



# Montego Bay Civic Association

## **BOARD OF DIRECTORS**

### Operational, Administrative, and Procedures

## **MANUAL**

### August 11, 2012

**PURPOSE:** This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

#### **MEETINGS**

##### **General Membership Meetings:**

1. **Participation:** Before each General Membership Meeting; members in good standing will check in and receive a voting flyer. Owners of multiple properties will be issued a voting flyer with the number of votes that owner may cast.
  - a. The Treasurer shall provide to the Secretary 35 days before the General Membership Meeting a list of all Owners who have outstanding fees due to the Association and, therefore, are not members in good standing.
  - b. The Chairman of the Architecture Committee shall provide to the Secretary 35 days before the General Membership Meeting a list of all Owners who are in violation of any provision in the Declaration of Restrictions, and, therefore, are not members in good standing.
  - c. The Secretary shall have prepared an alphabetical list of all members in good standing the week of the General Membership Meeting entitled to attend the General Membership meeting and participate. The list will be provided to the sign-in coordinator the morning of the General Membership Meeting. Members will be given entrance to the meeting after their names have been checked against the alphabetical list; members in good standing will receive a voting flyer and members not in good standing may attend but will not receive a voting flyer.
2. **Order of Business** The order of business at all regularly scheduled meetings of the General Memberships may include, in no specific order, the following:
  - a. Roll call of Directors.
  - b. Roll call of Committee Chairmen
  - c. Proof of notice of meeting or waiver of notice.
  - d. Approval of minutes of preceding General Membership meeting.
  - e. Election of Directors and Officers. (August General Membership Meeting only.)
  - f. Reports of officers, if any.

- g. Reports of committees, if any.
- h. Old business.
- i. New business. (Including submission of petitions.)
- j. Adjournment

**Board Meetings:** The regular meeting of the Board of Directors shall be held on the second Saturday of each month at nine (9) o'clock AM at the office of the Association. If a quorum of Directors is not present, the meeting can be conducted but no business may be transacted and no motions may be passed. However, those present may adjourn and reschedule the meeting at which a quorum shall be present, before the next regularly scheduled meeting. Generally:

1. Owners, and their guests, must sign in.
2. Invited Guest Speakers will be signed in by the Owner sponsoring their visit.
3. Officers and Board members attending will be notated by the roll call and listed in the minutes of the meeting.
4. Owners may speak on Board business with the permission of the President.
5. Owners may speak during the Good of the Association on any topic after being recognized by the President.
6. Meetings of the Directors may be recorded by anyone present.

**Closed Meetings:** Meetings may be closed only as authorized by the Homeowners Association Act of Maryland. The Act required procedures must be followed. A statement of the time, place, and purpose of a closed meeting, the record of the vote of each Director by which the meeting was closed, and the authority under this section for closing a meeting shall be included in the minutes of the next meeting of the Board of Directors. The final outcome of any such meeting will be included in the minutes of the next meeting of the Board of Directors and the record of the vote of each Director.

