

Walden Lake Community Association
Policy Statement of Meeting Standards
Policy # 2013-5
Revised- November 3, 2013

The purpose of this policy is to establish standards for meeting minutes, meeting agenda and meeting notice that conforms to Florida Statute 720.303 and Robert's Rules of Order-Revised.

MEETING NOTICES: This applies to any meeting of the Board of Directors; including regularly scheduled monthly meetings, Special meetings, Emergency meetings and workshops.

- a. The notice of the regular MONTHLY and SPECIAL Board of Directors' meetings and WORKSHOPS shall be posted on the WLCA web site (www.WaldenLake.org) and at all community entrances. The entrance signs shall be posted in a visible place to be easily viewed and read by the "drive-by" traffic and shall be professionally prepared. The notice shall be posted (WCLA web site and entrances) 48 business hours before any meeting. As an example of notice postings, in the case of the monthly regular meeting the notices must be up by 6:00 PM on the Thursday prior to the regular board meeting. This is required to adequately inform and provide notice of the upcoming meeting of their Board of Directors so they may have an opportunity to attend. The same standards shall apply for all Special meetings and Workshops. An Emergency meeting as referenced in FS 720 may be called by the Board of Directors President when conditions warrant such a meeting.
- b. At the time of the posting to the WLCA web site of the meeting, the meeting agenda shall also be posted on the web site so that the community's members may be informed of the meeting items that will be discussed. At the same time as to the web posting of the meeting, the Board of Directors shall receive electronically via e-mail the agenda and any required back-up or attached material, Treasurer's report, and Onsite Property Manager's report. Director may request, by prior communications with the office staff, to receive a hard copy (printed) picked-up by the board member at the WLCA office.

AGENDA: An agenda is a tool that sets the meetings items to be reviewed and/or discussed per Robert's Rules of Order.

- a. The specific item of each agenda for each meeting shall be in sufficient detail as to inform community members and the Board of Directors as to the subject of the item and planned action to be discussed/considered/action taken, for example:
 1. *Discussion and consideration of awarding a contract to the ABC Company for the paving of an area in front of the dog park.*
 2. *Or, as an example, in the President's report of a meeting with the City Manager concerning modifications to the main entrance to Walden Lake.*

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This method affords the Board of Directors and membership to consider the item, pros and cons and come to the meeting adequately prepared to discuss and act on the item. Committee reports on the agenda shall list items to be reported upon and/or actions recommended, if any, in sufficient detail as to inform all.

- b. A *draft* agenda shall be provided to the Board of Directors five (5) business day in advance of the meeting (for example, by Monday at 5:00 PM for the meeting scheduled on the following Monday). This affords the board members time to consider the agenda and add items, if they wish. Each board member is responsible for getting any additional agenda items for the agenda to the Onsite Property Manager by the following Wednesday at 5:00 PM; thus, giving the Onsite Property Manager and the President 24 hours to complete the *final* agenda and “publish” it by 4:00 PM on Thursday- 48 hours prior to the meeting. These timeframes standards apply to a “Special” meeting not scheduled on Mondays, also.
- c. The WLCA agenda items shall always identify the individual responsible for the lead on an item and reflect if a recommendation is anticipated... this is inclusive of the Treasurer’s report, Onsite Property Manager’s report, Committee Chair reports and the President’s report.
- d. Meeting Guests- If special guests are anticipated, they may be, as a courtesy, listed; however, if they are attending the meeting to present an item, executive session inclusive, etc., they should be listed on the agenda in order to inform everyone.

MINUTES: The MINUTES of every meeting (excluding workshops) are the responsibility of the board elected SECRETARY. However, the Board of Directors may direct through the association Onsite Property Manager, the assignment to staff, and the preparation of the initial draft minutes. The draft minutes are to be reviewed and approved by the elected SECRETARY, before they are sent to the board members for review in preparation of approval at the next meeting. The draft minutes will continue to be “draft” minutes and not released until they have been approved by the Board of Directors hereby referred to as “minutes.”

Generally, the MINUTES are to be ACTION MINUTES, essentially reflecting the agenda item, the motion and the vote for the record. However, at times, in order to provide clarity or context to a vote/action, additional-but limited-narrative may be added by the Board of Directors. A majority vote for any corrections/additions/deletions/changes to the draft minutes submitted by the SECRETARY is required.

If future changes or conflicts with Florida State Laws or the Bylaws of WLCA, the laws/bylaws shall prevail.

Prepared by JHC