

Bluff Park Neighborhood Association Standing Rules

Revised
January 2016

The following "Standing Rules" were adopted by the 2016 Bluff Park Neighborhood Association Board to facilitate the smooth organization and efficient implementation of Board responsibilities.

General Items:

Board Meetings shall be held monthly on dates and locations established by the Board as posted on the Association website. Board meetings are open to all residents of Bluff Park.

General Meetings are to be held in March, June, September and November and at the call of the majority of the Board, at 6:30 pm, subject to change by majority vote of the Board as necessitated by the availability of facilities.

To facilitate communication between Board members on emergency decisions / votes (when the Board cannot be brought together) the use of an E-mail "Consent Resolution" may be utilized. The decision of the matter must have 50% plus 1 approval, in order to be recognized as a valid consent of the Board. Printed documentation must be forwarded to the secretary for recording purposes.

The Vice Presidents and Treasurer should develop support committees to assist in the execution of their position duties and to fill in during a meeting should Board member be absent.

Board is to annually review Insurance 45 days prior to renewal. Treasurer is responsible for keeping it current. (Renewal January) We need to obtain this

All projects and funding are to be annually reviewed by the Board.

Any resident of Bluff Park may attend any committee meeting and bring forth any pertinent issues for discussion at a time and manner established by the committee Chair.

Procedure for Vote by email:

- a) Board members shall confirm one final vote for that Board position.
- b) Board members shall have 48 hours to vote
- c) discussion started by any Board member; subject line should read:
- d) discussion: vote (subject), request reply all within 48 hours
- e) motion approved and secretary is responsible to include in minutes
- f) president keeps responses until ratified at next Board meeting
- g) secretary puts on agenda of new business
- h) sender sends to secretary the results
- i) when ready for a vote, Board member makes motion and asks that responses be returned to president; vote is sent back to sender and reply all; subject line should read: vote by (date)

Complaints from Neighbors will be handled as follows:

- A. Board will not get involved with Neighbor to Neighbor disputes