

**Eight Point Lake Property Owners' Corporation
Policy / Procedure**

Issue Date: 8/31/2024	Title: Corporation Meetings	Author: Doug Rau
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Statement of Purpose

Per Section 7 of the Eight Point Lake Property Owners' Corporation (EPLPOC) Bylaws, varying types of corporation-related meetings are held. These meetings are conducted in the course of carrying out activities associated with the Corporation's purpose, which is to enhance the welfare of all who live and own property at Eight Point Lake through activities which promote community safety, education, property preservation, environmental protection, and recreation. Presented below are the recognized policies and procedures associated with EPLPOC meetings.

Policy

NOTE: Portions of the policies documented here are taken directly from the EPLPOC Bylaws. As such, when making changes to these policies, care must be taken to maintain consistency with the Bylaws. See additional direction in the 'Procedure' section of this document.

1. General Membership Meetings – Standing

- 1.1. Standing General Membership meetings will be held to provide general updates regarding topics relevant to the Corporation and its members, including providing committee updates as needed. Additionally, during Standing General Membership meetings, members will be made aware of elections and topics that will require their active participation of placing votes, including for Shore Representatives, that will take place during Standing General Membership Meetings.
- 1.2. There will be two standing annual General Membership meetings, typically held at 9:00 AM at the EPLPOC Clubhouse (corner of Rock and Garfield roads) on the following dates:
 - 1.2.1. A spring meeting, typically held the Saturday before Memorial Day
 - 1.2.2. A fall meeting, typically held the Saturday before Labor Day
- 1.3. The Board Chairperson will place matters on Standing General Membership Meeting agendas. Input from the Shore Representatives and general membership will be considered when formulating agendas.

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- 1.4. The Board of Directors shall be responsible for establishing procedures regarding meeting execution and protocol. As of the time of this policy document's creation, the Standing General Membership meetings will be open to all Corporation members and will be conducted in a manner consistent with 'Robert's Rules of Order' parliamentary procedures.
- 1.5. The Board Chairperson shall be responsible for communicating recommendations of the Board to the Corporation members. This responsibility may be delegated to others, including Committee Chairs, when deemed appropriate by the Chairperson.
- 1.6. Minutes of Standing General Membership meetings will be taken by the Corporate Secretary, approved by the Board, and made available to the general membership.

2. General Membership Meetings – Special Purpose

- 2.1. In the event topics arise during the course of the year that are not able to be addressed during regularly scheduled Standing General Membership meetings, Special Purpose meetings provide an opportunity for Members, or the Board of Directors, to bring such topics forward for General Membership consideration.
- 2.2. The Board of Directors shall be responsible for establishing the specific process to request Special Purpose meetings. This includes the process by which EPLPOC members are notified of Special Purpose meetings.
- 2.3. Board of Directors members of the Corporation may request Special Purpose meetings by presenting a formal request to their fellow Board members.
- 2.4. General members of the Corporation may request a Special Purpose meeting by presenting a formal request to the Board of Directors. The requests should generally be directed to an Officer of the Corporation as defined in Section 6.5.1 of the EPLPOC Bylaws, such that the request may be shared with the full Board. It is also encouraged that members inform their Shore Representative(s) of any Special Purpose meeting requests.
- 2.5. Requests for Special Purpose meetings from general members must be supported by a minimum of 30 current members of the Corporation. *Note: Currency of membership is defined in Section 3.3 of the Bylaws.*
- 2.6. Requests for Special Purpose meetings from general members must be in the form of a petition with written or verifiable electronic signatures.
- 2.7. The Board of Directors has the responsibility to approve or reject requests for Special Purpose meetings following the Board voting rules defined in Section 4.4 of the Bylaws.
- 2.8. As Special Purpose meetings may be called at any time, notification shall be made to the general membership following meeting approval by the Board. To

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control costs, such notification will be made electronically as opposed to USPS mail. These electronic notifications will be made via email addresses submitted to the Corporation as included in annual membership applications. A minimum of ten days notice will be provided to EPLPOC members prior to the Special Purpose meeting.

- 2.9. The Board Chairperson will place matters on Special Purpose General Membership Meeting agendas. Input from the Shore Representatives and general membership will be considered when formulating agendas.
- 2.10. The Board of Directors shall be responsible for establishing procedures regarding meeting execution and protocol. As of the time of this policy document's creation, the Special Purpose General Membership meetings will be open to all Corporation members and will be conducted in a manner consistent with 'Robert's Rules of Order' parliamentary procedures.
- 2.11. Minutes of Special Purpose General Membership meetings will be taken by the Corporate Secretary, approved by the Board, and made available to the general membership.

3. Board Meetings - Standing / Regular

- 3.1. In order to fulfill the responsibilities of the Board of Directors as defined in Section 4.1 of the EPLPOC Bylaws, the board will meet on a regular basis to conduct the business of the Corporation.
- 3.2. A standing Board meeting will occur prior to, and immediately following, each of the standing General Membership meetings defined in 1.2 above. The Board meetings held prior to the standing General Membership meetings will typically occur one to four weeks prior.
- 3.3. At the discretion of the Board of Directors Chairperson, additional Board meetings may be scheduled with at least 10 days notice being provided to all Board members. These meetings are not considered to be standing, but would occur as needed to conduct business of the corporation and would operate using regular procedures for conducting the general business of the Corporation.
- 3.4. The Board Chairperson will place matters on Board Meeting agendas. Input from the Shore Representatives and general membership will be considered when formulating agendas.
- 3.5. The Board of Directors shall be responsible for establishing procedures regarding meeting execution and protocol. As of the time of this policy document's creation, Standing / Regular Board meetings will be conducted in a manner consistent with 'Robert's Rules of Order' parliamentary procedures and closed to the general membership. However, based on the Board Chairperson's discretion, these meetings may be opened to the general membership. The meetings will

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generally occur in person, but may occur virtually or in a hybrid manner through the use of technologies such as email, text messages, Zoom, Microsoft Teams, or Google Meet. When participation is virtual, a record of the virtual participants should be made in the minutes of the meeting.

- 3.6. Minutes of Standing / Regular Board meetings will be taken by the corporate secretary, approved by the board, and made available to the general membership.

4. Board Meetings - Emergency

- 4.1. Emergency board meetings may be called if there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board of Directors.
- 4.2. Any Board member may request an emergency meeting of the Board. Such requests should be directed to the Chairperson, but presented to the full Board of Directors.
- 4.3. Approval to call / proceed with an emergency meeting of the Board is based on the following:
 - 4.3.1. Given the responsibilities and expectations defined for the Chairperson in Section 4.3.2 of the EPLPOC Bylaws, the Chairperson may call an emergency Board meeting at their discretion.
 - 4.3.2. Given the responsibilities and expectations defined for the Executive Committee, as noted in Section 6.5 of the EPLPOC Bylaws, any two members of the Executive Committee may call an emergency Board meeting.
 - 4.3.3. If there is support from the simple majority of the full Board of Directors to support an emergency meeting, the majority of the Board may call an emergency Board meeting.
- 4.4. The Board of Directors shall be responsible for determining meeting execution and protocol. As of the time of this policy document's creation, emergency Board meetings will be conducted in a manner consistent with 'Robert's Rules of Order' parliamentary procedures and closed to the general membership. The meetings may occur in person, virtually, or in a hybrid manner through the use of technologies such as email, text messages, Zoom, Microsoft Teams, or Google Meet. If the full Board of Directors is not able to join in person, every attempt should be made to support virtual participation. When participation is virtual, a record of the virtual participants should be made in the minutes of the meeting.
- 4.5. The Board Chairperson will place matters on Emergency Board Meeting agendas. Input from the full Board of Directors will be considered for the agenda.

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- 4.6. Minutes of emergency Board meetings will be taken by the corporate secretary, approved by the board, and made available to the general membership.

5. Committee Meetings

- 5.1. In support of Bylaw Section 6, Committee meetings will be held to aid in the completion of Committee tasks assigned by the Board Chairperson.
- 5.2. Committee meetings will be scheduled on an as-needed basis at the discretion of the Committee Chairperson.
- 5.3. The agenda for Committee Meetings will be formulated by the Committee Chairperson on an as-needed basis, and will be based on the tasks assigned, work to be performed, and input from the Committee members.
- 5.4. Committee meetings may be informal in nature, without the need for being consistent with parliamentary procedures.
- 5.5. The need for minutes will be at the discretion of the Committee Chairperson. If minutes are deemed necessary, a Committee Secretary will be selected by the Committee members and will be responsible for producing a written record of meetings as needed and provided to the Committee members.
- 5.6. The activity of each Committee meeting need not be reported, but periodic Committee progress reports may be requested by the Board Chairperson, in which case the Committee Chairperson will be responsible for such reporting.
- 5.7. Committee Chairpersons will be responsible for providing updates to the Corporation members and/or Board of Directors if so requested by the Board Chairperson.
- 5.8. The Executive Committee, as defined in section 6.5 of the EPLPOC Bylaws, is recognized to be a standing committee. While this committee is not appointed in the same manner as other EPLPOC committees, it generally adheres to the committee meeting principles outlined above.

Procedure

Note: Only procedures which are not already outlined in the Policy section above are presented here.

1. The above stated policies must be consistent with the meeting definitions stated within the EPLPOC Bylaws. As such, any proposed change is to be presented to a member of the EPLPOC Board of Directors so the change can be presented to the full Board for evaluation. If a proposed change has no impact on the Bylaws, it may be adopted upon Board approval. However, if a proposed change impacts the Bylaws, it must be presented to the full EPLPOC membership for approval via vote at a General Membership meeting.

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2. The procedural steps for recording and publishing meeting minutes are documented within the "Posting of Association Minutes" policy/procedure.
3. Meeting related concerns or recommendations may be submitted to the EPLPOC Board of directors via email to info@8pointlake.org

REVISION HISTORY

Rev #	Date	Description of Revision	Revised By
1.0	8/31/2024	Document origination.	Doug Rau