

MEADOWS COMMUNITY ASSOCIATION, INC.

MCA ASSEMBLY RULES

Authority: Pursuant to the Articles of Incorporation, the Corporation Bylaws, and other authority granted by the Board of Directors, the Assembly shall execute its responsibilities in a lawful manner, consistent with the governing documents of the Meadows and shall be guided in its operating procedures by the following rules:

Purpose: To serve as a nominations committee to select candidates to the MCA Board of Directors and to serve as Election Inspectors at the time of said election.

To provide the MCA Board of Directors advice and counsel relative to the Corporation's annual budget.

To provide a community forum for deliberate and responsible consideration of issues affecting the membership and, as a consequence, seek to provide the MCA Board of Directors the guidance of members on matters of importance to the membership including those of relevance on community, County and State wide basis.

Meetings: Regular meetings shall be held on the third Wednesday of each month, except during July and August; the Chairperson, a majority of the Assembly Executive Committee, or the President of the MCA Board may call a special Assembly meeting. The agenda for meetings will be at the discretion of the Chair. Agenda topics may be proposed by members of the Assembly Executive Committee and/or Delegates.

There will be regular monthly meetings, except during July and August, of the Assembly Executive Committee. The meeting shall be conducted during the first week of the month; the time, and day to be chosen by the chair. In March the Assembly Executive Committee shall meet at least one day after the Annual Meeting. The MCA Board of Director Liaison shall attend all meetings of the Assembly, the Executive Committee, and other meetings held by the Assembly.

Proper parliamentary rules of procedure (Robert's RULES of ORDER) are to be followed, as near as practicable, throughout the course of all business meetings and proper minutes of each such meeting shall be kept and retained as may be required.

Membership: All Property owners in The Meadows are members of the assembly.

Delegates: Delegates of the Assembly shall consist of:

- (1) all not-for-profit incorporated Association Presidents or their appointee,
- (2) five representatives of the Meadows Homeowners Association(MHOA), representing all single family homeowners not otherwise represented, and
- (3) one individual representing each of the four major property owners not otherwise represented.

Quorum: A minimum of fifteen not-for-profit incorporated Associations, including at least one (1) delegate representing the MHOA, shall constitute a quorum for the purpose of conducting the business of the Assembly.

Voting: Only Delegates may vote. The number of votes for each delegate is based on the most recent assessed valuation of Meadows property, as provided by County authorities. Each delegate shall vote as a representative of their association or organization. The number of votes for each delegate is based on the association's or organization's percentage of total assessed property value of all Meadows property.*

*Each of the five (5) Meadows Homeowners Association Delegates shall have twenty percent (20%) of the single family homeowner's votes.

A majority of representative votes, from those delegates present, is generally required to pass or approve an issue. If there is no clear majority in favor, on issues dealing with candidates, ballots may be passed out with the individuals getting the highest number of votes declared the winner(s).

On matters of procedure in the Assembly where, in the Chairperson's determination, formal voting is not required, voting may be had by a show of hands or such other measure of the members' expression as may be appropriate.

Organization: The Assembly Executive Committee consisting of a Chair, Vice Chair, Secretary, and two (2) members shall provide leadership for the Assembly, and shall also act as a "Search and Screening Committee" for the selection of MCA Board Candidates.

In March of each year, after the MCA Annual Meeting, the MCA President shall appoint the Assembly Chair and Board Liaison. The Assembly Chair, Board Liaison, and three (3) other members, selected by the new Chair, shall form a committee to nominate candidates for the four (4) positions on the Assembly Executive Committee (AEC), to be presented to the Assembly in March. Nominations may also be made by Voting Delegates

from the floor at the March Assembly meeting. The Assembly will cast their votes to select four (4) members to serve on the AEC. The five members of the AEC shall elect from their number an Assembly Vice-Chairperson, and a Secretary to begin immediately to serve one year terms in these positions. The Chair shall ask The MCA Board of Directors to confirm the AEC as the Search and Screening Committee(“election inspectors”) for the MCA Board elections.

All terms end on the date of the MCA Annual Meeting.

A member of the AEC shall serve no more than four (4) consecutive one (1) year terms. The Chair shall fill any vacancy for the unexpired portion of the term.

The Chairperson shall be the chief executive officer of the Assembly and shall preside at all Assembly meetings.

The Chairperson shall call meetings of the AEC, set agendas for all meetings, appoint committee members as required and generally see to the business of the Assembly and serve as its official spokesperson.

The Vice-Chairperson is vested with all the powers and responsibilities of the Chairperson in his/her absence.

The Secretary shall prepare and issue all meeting notices, as directed by the Chair, make a determination as to the required Quorum as being present for all meetings, shall record and keep minutes of meetings and shall be the official recorder of all voting action, in the Assembly, and shall certify as to the same.

Nominations

Procedures: The Assembly Chair shall serve as chair of the Search and Screening Committee for the elections of the MCA Board of Directors.

The Meadoword will prominently publish, in the August and September issues, that The MCA is searching for viable candidates and will invite all interested property owners to submit their names and complete the personal information questionnaire for consideration to the MCA office no later than the second Friday in October.

At the September meeting, The Assembly will take nominations from the floor, from Delegates, for candidacy on The MCA Board of Directors. Any nominee is required to fill out an information questionnaire.

After determining all proposed candidates eligibility, the Search and Screening Committee will review the personal information questionnaire(s) as to candidate qualifications and accept or deny the nominations.

In the event that there are more nominees than open positions on The MCA Board, the Search and Screening Committee may narrow the slate to the number of open positions, and submit those names to the Assembly at the October meeting. If the number of nominees is the same as seats available, voting may be had by a show of hands or such other measure of the members' expression as may be appropriate.

If the Search and Screening Committee selects more nominees, than Board positions available, the Delegates shall vote to confirm no more than two candidates over and above the number of positions open.

By December 15, the AEC will submit to The MCA President the names of the candidates nominated for election to The MCA Board of Directors.

Search and Screening Committee

It is vital that members of the Assembly Search and Screening Committee should have some knowledge and understanding of the mission and purpose of The MCA. The following are guidelines for the Search and Screening Committee to follow when considering candidates for The MCA Board of Directors:

1. Only members of The MCA may be considered. While members who are part time residents cannot legally be excluded from consideration, preference will be given to MCA members who are full time residents.
2. Candidates will be asked to complete a personal information questionnaire which will provide information such as Meadows property owned, years/type of residency, MCA volunteer positions held, other volunteer positions held, business and education background, managerial and technical expertise. Candidates may attach a resume to the questionnaire. Candidate's information questionnaires will be reviewed by the Search and Screening Committee as an aid in selecting the most qualified candidates. At the discretion of the Chair, interviews may be conducted.
3. Current members of the MCA Board who are eligible for re-election will be asked by the Search and Screening Committee if they are interested in being a candidate and if so, will be strongly considered for nomination by the Committee.
4. The Committee will confirm the candidate's willingness to serve before making a final commitment as to their nomination.
5. Candidates chosen may be required to participate in a "Get to know your Candidate" night at the January Assembly meeting.

Amendment: The Assembly rules may be amended by the MCA Board of Directors.