

# **PALMER LAKE BEACH CLUB (PLBC)**

## **POLICY**

### **Special Membership Meetings**

*2020-11-03*

As detailed in Article II, Section 1 of the Bylaws, 10% of the Membership can call a special membership meeting. To ensure that such a special meeting is properly called, the following administrative procedure shall be used:

A. Member(s) desiring to initiate a special meeting shall notify the Board of Directors "Board" of their intent. As part of this notification, the Member(s) shall inform the Board of the specific detailed meeting agenda items and motions. If the initiating Members plan to make motions, and desire for absentee ballots, the motion must be exactly written, otherwise absentee ballots cannot be accepted because the ballot would not reflect the actual motion. Any change of the motion from the original shall invalidate absentee ballots. The initiating Member(s) must be in good standing.

B. The Board, within 5 working days shall create a roster for use by the Member(s) to obtain the approval of at least 10% of the membership. The format of this roster shall be as follows:

(1) A table format printed on 8 ½" x 11 paper.

(2) Include as a minimum the following fields from PLBC's records – Property Address, Member(s) Name(s), a space for Member signature and date of Member signature, and at the top of each page the specific detailed meeting agenda items.

(3) The ownership roster shall not include any Member who is past due or otherwise not in good standing.

C. If the Member(s) desiring to initiate the special meeting return the roster with at least 10% of the Members approval, and such dates of signature are within a 60 day window from earliest to latest, and the roster is provided to the Board no later than 15 days from the latest Member signature, the Board shall call the special meeting as detailed in the Bylaws.

D. If the Board has reasonable belief that one or more signatures may not be of the actual Member, the Board may verify the roster. If any Member on the roster where a signature appears disputes that they have signed the roster, the Board shall document such dispute, and reject the roster from acceptance.

*Adopted by Email Board Approval*

*Reported in the 2020-11-12 Board Meeting Minutes*