



# 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 to document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

**General:**

1. The procedures contained herein incorporate procedures reflected in previous minutes of the Board of Directors meetings, the previous procedures and responsibilities outlined in former Bylaws and supporting manuals, and the general practices and policies that have been implemented informally over time.
2. This Manual cannot replace or override any requirement or intent established by the MBCA Declaration or Bylaws or Articles of Incorporation. This Manual cannot give the Board any additional authority that the Bylaws or Declaration of Restrictions have not granted.
3. Nothing in these procedures or in this Manual in any way authorizes any Montego Bay Board Member to assume Town of Ocean City authority for inspection responsibilities or enforcement of Town of Ocean City codes – that is the job of the Town of Ocean City employees. Any such misrepresentation is cause for removal action to be initiated. MBCA Board members have the authority to enforce codes that the Association has adopted as MBCA standards and procedures, but only within the authority granted by the Association.
4. Changes to the procedures, responsibilities, or intent of the Manual are by a majority vote of the Board (the President votes only in the event of a tie) of all seats filled or by a 'sense of the Board' as reflected in Board of Director meeting minutes..
  - a. Administrative and editorial changes for clarification or refinement of a Committee's procedures by the majority of the Committee members do not need approval of the Board.
  - b. The Secretary is tasked with the responsibility to maintain the Manual, notify the Board of changes the Board may need to be aware of, and incorporate procedural or policy motions passed by the Board.