

High Desert Residential Owners Association

Policy Governing Conduct & Recording of Meetings

Adopted _____, 2016

I. Reference

Paragraph 6.2 of the *Second Amended and Restated By-Laws* of the Association provides that “Except as may be modified by Board resolution, Robert's Rules of Order (current edition) shall govern the conduct of Association proceedings when not in conflict with New Mexico law, the Articles of Incorporation, the Declaration, or these By-Laws.” Additionally, paragraph 6.4(a) of the *By-Laws* provides, in part, that “The Board shall make available for inspection and copying by any holder, insurer or guarantor of a first Mortgage on a Unit, any Member, or the duly appointed representative of any of the foregoing ... the minutes of meetings of the Members, the Board, and committees.”

II. Purpose

The purpose of this policy is to ensure adherence to the provisions of the By-Laws referenced above as they relate to all official meetings of the Association and its various bodies.

III. General Policy

There having been no modifications approved by Board resolution, the general policy of the Association is that all Board meetings, formal meetings of statutory committees and other committees appointed under the *By-Laws*, and official meetings of the Voting Members (to include the Annual Meeting and any Special Meetings convened in accordance with Paragraph 2.6 of the *By-Laws*) shall be conducted according to Robert's Rules of Order. Informational or informal meetings where no actions can be taken (such as the quarterly Voting Member meetings) are exempt from these requirements.

IV. Recording of Minutes

All meetings subject to this Policy shall have formal minutes recorded, approved, and filed in the official records of the Association as follows:

A. Responsibility

Pursuant to Paragraphs 2.12 and 3.12 of the *By-Laws*, the Secretary of the Association is responsible keeping the minutes for all Board meetings, the Annual Meeting, and any other official “meetings of the Association,” as defined. The Chairpersons of committees and other bodies which do not have a secretary position shall designate a member of the committee at each meeting to be responsible for preparing the minutes for that meeting.

B. Approval

Generally speaking, Board minutes and those of other bodies that meet on a regularly scheduled basis will not be considered final until they are reviewed and accepted at the next regular meeting. For the Annual Meeting and any other meetings that occur at very long or irregular intervals, the Secretary of the Association or Chairperson of the applicable body may circulate the draft minutes to the members via e-mail or by other means for review and approval. When all approvals have been received and any corrections made, the Secretary or Chairperson shall sign the final document to certify that it is a complete and accurate representation of what occurred at the meeting.

C. Distribution and Filing

An original copy of the signed minutes shall be sent to the Association Manager for retention in the official files of the Association. An informational copy of all committee minutes shall be included in the Board packet for the next scheduled meeting.

D. Publication

The full text of meeting minutes shall not be released for publication until they have been fully approved and filed in accordance with this Policy. (Currently, the only minutes authorized for publication are those of Board meetings, the Annual Meeting, and any Special Meetings of the Voting Members, but the minutes of other meetings may be published at the Board’s discretion.) However, nothing herein shall prevent the immediate release of information on specific decisions or actions taken in a meeting if so directed by the Board or the Communications Committee.

Adopted by the Board of Directors on _____, 2016

By _____, Secretary of the Association