

KEARNEY LODGE COMMUNITY CONNECTION PROCEDURES

MEMBERSHIP

- **Members**. All residents of this mobile home park who are 18 years of age or older are eligible to be members of this Kearney Lodge Community Connection (**KLCC**). All members of the KLCC may vote for and are eligible to be officers of the **KLCC**.
- **Elections**. The membership shall elect a Board of Officers at an annual meeting in December open to all residents of the mobile home park. The membership shall be notified via the previous month's newsletter and posting on community bulletin boards.
- **KLCC Meetings**. All meetings are open to the membership. The Board of Officers will meet on the second Saturday of every month 30 minutes prior to the membership meeting to set the agenda. Membership meetings will immediately follow this agenda meeting on the same day. Changes to meeting dates and/or times will be determined by majority votes at a regularly scheduled meeting. Unexpected cancellations shall be posted on the Clubhouse door on the day of, and/or the day before the meeting date.
- **Quorum**. A majority of members present at any meeting of the **KLCC** will constitute a quorum for the transaction of business. A majority of affirmative votes are required for any action taken by the Board.
- **KLCC Association Voting**. All members are entitled to vote and shall have the right to do so in person or by an agent authorized by a written proxy executed by the member filed with the Secretary of the **KLCC**. Such proxy shall be valid only if executed in favor of another member.
- **Order of Business**. The order of business at meetings shall be as follows:
 - Call to Order
 - Administrative Business (Pledge of Allegiance; Previous Minutes; Treasurer's Report; Committee Reports)
 - Unfinished Business
 - New Business
 - (As needed) Election of Board Officers (annual meeting or when a vacancy occurs)
 - Adjournment

BOARD OF OFFICERS

- **KLCC Board Officers**. The number of officers shall be four, to include a President, Vice President, Treasurer, and Secretary. Board officers shall be members of the **KLCC**.
- **Term of Office**. The term of office for each board officer shall be one year from the time of his or her election at an annual meeting until his or **her** successor has been elected.
- **Vacancies**. Except as otherwise provided, any vacancies occurring in the **KLCC Board of Officers**, whether by resignation or removal, shall be filled by the majority vote of the remaining Officers. In the event of the simultaneous resignation and/or removal of two or more Officers, the membership shall hold new elections to fill those vacant positions. Those Officers so elected will serve for the remaining portion of the un-expired term.
- **Removal of Officers**. Any Officer may be removed by a majority of the members who vote on the issue providing that just cause has been established and whenever, in their judgment, the best interests of the **KLCC** would be served by doing so.

ELECTION VOTING RULES

- **Election Notice**. A notice of vacancies for expired terms of office for Board of Officers and a notice that an election shall be held shall be posted by the Secretary in the previous month's newsletter and shall contain the following:

- **Nominations.** Nominations for Board of Officers shall be open nomination from the floor at an annual membership meeting, or submitted to an officer prior to the meeting.
- **Voting Procedures.** Voting procedures are as follows:
 - If there is only one nominee for an office, members may choose to vote via raised hands.
 - If more than one nominee for an office, plain white paper will be provided for members to anonymously indicate their choice for that office.
 - The Secretary will collect ballots and tally the results, to be announced immediately.
 - Ties will be resolved by drawing the winning name from among the tied nominees.
 - The Secretary shall post the election results in the next newsletter and on community bulletin boards.

OFFICERS

- **President.** The President is the principal executive office of the **KLCC** and shall, in general, supervise and control all of the business and affairs of the **KLCC**. He/She shall preside at all meetings of the Board of Officers. He/She shall sign contracts or other instruments that the Board of Officers has authorized to be executed.
- **Vice-President.** In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President will perform the duties of the President, and when so acting will have all the powers of and be subject to all the restrictions upon the President.
- **Treasurer.** The Treasurer shall:
 - Manage, deposit, and invest all funds of the **KLCC** as directed by the Board of Officers.
 - Disburse money for all **KLCC** obligations.
 - Keep regular books or accounts of all financial transactions, and provide financial reports or audits as directed by the Board of Officers.
- **Secretary.** The Secretary shall:
 - Keep a journal of proceedings of the **KLCC**, record all votes at meetings of the **KLCC**
 - Provide for the standardization and maintenance of all forms, books, and records of the **KLCC**.

CONTRACTS AND FINANCES

- **Contracts.** The Board of Officers, at the direction of the membership, may authorize any officer or officers of the **KLCC** to enter into any general or specific contract or in the name of and on behalf of the **KLCC**.
- **Check Signing Authority.** All checks or debit card payment of money shall be signed or processed by the Treasurer of **KLCC**.
- **Deposits.** All funds of the **KLCC** shall be deposited from time to time to the credit of the **KLCC** in a bank or depository as selected by the Board of Officers.
- **Gifts & Donations.** The Board of Officers may accept on behalf of the **KLCC** any contribution, gift, bequest, or device for any special purpose for the **KLCC**.
- **Fiscal Year.** The fiscal year of the **KLCC** shall begin on the first day of September and end on the last day of August the following year.

BOOKS AND RECORDS

The **KLCC** shall keep correct and complete records of financial transactions and accounts, and shall also keep minutes of the proceedings of its Board of Officers and/or Community Meetings. All books and records of the **KLCC** may be inspected by any member, or his/her agent or attorney, for any purpose at any reasonable time.

ADOPTION AND AMENDMENTS

The By-Laws may be amended by an affirmative vote of two-thirds of the members voting at a meeting following posting of the time/date/place of a meeting at least 30 days prior to the meeting.

- **Adoption of Original By-Laws.** The original By-Laws were adopted by the Board of Officers and community members on February 9, 2012.
- **Adoption of Amendment.** The name of the By-Laws was changed to Procedures and approved by the Board of Officers and community members present on _____.