resource which must be preserved as Open Space in perpetuity.

ZONING – RESIDENTIAL:

SHPOA shall support the existing zones and corresponding density designations of the Sunland-Tujunga, Lake View Terrace, Shadow Hills, East La Tuna Canyon Community Plan inclusive of but not limited to the Slope Density Ordinance as defined by the City of Los Angeles and minimum density on hillsides.

SHPOA shall support nearby surrounding communities and activist groups in our common goals to preserve the environment and our rural lifestyles.

ZONING – COMMERCIAL:

SHPOA shall support limited commercial uses at currently designated locations/zones (eg the corner of Wheatland Ave. and Sunland Blvd.)

HORSEKEEPING:

SHPOA shall support the K-District equine protection overlay throughout all of Shadow Hills.

TRAILS:

SHPOA shall support efforts to create a backbone trail system throughout Shadow Hills in order too connect to the Rim of the Valley Corridor.

SHPOA shall support an improved trail system along the north side of Sunland Blvd. from Stonehurst Ave. to the 210 Fwy.

LAND-USE INFORMATION:

SHPOA shall provide land-use information upon request.

NEW ORDINANCES

SHPOA shall support the on-going process of creating and enacting Ordinances which will continue to protect our community.

DISPUTES:

SHPOA shall not become party to any individual property disputes between neighbors.

ASSISTANCE:

If requested, SHPOA will assist a resident in a dispute or service problem with a City Agency which negatively impacts the Shadow Hills community.

CONDITIONAL USE PERMITS:

SHPOA will support any Shadow Hills resident or business who is requesting a Variance or Conditional Use Permit if the issue is not in violation of the objectives as stated in the SHPOA By-Laws or SHPOA Policies and Operating Procedures manual.

If the issue is in violation of the objectives, SHPOA is obligated to oppose the request at any governmental Hearing.

MEETINGS

AGENDAS:

A written Agenda, prepared by the President for General Membership Meetings, shall be provided by the Outreach Director via E-Mail to the SHPOA database a minimum of 72 hours prior to the Meeting. Copies of respective Agendas shall be available at each General and Board Meeting.

GENERAL MEETINGS:

Meeting Format:

1. Call to Order
2. Pledge of Allegiance
3. Presentation by Council Office Representative (5 min)
4. Public Comment (3 min/person, 10 min total)
5. Presentation by Guest Speaker (30 min)
6. Message from the President (5 min)

The President shall give a brief overview of the “State of the Community” up-dating various activities within the community since the last General Membership Meeting or any business conducted at the last Board Meeting that may be of general interest to the membership to be detailed during representative committee presentations.
7. Reading and Approval of Minutes (2 min)
8. Treasurer’s Report (2 min)
9. Committee Reports
 - Land-Use (10 min)
 - Trails (5 min)
 - Neighborhood Watch (5 min)
 - Community Services (5 min)
 - Special Projects (5 min)
 - Outreach (2 min)
 - Newsletter (2 min)
10. Unfinished Business (5 min)
11. New Business (10 min)
12. Open Forum (10 min total)

The Open Forum provides the General Membership an opportunity to introduce and discuss issues of common interest to the community. Any issue requiring a vote by the community shall be tabled until the next meeting. Notification of and a brief description of the vote shall be published in the newsletter prior to the next General Meeting and the Outreach Director shall distribute same to the General Membership database by E-Mail. If the vote is on an issue of a time-sensitive nature, the vote shall be taken at the General Membership Meeting at which it was introduced. A majority vote of the attending Membership shall be the final authority. Results of any and all votes taken shall be published in the subsequent newsletter.
13. Adjournment

BOARD MEETINGS

Meeting Format:

1. Call to Order
2. Message from the President

3. Reading and Approval of Minutes
4. Treasurer's Report
5. Committee Reports
 - Land-Use
 - Trails
 - Neighborhood Watch
 - Community Services
 - Special Projects
 - Outreach
 - Newsletter
6. Unfinished Business
7. New Business
8. Adjournment

Non-Board SHPOA Members may attend Board Meetings, may bring issues before the Board, may partake of discussions, but may not Vote or participate in the Motion Process unless the meeting has been declared Closed Session by the President. Closed Session may be declared at any point during a Board Meeting.

Any community non-SHPOA member may attend a Board Meeting upon prior approval of the Board, may participate in discussions if recognized by the presiding officer, but may not Vote or participate in the Motion Process.

DUTIES OF OFFICERS, DIRECTORS AND CHAIRPERSONS

PRESIDENT

The President shall be responsible for the preparation of Agendas for all General Membership and Board Meetings. The Agenda for the General Membership Meeting shall be forwarded to the Outreach Director for distribution to the SHPOA Membership Database a minimum of 72 hours prior to the General Meeting. Copies of the respective Agendas will be available for attendees of the General Membership and Board Meetings.

The President shall be the primary representative of SHPOA at all community events, meetings, governmental hearings and other activities to which SHPOA is invited unless the President or the Policies and Operating Procedures manual designates another member of the Board to be the representative.

The President is responsible for maintaining a file of all correspondence and all documentation related to the Office of President or any SHPOA function that falls within the President's responsibility. At the end of the term of office, all records must be filed in an appropriate file folder labeled with the year and the

name of the President. The current year folder shall be given to the President-Elect. The previous year's folder shall be given to the Executive Secretary for archive storage.

It is the responsibility of the President-Elect to invite all members of the community to consider being a candidate for one of the Appointed Board Positions. The President-Elect must call a meeting of the newly Elected Board for the purpose of filling each Appointed Board Position by vote. This should be done as soon after the election as possible so the results can be printed in the January issue of the newsletter. The President-Elect shall send a letter to each Chairperson/Director Designate formally informing them of their selection prior to the first General Membership Meeting in January.

VICE-PRESIDENT

If the President is unavailable to fulfill the responsibilities of the Office for reason of illness, travel or a conflict in scheduling, the Vice-President shall assume the responsibilities of the Office on a temporary basis.

The Vice-President shall be responsible for arranging Guest Speakers for the General Membership Meetings.

The Vice-President, working with the Executive Secretary, shall be responsible for counting all ballots except those associated with the Election of Officers and reporting the results, in writing, to the Full Board and the Newsletter Director for publication in the next newsletter following the vote.

At the end of the Term of Office, all records must be filed in an appropriate file folder labeled with the year and the name of the Vice-President. The current year folder shall be given to the Vice-President-Elect. The previous year's file shall be given to the Executive Secretary for archive storage.

EXECUTIVE SECRETARY

If the Vice-President is unavailable to fulfill the responsibilities of the Office for reasons of illness, travel or conflict of interest in scheduling, the Executive Secretary shall assume the responsibilities of the Office on a temporary basis.

It shall be the responsibility of the Executive Secretary to maintain a file of all documentation and correspondence declared to be official by the President or a member of the Board or deemed of significance to the Association. This file, and the SHPOA Archive Files, shall be given to the Executive Secretary-Elect prior to or at the first Board Meeting of the newly-seated Board.

No document may be destroyed by the Secretary without the consent of the Board. All documents relating to land-use or other issues that may have a legal

standing must be kept for a period of not less than seven (7) years.

The Executive Secretary shall be responsible for preparation of any and all Ballots for Vote designated to be "Vote by Secret Ballot" inclusive of the Election Ballot. The Executive Secretary shall obtain a slate of all eligible candidates running for an Elected Board Position from the Nomination Committee.

The Executive Secretary, working with the Vice-President, shall be responsible for counting all ballots except those associated with the Election of Officers and reporting the results, in writing, to the Full Board and the Newsletter Director for publication in the next newsletter following the ballot count. (Counting of Election Ballots shall be the responsibility of the Ad-Hoc Nomination Committee.)

The Executive Secretary is responsible for assuring that all Ballots must be saved for two (2) years from the date the ballot vote is held.

The Executive Secretary shall appoint and chair a committee of three (3) members to recount a secret ballot "Issue-Vote" upon request by the Board. (Recounting of Election Ballots shall be the responsibility of an Ad-Hoc Recount Committee.) An "Issue-Vote Recount" must be completed within thirty (30) days of the request and the result reported, in writing, to the Full Board at the next scheduled Board Meeting.

RECORDING SECRETARY

The Recording Secretary shall record the Minutes of all General Membership, Board and Special Meetings convened by the President to conduct Association business.

The Recording Secretary shall provide a printed copy of the Minutes to the President, Board or any SHPOA member upon request.

The Recording Secretary shall either read or provide a copy of the Minutes of the previous General Membership Meeting or Board Meeting respectively for approval.

The Recording Secretary shall maintain a copy of the final Approved Minutes. At the end of the Term of Office, a copy of all Minutes must be stored in a file labeled with the year and the name of the Recording Secretary. This current year's file shall be given to the Recording Secretary-Elect. The previous year's file shall be given to the Executive Secretary for archive storage.

TREASURER

The Treasurer shall pick up the mail weekly, or more often if deemed necessary, at the Sunland Post-Office.

The Treasurer shall submit invoices to all newsletter advertisers by the 15th of the month of issue.

The Treasurer shall notify the Newsletter Director of unpaid advertisers prior to the upcoming newsletter printing.

The Treasurer shall receive and process funds received at General Membership Meetings, Board Meetings, Special Events, from the Director of Membership and payments invoiced to newsletter advertisers.

The Treasurer shall deposit all money in the bank within the month the funds are received and reconcile bank statements upon receipt.

Issue checks for all authorized bills due and payable by SHPOA in a timely fashion.

Checks and Savings Acct withdrawals require two signatures that being of any combination of the President, Vice-President, Treasurer or Board-Appointed SHPOA Member. Said Signators must register their signatures with the Bank on an annual basis.

The Treasurer shall complete and issue a check for liability insurance during the month of August.

The Treasurer shall process any required Federal or State Income Tax returns and keep a copy in SHPOA files.

At the end of the Term of Office, all records must be filed in an appropriate file folder labeled with the year and the name of the Treasurer. The current year folder shall be given to the Treasurer-Elect. The previous year's file shall be given to the Executive Secretary for archive storage.

MEMBERSHIP DIRECTOR

The Membership Director is responsible for enforcing all the rules associated with membership as stipulated in the SHPOA By-Laws and Policies and Operating Procedures manual.

The Membership Director shall maintain an up-dated list of new and renewed memberships and forward all contact information to the Outreach Director.

The Membership Director shall initiate and implement a membership renewal program during the last quarter of the membership year and further shall develop

an outline membership drive proposal to be presented to the Membership Director-Elect after the November elections.

The Membership Director shall inform Members, whose membership has not been renewed by April 1st, that their membership privileges have been suspended.

The Membership Director shall interface with the Treasurer regarding receipt of Membership Funds.

The Membership Director shall issue Membership Cards to all members in good standing.

The Membership Director shall provide membership information to the Board upon request.

LAND-USE CHAIRPERSON

The Land-Use Director, upon approval of the President, shall represent SHPOA at all meetings and governmental hearings.

The Land-Use Chairperson shall maintain a SHPOA subscription to any document at the State and City level that provides a calendar of all legislation that provides status of “work-in-progress”.

The Land-Use Chairperson shall bring to the attention of the Shadow Hills Community, by means of the General Membership Meeting and/or the Newsletter, all legislation that may effect the Shadow Hills community.

If appropriate, the Land-Use Chairperson shall recommend a position that the Community should take on a legislative issue and recommend each member of the community to call or write the appropriate political representative.

At the end of the Term of Office, all records must be filed in an appropriate file folder labeled with the year and the name of the Land-Use Director. The current year folder shall be given to the Land-Use-Designate. The previous year’s file shall be given to the Executive Secretary for archive storage.

NEWSLETTER DIRECTOR

The Newsletter shall be published six (6) times per year in January, March, May, July, September and November.

The Newsletter Director shall oversee the cumulative duties of a Newsletter Team including, but not limited to, soliciting and editing articles, soliciting Shadow Hills business advertisers, preparing a finished draft of the newsletter

for submission to the printer by the beginning of the third week of the month prior to the month of publication and mailing during the first week of the month of publication.

The Newsletter Director shall keep a list of each advertiser, their mailing address and the advertising charges appropriated to them.

At the end of the Term of Office, all records must be filed in an appropriate file folder labeled with the year and the name of the Newsletter Director. The current year folder shall be given to the Newsletter Director-Designate. The previous year's file shall be given to the Executive Secretary-Elect for archive storage.

COMMUNITY SERVICES DIRECTOR

The Community Services Director serves as the community's liaison with Los Angeles City governmental agencies.

The Community Services Director shall, upon request, provide information to assist a Shadow Hills resident in determining the appropriate agency for addressing a residential or community problem.

The Community Services Director shall, when consistent with community support, initiate programs to improve and maintain the appearance of Shadow Hills. This includes programs that remove graffiti, paint and maintain murals where appropriate on public walls, encourage residents to maintain and improve private horse facilities that face public right-of-ways, etc.

The Community Services Director shall maintain a program that encourages the City of Los Angeles to maintain unpaved roads in Shadow Hills on a regular basis.

The Community Services Director shall work with the Council District Office to ensure that Shadow Hills is provided its share of city services such as police protection, street maintenance, etc.

At the end of the Term of Office, all records must be filed in an appropriate file folder labeled with the year and the name of the Community Services Director. The current year folder shall be given to the Community Services Director-Designate. The previous year's file shall be given to the Executive Secretary-Elect for archive storage.

SPECIAL PROJECTS DIRECTOR

The Special Projects Director shall have the primary responsibility for planning, coordinating and implementing programs for the annual Pancake Breakfast,

Country Affair, Yard Sale and any other special project that may be approved by the Board.

The Special Projects Director shall point an Ad-Hoc Committee to assist in the implementation of the plans for each Project.

The Special Projects Director shall be responsible for submitting plans and estimated budgets to the Board for approval.

The Special Projects Director shall be responsible for submitting a reconciliation of actual finances with the budget projections and an analysis of the success or failure of the Project/Event to the Board within sixty (60) days after the Project/Event.

At the end of the Term of Office, all records must be filed in an appropriate file folder labeled with the year and the name of the Special Projects Director. The current year folder shall be given to the Special Projects Director-Designate. The previous year's file shall be given to the Executive Secretary-Elect for archive storage.

HISTORIAN

The Historian shall be responsible for submitting an article for each issue of the newsletter about a fact or story regarding Shadow Hills.

The Historian shall be responsible for maintaining a Shadow Hills Historical Scrap Book. This includes adding factual stories, pictures and other items of historical significance to Shadow Hills.

PARLIAMENTARIAN

The Parliamentarian shall provide guidelines, upon request, at General Membership and Board Meetings regarding the correct parliamentary rules that should be followed in the conduct of voting and meeting decorum.

FUNDS

SHPOA ANNUAL BUDGET

It shall be the responsibility of the President and the Treasurer to prepare and present to the President-Elect and the Treasurer-Elect a Monthly Funds Allocations and Disbursements Budget for the next year. The figures shall be based on the current year's monthly disbursements and allocations including a five percent (5%) projected increase on spending for fund-raising events.

The Monthly Funds Allocations and Disbursements Budget must be acted

upon prior to the January General Membership Meeting by the newly elected Board.

RECEIPTS

All Funds received by SHPOA from Fund-Raising Events or Membership Dues shall be deposited in one bank. The Treasurer shall be responsible for the accounting of all receipts.

ALLOCATIONS AND DISBURSEMENTS

The Treasurer is authorized to disburse all funds stipulated in the Budget without any additional authorization. If the required funds exceed an amount less than or equal to \$100, the amount exceeding the Budget must be authorized by the President. A written request stating the reason for the additional expenditure must be submitted to the President. If the required funds exceed an amount greater than \$100, the amount must be authorized by a majority of the Full Board. A written request stating the reason for the additional expenditure must be submitted to the Board.

Expenditures between five hundred dollars (\$500) up to and inclusive of one thousand dollars (\$1,000) must be approved by a 2/3 majority vote of the Board.

Expenditures over one thousand dollars (\$1,000) that are not stipulated in the Annual Budget may only be made if the SHPOA Membership has been informed of the nature and the amount of the expenditure prior to the General Membership Meeting in which the proposed expenditure is to be voted on. Approval of the expenditure shall be by majority vote of the SHPOA Membership in attendance. The Membership shall be informed of the nature of the Vote by newsletter if time permits and by E-Mail of the Membership database by the Outreach Director.

SPECIAL PROJECTS

REQUEST

Any SHPOA Member may request that SHPOA consider supporting or conducting a Special Event, whether on a one-time basis or on an annual basis. The proposal must be submitted in writing to the Board for consideration. The request must include the following:

1. The purpose of the event
2. The Facilities needed
3. Security necessary
4. Staffing necessary

5. Proposed budget requirements

FUNDING

If a Special Project/Event not included in the budget is proposed to the Board, a complete report of projected receipts and expenditures must be submitted to the Board before the Event can be approved. If the proposed budget for the Event is anticipated to exceed one thousand dollars (\$1,000), the Proposed Project/Event must be submitted to the General Membership for approval subsequent to initial approval by the Board. The General Membership must be notified of the vote prior to the meeting in which the vote is to take place by newsletter if time permits and by E-Mail notification of the Membership database by the Outreach Director.

The Board cannot approve an Event if the Event's expenses plus the budgeted operating expenses for the Association for the following two (2) months exceeds the Association's bank balance.

COMMUNITY FUND RAISING

To reduce the number of Fund-Raising Events in the Shadow Hills Community as a whole, the Board may invite other organizations to participate in joint Events. This includes sharing the costs and the allocation of proceeds exceeding costs and will follow the same funding guidelines as outlined under the section on "FUNDING".

PROCEDURES FOR ADDRESSING COMMUNITY REQUESTS AND COMPLAINTS

Any member of the community, whether a SHPOA member or not, may submit a request for support on an issue that falls within the jurisdiction of SHPOA as stipulated in the By-Laws and the Policies and Operating Procedures manual.

A request for support must be made in writing and may be submitted to any Board Member. The Board Member shall present the request at the next scheduled Board Meeting. If the issue warrants, the President may call a Special Meeting of the Board. The Board shall vote to support or reject the issue.

A request that is voted on by the Board shall be presented at the next General Membership Meeting including the stand taken by the Board. A SHPOA Member may call for a vote of the General Membership, whether a hand vote or vote by secret ballot, to accept or override the stand taken by the Board following the rules stipulated

in the By-Laws. If a vote is taken by the General Membership in accordance with the standing rules and there is a majority vote to override the stand taken by the Board, the Board is obligated to support the conclusion reached by the voting majority.

The Board may vote to disassociate SHPOA from any issue by voting for non-involvement. If such is the result of a vote, each Board Member is obligated by their position as a Member of the SHPOA Board to refrain from taking a public stand on the issue in question on behalf of SHPOA.

SHPOA may not support a position that is in opposition to any policy stated in the By-Laws or the Policies and Operating Procedures manual.

SHPOA NEWSLETTER

COMMERCIAL ADVERTISEMENT

Advertisements shall not exceed one-third (1/3) of the newsletters content. Business in Shadow Hills shall have priority over others if space is limited.

Charges for advertisement – per issue:

Business Card Size: \$35

Quarter Page Size: \$70

The Treasurer shall bill advertisers after the newsletter is published. Any advertiser whose bill remains unpaid by the next newsletter will have the advertisement deleted unless special arrangements for payment have been made. Advertisers with unpaid bills shall not be permitted to place an advertisement in the newsletter until the bill is paid.

MEMBERSHIP

DUES

Membership Dues are twenty dollars (\$20) per Membership. Membership may be of an individual or family unit that lives in Shadow Hills. Said Membership is limited to one vote as stated in the By-Laws whether that vote be by the individual or a family unit as selected by dues payment choice.

Membership Dues received during the months of November and December shall be valid for the remainder of the current year and the following year.

If the Membership is not renewed by the end of the first quarter of the calendar, it shall be declared vacated.

VOTING

THERE ARE TWO TYPES OF VOTING PROCEDURES

Voting by a show of hands at a scheduled General Membership Meeting of the Association or at a Board Meeting.

The Presiding Officer of a meeting may conduct a vote by a show of hands on an issue that is moved to a vote by a Member of the Board. Any SHPOA Member may move an issue to a vote at a General Membership Meeting.

Unless stipulated otherwise in the By-Laws or the Policies and Operating Procedures manual, an issue will be determined by the side receiving a majority of hands shown.

Voting by secret ballot at a scheduled General Membership Meeting or a Board Meeting.

Any Member of the Board at a Board Meeting or any SHPOA Member at a General Membership Meeting may request a secret ballot on any issue. The request for a secret ballot shall be determined by a majority show of hands of the Members in attendance. If said secret ballot has been requested by a SHPOA Member at a General Membership Meeting, unless the matter is of a time-sensitive nature, said vote shall be tabled until the next meeting to allow notification of the total Membership of said vote by newsletter and by E-Mail notification of the Membership database by the Outreach Director. If it has been determined that a secret ballot must be taken, the Executive Secretary shall make up a sufficient number of ballots to satisfy the SHPOA Members.

To verify a Member's standing with voting privileges as defined in the SHPOA By-Laws, names shall be verified against the most recent Membership List by the Membership Director and the Vice President prior to receiving a ballot.

A secret ballot shall include a printed ballot and a blank envelop. The voter shall seal the ballot in the envelop.

The Executive Secretary shall appoint and chair an Ad Hoc Committee to process and count said ballots.

Unless otherwise stipulated in the By-Laws or Policies and Operating Procedures manual, a simple majority shall determine the result of the vote.

The ballots shall be saved by the Executive Secretary for a period of one (1)

year.

All voting must conform to the rules governing quorums as stipulated in the By-Laws. If a quorum is not present, any vote taken shall be declared invalid by the Presiding Officer and shall be so stated in the Minutes.

CORRESPONDENCE

A copy of all memos and letters must be maintained by the President and the Executive Secretary.

Correspondence regarding Association business sent by a Board Member must comply with the following rules:

A copy of all letters sent by a Member of the Board must be sent to each Member of the Board.

All correspondence addressed to someone not a Member of the Board must be reviewed by the President, Vice President and the Executive Secretary. If any should object to the content, the letter shall be presented to the Full Board for review and subsequent disposition.

GUIDELINES FOR E MAIL OUTREACH PROGRAM –Approved 10-11-2011

Note: There may be no deviation from these guidelines without prior approval of the Board

Purpose

- To support SHPOA overall mission and goals
- To provide a free, value-added service to SHPOA members
- To brand SHPOA with audiences and encourage SHPOA membership
- To serve the primary audience of SHPOA members and Shadow Hills residents.
Secondary audiences include immediately surrounding communities of La Tuna Canyon, rural Sun Valley, Lake View Terrace, Sunland and Tujunga.

Content Guidelines

- Approved Content Subjects
 - equestrian activities/services in Shadow Hills or immediate vicinity
 - local non-profit organization announcements
 - notices of missing animals/pets
 - notices of wildlife sightings
 - garage/estate sales by private residents in Shadow Hills
 - public safety news – road closures, flooding, trail damage, fires, trees down, motor vehicle accident, etc.
 - crime/public safety postings – tips from LAPD, questionable vehicle or individual sightings, Neighborhood Watch, etc.

- meeting dates for items of public interest presented by public agency or hosted by NC's, HOA's, non-profits
- Non-Approved Content Subjects
 - Political fundraising
 - Political statements
 - Unpaid ads by businesses and individuals
- Other Content Subjects
 - Must be approved by the Board
- Length of Emails (should be short and sweet)
 - Approximately 100 words is the goal
 - 1-2 attachments (250 word – one page flyer or one page letter or two pix maximum)

Distribution Guidelines

- Consideration needs to be given to electeds, law enforcement and others outside SHPOA who just need critical emails.
- shpoa@shpoa.us is not for personal use
- outreach chair may not eliminate email recipients without board approval

Schedule/Frequency (respect privacy, avoid being intrusive or classified as junk/spam)

- Option: limit to a specific number a day (5 max) or create one mailing per day (excluding emergencies) consisting of up to 5 routine announcements under the banner “SHPOA’s Daily Fodder.” Possibly include Shadow Hills “pic of the day.”
- Augment daily announcement as needed with emergency/urgent information
- Email to be sent Monday through Friday prior to 9 pm

Late Evenings/Weekends/Holidays – emergency announcements only (public health, animal health, lost/found pets, public safety, etc.

MAINTENANCE OF THE POLICIES AND OPERATING PROCEDURES MANUAL

It shall be the responsibility of the Executive Secretary to maintain the Policies and Operating Procedures Manual. This document can be modified in the following manner:

The change shall be presented to the Board for approval. If approved by a two-thirds (2/3) majority vote of the Board, the change will become effective on the first day of the following month. A copy of the revised Policies and Operating Procedures manual shall be made available to each Board Member at the next Board Meeting.

The SHPOA By-Laws shall be the final authority should the Policies and Operating Procedures be in conflict with the By-Laws.

