

**Proposal for the Development of a Simplified set of
Rules for Conducting GHEHA Meetings
(Based on Robert's Rules of Order)**

Proposed: That the Grande Hills Estates Homeowners Association's (GHEHA) board select a set of rules by either a voice vote or a majority of all of the duly elected board members.

That the GHEHA board compose a brief synopsis of Robert's Rules of Order for the use of members board to help facilitate meetings. They may appoint a volunteer *ad hoc* committee to assist them in doing this. This will be a brief synopsis that covers the peculiarities of the GHEHA and its meeting requirements. A copy of this synopsis will be mailed to all members with a brief newsletter going out before the meeting of its first use.

That the GHEHA board select the generally accepted set of rules known as the "Simplified Rules of Order for Conducting Meetings of the GHEHA" based on Robert's Rules of Order.

Ad Hoc committee appointed by the Board: Saturday, 15 January 2000

The following members of the GHEHA community were appointed:

Thomas Peters
Jared T. Witherup

Adopted by the Board: 20 March 2000

**Adoption of the "Simplified Rules of Order for
Conducting Meetings of the GHEHA"
(Based on Robert's Rules of Order)**

Proposed: That these rules be accepted as modified by the Board as the "Simplified Rules of Order for Conducting Meetings of the GHEHA" based on Robert's Rules of Order.

That these rules will go in effect at the start of the meeting at 6:30 p.m. on Monday, 22 May 2000 by using the following procedure:

- (1.) The meeting is to be started by the Chair by announcing at the appointed time and place that "This meeting of the Grande Hills Homeowners Association is hereby called to order."
- (2.) At the first meeting the Chair will announce as the first order of business that the board has established rules for the sake of meeting efficiency, conduct and decorum. The GHEHA board has selected set of rules known as the "Simplified Rules of Order for Conducting Meetings of the GHEHA" based on Robert's Rules of Order.
- (3.) Henceforth all meetings will be conducted using these rules, a copy of which shall be made available at all meetings for use by the Parliamentarian.
- (4.) The Chair will announce the various positions they previously selected for meeting purposes and the board members holding said positions.
- (5.) The meeting will then proceed using the newly established rules.

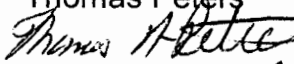
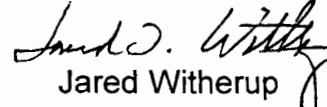
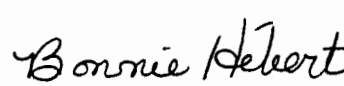

Adopted by the Board:

17 May 2000

Grande Hills Estates Homeowners Association, Inc. Waldheim, Louisiana	Simplified Rules of Order for Conducting Meetings of the GHEHA (Based on <u>Robert's Rules of Order</u>)	GHE-5
		Association Document

Substantive revisions are shown by R and (Text).

APPROVAL

ORIGINATED	APPROVED	RECORDED
GHEHA <i>Ad Hoc</i> Committee to Develop Simplified Rules of Order For Conduct of Meetings Thomas Peters   Jared Witherup	GHEHA Board of Managers, President  Bonnie Hebert	GHEHA Board of Managers, Secretary  Judy Coker

DISTRIBUTION

Official Copies

- Copy 1..... President, GHEHA Board of Managers
- Copy 2..... File copy – Secretary, GHEHA Board of Managers
- Copy 3..... File copy on diskette– Secretary, GHEHA Board of Managers

The above listed copies will be considered the official copies for the GHEHA. The President's copy will be made available for reference at meetings. All landowner-members will be sent copies of changes as they are adopted by newsletter.

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RECORD OF REVISIONS AND REVIEWS

PAGE	REVISION	DATE	COMMENTS
1-3(0)	1.00	5/17/2000	Document was originally developed and approved.
1-8(0)		10/31/2000	Document has been placed in new the format with no substantive changes.

(#) Number of attachment pages

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OUTLINE

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- 1.0 Officers
- 2.0 Agenda
- 3.0 Voting
 - 3.1 Classes of Voting
 - 3.2 Methods of Voting
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- 5.0 Conduct of the Board of Managers and Committee Meetings
- 6.0 Conduct of Property Owners Meetings – Special Requirements for Meetings Lacking A Quorum
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0.0 Introduction

In order that the business of the Grande Hills Estates Homeowners Association, hereby designated as the GHEHA, be conducted in an efficient and expeditious manner as possible, the following set of rules have been established. These rules are written with the idea of protecting the rights: of the majority to decide, of the minority to be heard, of the individual members, and of absentees. These rules support the basic concepts of individuals to attend meetings, to make motions and speak in debate, to nominate, to vote, and to hold office. They also support the special and unique meeting requirements of the GHEHA. These Simplified Rules of Conduct for Meetings of the GHEHA shall adhere to and serve as an adjunct to the by-laws of the GHEHA.

1.0 Officers

- A. The five officers (known as Managers) of the Board of Managers, having been duly elected by the membership of the GHEHA, shall organize themselves in the following positions:
- (1.) President,
 - (2.) Vice President,
 - (3.) Secretary,
 - (4.) Treasurer; and,
 - (5.) Parliamentarian.
- B. Depending on circumstances and with the agreement of a majority of the board members, any of the five managers may serve as Chair.
- C. The Board will prepare an agenda prior to all meetings, in part derived from items submitted by members.

2.0 Agenda

- A. All business conducted will be carried out as listed in the agenda.
- B. The format for the agenda shall be as follows:
- (1.) Call to Order
 - (2.) Opening Ceremonies and Welcoming Remarks
 - (3.) Announcements, Programs and Guest Speakers (if any)
 - (4.) Minutes of the Previous Meeting
 - (5.) Reports of Officers (if any)
 - (6.) Report of the Board of Managers (annual meeting only)
 - (7.) Reports of Standing Committees (if any)
 - (8.) Reports of Special Committees (if any)

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- (9.) Special Orders
- (10.) Unfinished Business (if any)
- (11.) New Business
- (12.) Adjournment

- C. Any items to be included in the agenda by members must be submitted in writing to the Board at least four weeks prior to the meeting, so that the item(s) may be added in the agenda.
- D. Anything brought up at the meeting but not on the agenda may become "new business" for the next meeting, unless resolved during interim board meetings.

3.0 Voting

3.1 Classes of Voting

The following classes of voting defined below shall be used by the GHEHA after a quorum has been met:

- A. A Passing Vote - a vote requiring 51% of the voting acreage of the membership,
- B. A Two-Thirds Vote — a vote having at least 66 2/3 % of voting acreage, and,
- C. A Plurality Vote — a vote where the largest number wins when there are three or more choices (as provided by the by-laws).

3.2 Methods of Voting

The following methods of voting defined below shall be used by the GHEHA:

- A. Ballot Vote — where written ballots, which give clear instructions on use, are completed;
- B. Proxy Vote — where another party is given the written permission to vote in their place (to be used for the election at the Annual Meeting) and,
- C. General Consent - where the chair initiates the procedure to expedite routine business where the chair senses agreement (to be read as "If there be no objection, . . .") and the Chair always pauses briefly to note objections.

As noted in the bylaws, Ownership of one (1) acre of land in Grande Hills Estates constitutes one (1) vote including any fraction thereof. The Secretary will record all votes. For procedural voting of the Board of Managers for conducting business in their executive meetings, each Manager shall have one (1) vote.

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4.0 Conduct of Meetings — Meetings of Landowner Members

Because of the concept of a required Quorum to vote on general motions, meetings of the GHEHA will usually be as follows:

- * Where a Quorum is present agenda items may be voted on, and,
- * Where a Quorum is not present and general motions must be submitted for ballot vote to the majority.

All Member Property Owners are strongly urged to attend so that they may be properly represented and if a quorum may be achieved more business can be expedited. These procedures for conduct of meetings shall be followed for all meetings, however, for smaller meetings, such as for the Board of Managers, by consensus, less formality may be used.

- A. Each year the Board must call a minimum of two (2) Landowner Meetings, which includes the Annual Meeting in January.
- B. The entire membership will be notified not less than ten (10) days prior to meeting.
- C. The meeting will be called to order by the Chair at the established time and date.
- D. The meeting shall proceed by following the prepared agenda noted above.
- E. Each person must sign in at the meeting, which satisfies the required roll call.
- F. A member property owner must raise his or her hand to be recognized by the Chair. They must give their first and last name after being recognized. Only certified property owners-of-record will be allowed to speak.
- G. The Chair has the duty to recognize speakers in order, i.e., by recognition in the order in which they raise their hands.
- H. If the Chair has not recognized someone in order, he or she may call attention to this by saying "Point of Order," and then explaining this to the Chair. The Chair will make a decision on who is next and the decision is final. Only one person may speak at a time.
- I. Personal remarks are always "Out of Order" (Debate must always be directed to *motions* and not *personalities*.)
- J. The Chair is charged with keeping order at the meeting and may take reasonable steps to enforce this authority. This authority includes appointing Sergeants-at-arms to assist in this function if necessary.

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- K. If someone is ruled "Out of Order" more than three (3) times, the Chair may order him or her ejected from the meeting.
- L. The Chair may rule misuse of these rules of order and procedure as dilatory tactics and "Out of Order."
- M. Any and all matters of parliamentary procedure will come under the rule of the Chair and the Parliamentarian.
- N. Only single issue motions may be proposed. Such motions must be addressed to the Chair and opened for discussion. No other unrelated motions may be made until discussion is ended on the current proposal.
- O. In the interest of time, the Chair may limit discussion to three (3) minutes for each speaker.
- P. The Chair may speak on a motion after temporarily relinquishing the Chair to another Manager and reassuming the position when finished.
- Q. Any proposal must be voted on by:
 - (1.) First having any Grande Hills Estates landowner ask the chair to end discussion,
 - (2.) With a "second" by another landowner, and,
 - (3.) The Chair shall call for the appropriate vote.

Note: If a Quorum is not present, the Chair will have the Secretary schedule the motion for a ballot vote of the entire membership at a future date using the prescribed procedure in Section 6.0 below, If not resolved in the interim by the Board of Managers.
- R. Once a question has been decided or discussion closed on it, it is not in order to bring up the same motion or one essentially like it at the same meeting.
- S. The Chair may use a "Consent Agenda" to expedite non-controversial items to save time. This shall be drawn up in advance by the Board of Managers.
- T. All proposals and votes are to be recorded by the Secretary.

5.0 Conduct of the Board of Managers and Committee Meetings

The Board of Managers shall conduct meetings in executive session by mutually agreed upon less formal rules of their own design. All votes will be by majority or consensus and records will be kept of actions considered. The Board of Managers shall meet on a monthly basis, however scheduling should take into consideration the time constraints of the individual managers to

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achieve maximum attendance.

Committees may select any format to effectively carry out their specialized tasks. However, they must keep a record of their meetings to help the Board to better understand activities and explain their findings to the general membership.

6.0 Conduct of Property Owners Meetings — Special Requirements for Meetings Lacking a Quorum

Meetings lacking a Quorum require special consideration pertaining to any individual issue motions that are made. Such motions may be proposed and seconded at these meetings but cannot be voted on. They may be presented to the entire membership for a vote or acted upon by the Board of Managers. The procedure for this is as follows:

- A. The Secretary records a motion that has been duly seconded.
- B. The proponent submits a supporting statement to the Secretary within three (3) weeks of the proposal of the motion. This statement shall be limited to no more than 100 words.
- C. The Board of Managers may submit an opinion, *pro* or *con*, to the Secretary.

7.0 Special Consideration on Ballot Votes

Any motion placed on the ballot will include the proponent's supporting statements and may include FOR or AGAINST statements from the Board of Managers. In any case, this vote on a motion cannot be delayed by the Board past the regular Annual Meeting and election in January.

8.0 Records

All obsolete copies of this document shall be archived indefinitely and kept on file by the GHEHA Secretary.

9.0 Attachments

There are no attachments to this document.

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