



Lake Manitou Association

Process & Procedure Documentation

Calling Lake Board and Membership Meetings

Process 1	The electronic version of this document is controlled; all other versions are uncontrolled (for reference only)		
Process Owner:	Date Approved:	Version Number:	
Lake Manitou President	03/23/06	1.1	

1. OBJECTIVE/PURPOSE:

The purpose of conducting a Lake Manitou Association Board meeting is to gather the Lake Manitou Association leadership together to address business, legal, and residential issues as they arise to accomplish the objectives of:

- (1) Maintaining and improving the residential characteristics of the Association area, by making rules and regulations regarding the use and control of the Lake, including the enforcement of the Restrictions as amended, and recorded, in their entirety;
- (2) Providing methods of cooperation whereby members can collectively achieve mutual advantages that could not be achieved individually, and;
- (3) Promoting social and recreational activities among the members.
- (4) Enforcing the provisions of the Lake Manitou By-laws and Amended Restrictions and engaging in such additional activities and functions as is commonly associated with property owners and lake associations.

The purpose of conducting a Lake Manitou Association membership meeting is to meet the requirements of the Lake Manitou Association By-Laws, elect new officers (summer), and provide a forum where Association members can hear about the accomplishments and provide input on areas of concern or focus for the Lake Manitou Association Board.

2. RESPONSIBILITIES:

Lake Manitou President – Lake Manitou Officer responsible for scheduling and conducting the summer and winter Membership meetings.

Social Committee – Committee responsible to distribute the notice of the date and time for the summer and winter meeting by mail, coordinate the summer and winter meeting events, arrange for facilities and transportation if the meeting is physically on the lake, and for calling the Association Membership to determine who will be in attendance and/or their meal preferences.

Lake Manitou Board – responsible to set and approve the agenda prior to the summer and winter meetings.

Secretary – Lake Manitou Officer responsible to provide a record of the motions, vote results, and pertinent discussion on subjects brought before the Board and membership at meetings and person to provide additional support for the mailing notification if the Social committee is unable or requires assistance. Person responsible for the distribution of the approved meeting minutes to the Association membership.

3. DEFINITIONS:

Roberts Rules of Order – a set of generally understood rules for conducting private or public meetings for business, organizations or other types of purposes. Details are published on the internet, in books at the Public Library or possibly as an excerpt included in the Lake Manitou Process & Procedures.

Board – Lake Manitou Board of Directors and Officers

Minutes – a record of the meeting proceedings, stating what was done and not what was said, unless it is to be published.



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4. PROCEDURE / DESCRIPTION:

There are three types of meetings used to conduct Lake Manitou Association business and all meetings generally follow a modified Roberts Rules of Order format.

Meeting Type: The first type is an open Board meeting. This type of meeting is usually scheduled in advance and the date and time of the next meeting may be published in the minutes of the previous meeting. Residents may attend all of these meetings, however, they should call in advance to ensure proper seating and facility availability. This meeting may be called on an immediate basis to address urgent Association business.

The second type of meeting is the Lake Membership meetings conducted in the winter and summer. The purpose of the summer meeting is to elect the new lake leadership, review lake issues and actions by the Board. The winter meeting is more of a social event and is used to gather input for the upcoming budget year and help establish lake priorities. These meetings are usually scheduled in conjunction with a catered dinner or Pot Luck. Association members may choose to attend the business portion of the meeting only and not participate in the dinner. The estimated time for the business meeting should be published on the invitation / notice. The Social Committee takes the lead to coordinate and facilitate the summer and winter events. The winter meeting usually takes place at a hall, restaurant, or other dining establishment while the summer meeting is held outdoors usually on the lake or on an adjacent lot. Kiwanis Acres has been used as the back-up site for the summer meeting in the case of rain. The Association members are to receive mailed notices regarding the summer and winter meeting, two-weeks prior to these membership meetings.

The third type of meeting is a phone call or personal dialog usually conducted one-on-one. This is reserved for urgent issues where physically getting together is impractical or not feasible and the timing for a decision is very short. In this meeting, the President and/or Vice President will solicit board members and officers vote(s). The result of the vote will be reviewed in the Executive Minutes of the next meeting and the vote results will be published in the minutes of the meeting where the Executive Minutes are reviewed.

Agenda: Our regular Board meetings are the core direction-setting activity of our Association. It is important that we keep the meeting moving and on track and that we conduct business efficiently. It is also useful to remember that the impressions of Association members regarding how well we are performing our jobs may be shaped by the efficiency and effectiveness at these meetings. We must make the best use of our time and we owe it to ourselves, to fellow Board members, and to the Association members to not waste their time during these meetings.

Each meeting will begin by adopting an agenda. The President will conduct the meeting on a previously mapped course - the agenda. Keeping to the agenda and minimizing introduction of new topics not already on the agenda promotes efficiency and prevents valuable time from being wasted in answering questions and examining issues that should have been studied prior to the meeting. Adoption of the agenda will be based on a majority vote of the members participating for a membership meeting or the majority vote of the Board members for a Board meeting.



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Meeting Times: The Board meetings and winter Membership meetings are typically held at night (6:00 PM or later) to increase the probability of Lake Board and Residents participation. The winter meeting is typically scheduled for a Friday evening, while the outdoor summer meeting usually starts between 2:00 - 4:00 pm on a Sunday to take advantage of the outdoor lighting.

Minutes: The recording officer for the Association is called the Secretary and is the custodian of its records except such records as are specifically assigned to others, such as the treasurer's books. These records should be open to inspection by any member at reasonable times and with reasonable notification. Where a committee needs any records of the Association for the proper performance of its duties, they should be turned over to its chairperson by the Secretary.

In addition to keeping the records of the Association and the minutes of the meetings, it is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required; to notify officers, committees, and delegates of their appointment, and to furnish committees with all papers referred to them. The Secretary should keep one book in which the by-laws, special record, and the modified rules of order should all be written. Whenever an amendment is made to any of them, in addition to being recorded in the minutes, it should be immediately entered on the article amended, with a reference to the date and page of the minutes where it is recorded.

In addition to the above duties, it is the Secretary's responsibility to send out proper notices of all called meetings, and of other meetings when necessary, and to conduct the correspondence of the Association, except as otherwise provided.

The secretary should have, at each meeting, a list of all standing committees, as well as the by-laws of the Association and its minutes for the past year.

In the absence of the President and Vice-President, when the time for opening a meeting arrives, it is the Secretary's duty to call the meeting to order, and to preside until the election of a chairman pro-tem., which should take place immediately.

The Secretary will keep a record of the proceedings, stating what was done and not what was said, unless it is to be published, and never making criticisms, favorable or otherwise, on anything said or done. This record, called the minutes, is kept as explained below.

When a committee is appointed, the Secretary should hand the names of the committee and all papers that are referred to it, to the chairperson of the committee or some other of its members. The Secretary should endorse on the reports of committees, the date of their reception, and what further action was taken upon them, and preserve them among the Association records, for which they are responsible.

The record of the proceedings of the Association is called the Minutes. The essentials of the record are as follows:

- (a) the kind of meeting, "Membership", "Board", or "Special";
- (b) name of the organization (Lake Manitou Association);
- (c) date of meeting and place, when it is not always the same;
- (d) the fact of the presence of the Board members;
- (e) whether the minutes of the previous meeting were approved, or their reading dispensed with;



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- (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn;
- (g) and usually the hours of the meeting start and adjournment.

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published.

In the meetings of the Association, there is no object in reporting the debates; the duty of the Secretary, in such cases, is mainly to record what is "done" by the Association, and not necessarily what is said by the members. The Secretary should enter the essentials of a record (motion & member who introduced it), and when a count has been ordered or where the vote is by ballot, the Secretary should enter the number of votes on each side. When the voting is by yeas and nays the Secretary should enter a count of the names voting on each side.

If a report containing resolutions has been agreed to, the resolutions should be entered in full as finally adopted by the Association, thus: "The committee on submitted a report with a series of resolutions which, after discussion and amendment, were adopted as follows:" then should be entered the resolutions as adopted. Where the proceedings are published, the method of recording shown further below should be followed. If the report is of great importance, the Association should order it "to be entered on the minutes," in which case the Secretary copies it in full upon the record.

The Board meetings are held monthly and the minutes of the previous meeting are reviewed at the opening of the next meeting, and, after correction, should be approved.

If the next meeting of the Association membership will not be held for a long period, as six months or a year, then the Board of Directors is authorized to correct and approve them at the next scheduled Board meeting. At the next scheduled membership meeting, six months later, they will be distributed and any additional corrections will be noted.

There is no mandated turnaround time to publish the minutes from a Board, membership, or special meeting. However, it is recommended that such minutes be published within two (2) weeks of conducting the meeting to allow for accurate corrections and to remind participants of actions that they agreed to.

Minutes will be distributed to Association members who do not reside at the Lake by mail. Local members will receive a hand delivery by an Association volunteer or will receive a mailing if there is no convenient external receptacle to deliver to (such as the Argus or Independent newspaper boxes). The Secretary is responsible to coordinate the minutes distribution and mailing to non-resident Association members. Two additional channels of minutes distribution are electronic email and Internet web based. These additional channels will not replace the printed/mailed or printed/hand-delivered versions of the minutes at this time. These newer channels of distribution will be reviewed annually to assess the effectiveness and penetration of the use of this technology by our Association members.

5. REQUIREMENTS / NOTIFICATION:

The Lake Manitou By-Laws requires a two (2) week notification to all member families prior to the summer meeting, winter meeting, and any Special Membership meeting. The Board has interpreted this to mean contacting the Association members by mail. The Social Committee takes the lead to draft the



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notice to be sent to the Association membership and obtain Board approval of the draft. The Social Committee will also coordinate the reproduction of the notices, the procurement of postage, and the mailing of the notices to all Association members, one per household.

Four (4) weeks prior to the summer and winter meeting, a number of volunteers (5 to 7) are recruited to augment the Social Committee to call local Association members and encourage meeting participation. They will record which residents will be attending and what their meal selection is (if applicable). If the summer meeting is held on the lake, this group will coordinate boating transportation/assignments.

The agenda for the summer and winter meetings are set at the previous month's Board meeting and should not be changed without Board approval. This requirement is to minimize last minute changes or additions to the agenda that may surprise the Board.

6. REFERENCES, SUPPORTING PROCESSES, AND TOOLS:

- Robert's Rules of Order
- Lake Manitou By-Laws and Amended Restrictions

7. KEY CRITICAL SUCCESS FACTORS:

- Advance Meeting Notification
- Just-in-Time Board meeting notification
- Executive Committee and Board of Directors calling list
- Agendas developed and published in advance or just-in-time
- Participation and leadership by the Social Committee (arranging summer & winter meetings)
- Volunteers to assist in the calling (summer & winter meetings)

8. CHANGE CONTROL:

Version	Changed By	Date	Description
1.1	J. Forsythe	03/23/2006	Added discussion of minute taking, minutes distribution, and the Secretary's role.
1.0	J. Forsythe	03/10/2002	Initial Release