

Board Meeting Procedure

These procedures will govern the current board for its full term unless amended

1. Call to Order: The Chair will call the meeting to order at the scheduled time and place; however the meeting will not be called unless at least 3 board members are present and the meeting is ready to be convened, and is ready to be recorded.
2. The chair will ask if there are any corrections/additions/deletions to the agenda. If none, a motion to approve the agenda will be made, seconded and voted on (needs a majority). If any member requests a correction, or add or delete an item, they will make a motion to that effect, be seconded and passage will require a unanimous vote.
3. Treasurers and Secretary's reports will be read. The Chair will ask if there are any corrections. Make corrections for the record, obtain a motion and second, followed by a vote (majority) to approve.
4. Agendas and Board actions Generally:
 - a. Any board member can submit an item for the agenda for discussion by the board. Submissions must be submitted to the secretary no later than 10 days before the meeting date. Any written attachments for board review must be submitted to the Secretary at least 3 days prior to the meeting, to be included with the agenda.
 - b. Any Item for discussion on the agenda will be introduced by the author, explaining the action needed, the reasons for the action and the costs to the corporation, five minutes maximum. Board member discussion upon recognition by the chair will be limited to 3 minutes for each member, with a 3 minute rebuttal, after which the chair will ask for a motion, to approve or table, if no motion is made to act on the item, it will have to be rescheduled on a future agenda or considered acted upon.
 - c. Board members shall address the board upon recognition of the chair, no discussions between board members will be allowed. Should this occur the chair will call a 5 minute recess.
 - d. When a motion is approved, it can be reconsidered by a motion to reconsider made by a member who voted for the motion. If said motion to reconsider was on the agenda, the motion can be acted on at that meeting, otherwise it will go on the agenda for the next meeting.
 - e. The board must approve by motion the following items:
Expenditures over \$700, appointments/resignations of board members, contracts over \$700 for employment by the corporation, agreements with other agencies or corporations.

Community Meeting Procedure

1. The Board of Directors will take no action at a community meeting. The community (members) can give input, make and pass motions; subject to the quorum requirements (15 at regular meetings and 25 at the annual meeting) and a 2/3 affirmative majority. The motions passed shall become effective to the corporation management if, it pertains to expenditures greater than \$2000, election voting/certification and recall of board members.

Other motions passed will be considered advisory to the board and taken up at the next Board meeting.

2. Call to Order: The Chair will call the meeting to order at the scheduled time and place; and the meeting will be recorded.
3. The chair will ask if there are any corrections/additions/deletions to the agenda. If none, a motion to approve the agenda will be made, seconded and voted on (needs a voting member majority). If any member requests a correction, they will make a motion to that effect, be seconded and passage will require a 2/3's voting members majority vote.
4. Treasurers and Secretary's reports will be read. The Chair will ask if there are any corrections. Make corrections for the record, obtain a motion and second, followed by a vote (voting member majority) to approve.
5. Owners, members and residents will have the opportunity to give input to the board at Community meetings, subject to a 5 minute time limit, to ask questions of the board, on any matter pertinent to the corporation's (MM Inc and MM Water Inc.) Any question that cannot be answered at the meeting will be addressed at the next community meeting.