

VI. OPERATING PROCEDURES

- A. A fiscal year begins July 1st and ends June 30th.
- B. Annual Association meetings will be held on the third Saturday of every May unless an alternate date has been requested by a majority of the members for a given year at the previous meeting.
- C. Written meeting notices, including the agenda, date, time and directions to location, will be sent by first class mail or delivered in person by the Secretary three (3) weeks prior to the meeting date to all BSRA assessed property owners. If for some reason a member does not receive said notice in that time, it is his/her responsibility to contact the Secretary.
- D. If less than 25% of the membership is in attendance at a meeting, those items needing the voting membership, not directly relating to road maintenance, will be considered incomplete until absent members have been notified by first class mail and given two (2) weeks (by postmark) to vote by mail. Regular road maintenance may proceed based on Bylaw guidelines.
- E. A letter from any member, received by the Officers no later than 4 weeks prior to an annual meeting, shall be sufficient for any item to be placed on the agenda for discussion or action by the membership. Items not on the agenda may be discussed but no action may be taken without proper notice.
- F. The Officers may originate items of action and submit them to the members by mail if a quorum is not present at a properly called Association meeting. The Officers will be obligated to submit any item by mail to the membership if requested to do so a majority of those present at an annual meeting even if a quorum is not present.
- G. There will be run-off elections whenever the required majority is not acquired, as in the following:
 - 1. There are more than two (2) nominees for Office or Parliamentarian.
 - 2. There are more than two (2) conflicting proposals or amendments.

In those cases the two nominees, proposals, or amendments with the most votes will be run-off in accordance with the herein-described voting processes.

- H. An amendment is effective after it has been presented to all members by mail ballot and at least 60% of those ballots have been received by the Association by the specified meeting and;