

Table of Contents

Sample Board Meeting Notice 1	1
Sample Board Meeting Notice 2	2
Sample Board Meeting Timed Agenda.....	3
Sample Board Meeting Minutes 1	4
Sample Board Meeting Minutes 2	6
Sample Minutes Resolution.....	8
Sample Sign-in Sheet	9
Bad Board Meeting Notice	10
Checklist for Annual Meeting.....	11
Sample Annual Meeting Notice	13
Sample Annual Meeting Agenda	14
Sample Annual Meeting Sign-In Sheet	15
Sample Ballot.....	16
Sample Ballot Mailing Envelopes.....	17
Sample Tally Sheet.....	18
Certification Form	19
Sample Committee Charter	20
Bad Annual Meeting Notice	21
Robert's Rules Overview.....	22
Sample Parliamentary Procedure Resolution	26
Further Reading.....	28

***Please Note: All legislative references are current as of the date of this publication,
September 22, 2018.***

***Please read the latest version of NRS 116 at
<http://www.leg.state.nv.us/nrs/NRS-116.html>***

***and the latest version of NAC 116 at
<http://www.leg.state.nv.us/nac/NAC-116.html>***

***and the latest version of NRS 82 at
<http://www.leg.state.nv.us/nrs/NRS-082.html>***

***and check the Real Estate Division's website at
<http://www.red.state.nv.us/>***

before using any of these references.

Volume 9, Issue 8

December, 2017

The Happy Homeowners Association Newsletter

Board Meeting Notice

For 2018, the Board of Directors of the Happy Homeowners Association has scheduled the regular Quarterly Board Meetings on the second Tuesday of every third month, at 10:00 a.m. in the Clubhouse.

Each meeting will be preceded by an Executive Session at 9:00 a.m.

In addition, the Board of Directors will meet Wednesday, March 16th at 5:30 p.m. for a regular Board Meeting, before the Annual Meeting of Members. This meeting will be preceded by an Executive Session at 5:00 p.m.

The Board of Directors will also meet on Tuesday, November 29th at 6:00 p.m., before the Budget Ratification Meeting. This meeting also will be pre-

ceded by an Executive Session scheduled at 5:30 p.m.

Therefore, the open Board Meeting schedule for 2018 is as follows:

January 11th, 10:00 a.m.

March 16th, 5:30 p.m.

April 12th, 10:00 a.m.

July 12th, 10:00 a.m.

October 11th, 10:00 a.m.

November 29th, 6:00 p.m.

New owners will receive this schedule in their New Owner Packets, and it will be posted on the bulletin board in the clubhouse.

All owners are encouraged to attend!

Special points of interest:

- The Board of Directors has scheduled the meetings for 2018
- Don't forget to complete your annual survey and get it back by January 5th
- Great article on how to protect your plants if the weather gets below freezing - on page 3

Inside this issue:

President's Column	2
Manager's Column	2
Upcoming Events	2
Protecting your plants during the winter	3
Who to Call	4

Board Meeting Information

All meetings of the Board of Directors are held in the clubhouse, 1234 Wandering Way.

Copies of the agendas for each meeting are available at the meeting, or can be obtained no earlier than the Friday before each meeting by emailing or calling the Community Manager, or visiting the management company office during regular business hours.

Unit owners have the right to obtain a

copy of the audio recording and/or summary of the minutes, in electronic form, of any open board meeting at no charge.

Unit owners have the right to speak to the board about agenda items at the beginning of each open board meeting during the owner forum, and on any topic at the end of the meeting during the owner forum. Owners have three minutes to speak at either, or both, forums, in the order that they signed in.

Sample Board Meeting Notice #2
**Notice of the Regular Quarterly Meeting of the
Happy Homeowners Association
Tuesday, January 11, 2018
10:00 a.m. in the Happy HOA Clubhouse
1234 Wandering Way, Las Vegas, NV 89101**

A G E N D A

10:00 a.m. - Call to Order

Action: Establish Quorum

Owners Forum

Each owner has the right to speak to the association on any agenda item for three (3) minutes during the “Owners Forum” portion of the agenda at the beginning of the meeting. Up to three (5) minute of discussion may follow each issue raised. Except in case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken pursuant to NRS 116.31083.

Secretary’s Report

Minutes – Possible Action: Approve the minutes of the October 2017 Board Meeting.

Treasurer’s Report

Financial Statements – Possible Action: Review and accept current reconciliation of revenues and expenses of Operating and Reserve Accounts, compare to budget for those accounts, and review financial statements for the period of October and November 2017.

Committee Reports

Finance Committee – Possible Action: Accept Report

Landscape Committee – Possible Action: Discuss desert landscape conversion ideas for clubhouse area

Management Report

Possible Action: Accept Report

Unfinished Business

Pool Maintenance Bids – Possible Action: Accept one of bids that was opened at the October meeting.

Asphalt Slurry Seal – Possible Action: Determine if asphalt should be slurry sealed this year.

Pool Season – Possible Action: Increase pool season to 12 months a year.

Audit – Possible Action: Accept letter of intent from auditor.

New Business

Pool Keys – Possible Action: Discuss changing locks and keys on pool gates.

Owners Forum

Each owner has the right to speak to the association on any topic for two (2) minutes during the “Owners Forum” portion of the agenda at the end of the meeting. Up to three (3) minute of discussion may follow each issue raised. Except in case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken pursuant to NRS 116.31083.

Adjourn to Executive Session

Delinquencies

Violations

Please be aware that all open meetings are audio taped, according to NRS 116.31083. Owners have a right to obtain a copy of the recording, the minutes, or a summary of the minutes in electronic format at no charge.

Parliamentary procedures will be followed.

Sample Timed Agenda

Sample Homeowners Association
Regular Quarterly Meeting of the
Board of Directors
June 21, 2018 - 9:00 a.m.
Valley West Library, 9600 West Valley Ave.
Las Vegas, NV 89147

A G E N D A

Per NRS 116.31083, this meeting will be audio recorded.

- | | | |
|------|---|------------|
| I. | CALL TO ORDER | 9:00 a.m. |
| II. | HOMEOWNER COMMENTS & DISCUSSION (Agenda items only) | 9:05 a.m. |
| III. | REGULAR ACTION ITEMS | 9:30 a.m. |
| | A. Approval of Minutes from March, 2018 Meeting | |
| | B. Review of March - May, 2018 Financial Statements. | |
| | Review Schedules of Revenues & Expenses for March - May, 2018 and compare to budgets. Review the current reconciliations and bank statements of the operating and reserve accounts for March - May, 2018. | |
| | Review the current status of any civil action or claim submitted to arbitration or mediation. | |
| | C. Committee Reports (no action to be taken other than placing items on the next agenda) | |
| IV. | UNFINISHED BUSINESS | 10:00 a.m. |
| | A. Insurance Renewal - Action May Be Taken | |
| | B. Tree Trimming - Action May Be Taken | |
| V. | NEW BUSINESS | 10:30 a.m. |
| | A. Discuss parking issues (no action to be taken) | |
| VI. | HOMEOWNER COMMENTS & DISCUSSION | 10:45 a.m. |
| VII. | ADJOURNMENT TO EXECUTIVE SESSION | 11:15 a.m. |
| | A. Consultation with attorney on collection lawsuit | |
| | B. Discuss progress on delinquent owners | |
| | C. Hearings on violations | |

Copies of the minutes or the audio recording may be obtained 30 days after they are approved by the Board of Directors by contacting the management company. There is no charge to have them sent by email.

SAMPLE HOMEOWNERS ASSOCIATION
Minutes of the Quarterly Board of Directors Meeting
Regular Session
August 18, 2017

The meeting was called to order at 4:01 p.m. in the conference room of the management company, ABC, Inc., 1050 East Flamingo Road, Suite 147, in Las Vegas, by President Johnny Appleseed. Other board members present were Secretary, Peter Piper, Treasurer, Simple Simon, and Bo Peep, at large. Vice President, Humpty Dumpty was absent. Also present were Association Manager Tommie Stout (ABC, Inc.) and Recording Secretary Jackie be Nimble (ABC, Inc.).

OWNERS FORUM

Ms. Muffit, Unit 109, requested that she be able to put her bicycle on her patio. Mr. Appleseed agreed to add it to New Business.

SECRETARY'S REPORT

Mr. Simon requested the following changes be made to the May minutes:

OWNERS FORUM: Change "the effulgent light" to "the glowing light."

NEW BUSINESS: Change "prolepsis in the reserve study" to "misdating in the reserve study."

It was moved by Mr. Appleseed and seconded by Mr. Piper to approve the minutes of the May 19, 2017 board meeting as corrected. The motion passed unanimously.

TREASURER'S REPORT

Mr. Simon reported the following balances as of July 31, 2017:

US Bank Checking	\$ 29,432.44
US Bank Money Market	\$ 11,758.65
US Bank Reserve	\$ 22,955.39
Reserves for Specific Allocations	\$100,096.71
CDARS Reserve Account	\$516,075.10
Accounts Receivable	\$273,636.78
Net Income	\$ 10,002.11

There was discussion regarding payment of the fencing repairs that were not adequate. Ms. Stout reported that the contractor had been given a 15-day notice to complete the repairs and that the final payment will not be made until the project is completed satisfactorily.

The Board fulfilled its duty under NRS 116 to review the financial statements including a current reconciliation of the operating and reserve accounts, the actual revenues and expenses for the reserve account compared to this year's budget, the bank statements, and this period's income statement for the period of April through June, 2017. It was moved by Ms. Peep and seconded by Mr. Piper to accept the Treasurer's report. Mr. Appleseed, Mr. Simon, and Ms. Peep voted affirmative. Mr. Piper voted negative.

COMMITTEE REPORTS

Activities & Communications

It was moved by Ms. Peep and seconded by Mr. Piper to approve the December, 2017 newsletter. The motion passed unanimously.

It was moved by Ms. Peep and seconded by Mr. Piper to accept the Activities & Communications Committee Report, attached, and to commend the Committee on a successful "Hot Summer Nights" barbecue. The motion passed unanimously.

Compliance Committee

It was moved by Mr. Piper and seconded by Mr. Appleseed to table the Compliance Committee report to Executive Session. The motion passed unanimously.

Finance Committee

The Finance Committee reported that they had their first meeting to work on the 2018 budget, and would have a pro-proposed budget to the Board for approval at the October board meeting.

Maintenance Committee

There was discussion regarding the Maintenance Committee's report, attached, on artificial turf in front yards. It was moved by Mr. Appleseed and seconded by Ms. Peep to accept the Maintenance Committee's report and put allowing artificial turf in front yards on the agenda at the next board meeting. The motion passed unanimously.

MANAGEMENT REPORT

There was discussion regarding the number of new residents and the time allotted to register them. There was a consensus to revisit this issue in the spring, when the historical numbers of new residents will decrease.

It was moved by Mr. Appleseed and seconded by Mr. Piper to accept the Management Report. The motion passed unanimously.

UNFINISHED BUSINESS

Wireless Internet

There was discussion regarding the problems with the wireless internet service and the number of complaints received.

It was moved by Mr. Piper and seconded by Ms. Peep to survey the owners and residents to ascertain the level of satisfaction with the wireless internet service. The motion passed unanimously.

There was discussion regarding options to the wireless internet service, including using another provider, contracting for bulk-rate broadband service, or having no service at all, and whether the service was an amenity that must be replaced.

It was moved by Mr. Appleseed and seconded by Mr. Simon to authorize Ms. Stout to ask the Association's general council, Jack Sprat, Esq. to advise the board if the wireless service is an amenity, and whether or not they can eliminate internet access altogether.

Maintenance Contract

There was discussion regarding the maintenance company. Their contract ends December 31, 2017, and there have been several reports that they have not shown up on their contracted dates, and several times they did not have the equipment necessary to complete their work properly.

It was moved by Ms. Peep and seconded by Mr. Simon to direct Ms. Stout to obtain bids for weekly maintenance of the property. The motion passed unanimously.

NEW BUSINESS

There was discussion regarding allowing bicycles to be stored on patios. Mr. Appleseed requested it be on the next meeting's agenda.

The meeting was adjourned to Executive Session at 4:55 p.m.

Respectfully submitted by:

Peter Piper, Secretary

Date

The audio file has been verified

Sample Homeowners Association
Regular Quarterly Meeting of the Board of Directors
June 21, 2018 - 9:00 a.m.
Valley West Library, 9600 West Valley Ave.
Las Vegas, NV 89147

M I N U T E S

- I. CALL TO ORDER 9:02 a.m.
Members Present: XXXXXXXXX, President
XXXXXXXXXX, Secretary
XXXXXXXXXX, Treasurer
XXXXXXXXXX, Member

Members Absent: XXXXXXXXX, Vice President

Others Present: XXXXXXXXX, Community Manager
XXXXXXXXXX, Recording Secretary
XXXXXXXXXX, Pretty Palms Landscaping
- II. HOMEOWNER COMMENTS & DISCUSSION (Agenda items only)
A. Owner complained about trees needing trimming
B. Owner wanted clarification on homeowner and association insurance
- III. REGULAR ACTION ITEMS

A. Approval of Minutes from March, 2018 Meeting
Motion: XXXXXXXXX
Second: XXXXXXXXX
Unanimous

B. Review of March - May, 2018 Financial Statements.

Review Schedules of Revenues & Expenses for March - May, 2018 and compare to budgets. Review the current reconciliations and bank statements of the operating and reserve accounts for March - May 2018.

Review the current status of any civil action or claim submitted to arbitration or mediation. Motion to approve Financial Statements, subject to audit.
Motion: XXXXXXXXX
Second: XXXXXXXXX
Unanimous

C. Committee Reports (no action to be taken other than placing items on the next agenda)
Motion to place Finance Committee suggestions on next agenda.
Motion: XXXXXXXXX
Second: XXXXXXXXX
Yes: XXXXXXXXX, XXXXXXXXX, XXXXXXXXX
No: XXXXXXXXX

IV. UNFINISHED BUSINESS

- A. Insurance Renewal - Action May Be Taken
Motion to approve insurance renewal
Motion: XXXXXXXXX
Second: XXXXXXXXX
Unanimous

- B. Tree Trimming - Action May Be Taken
Opened bids from XYZ Landscaping, Have Chainsaw Will Trim, Big Boom Tree Trimming
Motion to approve Big Boom Tree Trimming
Motion: XXXXXXXXX
Second: XXXXXXXXX
Yes: XXXXXXXXX, XXXXXXXXX, XXXXXXXXX
Abstain: XXXXXXXXX

V. NEW BUSINESS

- A. Discuss parking issues (no action to be taken)
Manager directed to measure streets to determine if they are wide enough to park on one side or both sides. Item to be on agenda for October board meeting.

VI. HOMEOWNER COMMENTS & DISCUSSION

- A. Owner questioned how much board members are paid - responded that they are volunteers
- B. Owner had concerns that children play on the grass - responded that there are no rules against children playing on grass

VII. ADJOURNMENT TO EXECUTIVE SESSION 11:25 a.m.

Prepared by:

_____ Signature	_____ Print Name & Title
--------------------	-----------------------------

Submitted by:

_____ Secretary's Signature	_____ Print Name	_____ Date
--------------------------------	---------------------	---------------

RESOLUTION OF THE GREATEST HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

MEETING MINUTES RESOLUTION

WHEREAS, the Greatest Homeowners Association is a Nevada Corporation duly organized and existing under the laws of the State of Nevada; and

WHEREAS, Article II, Section 2.4 of the Covenants, Conditions & Restrictions of the Greatest Homeowners Association gives the Board of Directors authority to make rules; and

WHEREAS, the Nevada Revised Statutes (NRS) Chapter 116.31083 (8)(e) states that the minutes of a meeting of the Board of Directors must include an owner's prepared written remarks if an owner submits a copy for inclusion; and

WHEREAS, the NRS 116.31083 (9) states that the executive board may establish reasonable limitations on materials, remarks or other information to be included in the minutes of its meetings; and

WHEREAS, the NRS 116.31083 (10) states that the minutes of a meeting of the Board of Directors must be maintained until the common-interest community is terminated; and

WHEREAS, the NRS 116.31083 (5) states that the agenda of a meeting must include a period devoted to comments by the units' owners and discussion of those comments at the beginning of a meeting on agenda items, and at the end of the meeting on topics not limited to agenda items, and that in an emergency, the executive board may take action on an item which is not listed on the agenda as an item on which action may be taken; and

WHEREAS, the NRS 116.31083 (12) states that the an emergency is an issue that could not have been reasonably foreseen, affects the health, welfare and safety of units' owners or residents, requires immediate attention of the executive board, and makes it impracticable to comply with normal meeting notice requirements; and

WHEREAS, the Board of Directors wishes to establish reasonable limits on materials to be included in the minutes to minimize the associations liability for the contents of such materials, including issues of libel, slander, and obscene materials in an owner's prepared written remarks; and

WHEREAS, the Board of Directors wishes to establish reasonable limits on materials to be included in the minutes to minimize long-term storage issues by limiting the number of pages that can be attached to the minutes; and

WHEREAS, the Secretary is responsible for the records of the association.

NOW THEREFORE, BE IT RESOLVED:

1. Minutes of the meetings of the Owners and the Board of Directors will only include a short synopsis of the substance of each owner's comments and subsequent discussion.
2. No action will be taken on any matter brought up during the period devoted to unit owner comments unless it is deemed to be an emergency under NRS 116.31083(12),.
3. If an owner requests an item be placed on the next meeting's agenda, and if the item is a violation of NRS 116, and if action is required by the Board, the item will be placed on the agenda of the next regularly scheduled meeting of the Board.
4. If an owner requests their written statement to be attached to the minutes, it will be included if it is determined that it is not libelous, obscene, seditious, or group libelous by a majority of the Board of Directors.
5. Written statements to be attached to the minutes must be no more than one 8^{1/2}" x 11" piece of paper.

This resolution is adopted at the April 10, 2017 Board of Directors meeting.

BY: _____
President

ATTESTED: _____
Secretary

What's Wrong with this Board Meeting Notice?
It was mailed to all owners on April 30th.

ABC Homeowners Association
NOTICE & AGENDA
July Board Meeting Tuesday,
July 13, 2017

CALL TO ORDER - 10:00 AM

OWNER COMMENTS

MINUTES

FINANCIALS

MANAGEMENT

OLD BUSINESS

Gate Issues

Lawsuit

Bylaw Amendments

Hearings

NEW BUSINESS

Sign Contracts

ADJOURNMENT

CHECKLIST FOR ANNUAL MEETING FOR

Date of Annual Meeting:

Complete this form on the computer, then print it out and check off as each item is completed.

*For most associations, there will be an Executive Session Board Meeting, a Regular Board Meeting, the Annual Meeting, possibly a Budget Ratification Meeting, and then an Organizational Meeting of the Board held one after the other. **Each meeting requires its own individual notice and agenda.***

90 Days Before Annual Meeting ()

- ☐ Determine where and when meeting will be held:
- ☐ What other meetings will be held?
☐ Board Meeting(s) ☐ Budget Ratification Meeting
- ☐ Will the location need to be reserved? ☐ No ☐ Yes
If yes, where? Contact Info:
What other arrangements will need to be made?
☐ Chairs ☐ Refreshments ☐ Other:
- ☐ Determine whose terms are up: & & &
- ☐ Determine if there is anything for the owners to vote on: ☐ No ☐ Yes
What are they voting on?
- ☐ Determine the mailing dates of the two newsletters to be mailed out between 20 and 60 (or more) days prior to the Annual Meeting: &
(the ballot mailing is to be mailed out at least 15 days prior to the Annual Meeting, and the Nomination Forms must be mailed out at least 30 days prior to the date of the ballot mailing)
- ☐ Arrange to have someone assemble the mailing at least three days prior to ballot mailing.
- ☐ Are the minutes from the last annual meeting completed? ☐ No ☐ Yes
If not, remind person responsible to get them done.

60 Days Before Annual Meeting ()

- ☐ Reserve location, if necessary.
- ☐ Create Nomination Forms
- ☐ Send out Nomination Forms
- ☐ Reserve Location

30 Days Before Annual Meeting ()

- ☐ Arrange for Catering or Refreshments
- ☐ Arrange for Chairs or other items
- ☐ Create Ballot Mailing
 - o Newsletter with Annual Meeting Notice*
 - o Minutes of last Annual Meeting
 - o Proxy if there is an item to be voted on
 - o Copies of all Nomination Forms
 - o Ballot
 - o Ballot Envelope
 - o Return Envelope with postage
 - o Budget and Collection Policy (if applicable)

20 Days Before Annual Meeting ()

- ☐ Mail the Ballot Mailing
- ☐ Make sure the person collecting the mail knows what to do with the ballots

10 Days Before Annual Meeting ()

- ☐ Confirm with location, chair rentals, and caterer
- ☐ Prepare Board Packets
- ☐ Make a folder for anything that needs to be signed at board meeting, and:
 - Ombudsman's 602 Forms
 - Signature Card
 - Minutes of last Annual Meeting
- ☐ Prepare Manager's Report for Annual Meeting
- ☐ Assist President & Treasurer in preparing their reports for Annual Meeting, if necessary
- ☐ Prepare Annual Meeting items:
 - Agendas
 - Extra copies of minutes
 - Tally sheets for Board elections
 - Tally sheets for other items to be voted on
 - Box of cheap pens
 - Letter openers
 - Lists of owners with mailing addresses (one by last name **and** one by address for ballot verifications, same for each other item to be voted on)
 - Sign-in Owner Roster
 - Other:

Day Of Annual Meeting ()

- ☐ Collect ballots and/or proxies that have been received
- ☐ Be at location before caterer and chair rental
- ☐ Have table ready for owners to sign in (sign-in roster, pens, agendas, minutes)
- ☐ Have table ready for counting ballots (pens, tally sheets, lists of owners by last name and by unit number)
Do not bring out ballots until that point in meeting

Day After Annual Meeting ()

- ☐ Scan and file signed minutes from all meetings
- ☐ Fax in Signature Card
- ☐ Send 602 forms to Ombudsman
- ☐ Update SOS forms
- ☐ Update Profile Form
- ☐ Type minutes and task list
- ☐ Schedule New Board Orientation

NOTICE OF ANNUAL MEETING OF MEMBERS

MOUNTAIN TOP HOMEOWNERS ASSOCIATION

Annual Meeting of Members

March 1, 2018 at 6:00 p.m.

Clubhouse - 123 Pine Circle

A G E N D A

5:30 Sign-in & Social with Refreshments - Meet Your Neighbors!

6:00 Call to Order

Welcome

Verification of Notice & Quorum Requirements

Assignment of Election Inspectors

Counting of Ballots

Comments by Homeowners

Homeowners should come to microphone, and will each have 5 minutes to speak, with an additional 5 minutes of discussion.

Approval of Minutes of March 1, 2017 Annual Meeting of Members Discussion of Pool Issues
Announcement of Election Results

Enclosed in this mailing is your ballot to elect one new Board Member to a two-year term. Please follow all instructions to comply with Nevada Laws and your governing documents and to insure your ballot is counted:

1. Mark your ballot (one vote only - ballots with more than one vote will not be counted).
2. Place this ballot ***and nothing else*** in the envelope marked "BALLOT" and seal it. ***Any ballot or "Ballot" envelope that contains identifying information will not be counted.***
3. Place the "BALLOT" envelope into the postage paid envelope and **write in your return address and lot number. Ballots in envelopes without complete return information will not be counted.**
4. Mail this envelope to: Mountain Top Homeowners Association
123 Pine Circle
Las Vegas, NV 89101

- Ballots must be received by 5:00 p.m. February 28, 2018.
- Ballots will be counted at the Annual Meeting of Members on March 1, 2018.
- Board members will take office immediately after the election.
- There will be a meeting of the Board of Directors immediately after the Annual Meeting of Members to elect officers.

Included with this mailing is: 1) a ballot; 2) ballot envelope; 3) return envelope; 4) minutes from the 2010 annual meeting; 5) notice and agenda for the board meeting following the Annual Meeting; 6) Compliance Policy. Please contact us at board@mountaintophomeownersassociation.org or (702) 555-3065 if you have any questions.

Please attend this important and informative meeting. We hope to see you!

Happy Homeowners Association
Annual Meeting of Members
May 21, 2018
6:00 p.m.
Happy Homeowners Association Clubhouse

AGENDA

1. Call to Order
2. Introduction of Board and Manager
3. Proof of Notice and Quorum
4. Approval of Minutes of the May, 2017 Annual Meeting * - Copies of the draft minutes were included with the notice of the Annual Meeting. Additional copies are at the sign-in table.
5. Annual Report - Copies of the Annual Report were included with the notice of the Annual Meeting. Additional copies are at the sign-in table.
6. Financial Report - Copies of the Audit were included with the notice of the Annual Meeting.
7. Appointment of Ballot Counters *
8. Vote on Special Assessment for Putting Green *
9. Election of Directors *
10. Discussion on New Color Pallet for Homes - The proposed color pallet package is available at the sign-in table. This is informational only. The Board will make a decision on the pallet at the June, 2018 meeting of the Board of Directors.
11. Owner Comments & Discussion of Owner Comments - Each owner may speak for up to 3 minutes, and discussion may follow for up to 5 minutes. No action may be taken on any item not on this agenda, except in an emergency.
12. Announcement of Election Results
13. Adjournment

* Items on which action may be taken.

The Organizational Meeting of the Board of Directors will immediately follow the Annual Meeting of Members.

BLUE SKIES OWNERS ASSOCIATION
ANNUAL MEETING SIGN-IN SHEET
September 13, 2017

Name	Address	Signature
Abbot, John	123 First Street	_____
Bentley, Sue Ann	349 Fifth Street	_____
Chase, Ron & Mary	234 Second Street	_____
Deere, John	241 First Street	_____
Frank, Faith	455 Fifth Street	_____
Geewiz, Professor	119 Second Street	_____
Happy, Carl & Joy	420 Third Street	_____
Iknowitall, Jim & Candy	144 First Street	_____
Johnson, Mark	495 Fourth Street	_____
Krackle, Sparkie	101 Fifth Street	_____
Lazy, Lance & Linda	264 Second Street	_____
Maybe, Jewel	125 Third Street	_____
Notatall, Nancy	525 Fourth Street	_____
Promise, Daniel & Dee	324 Second Street	_____
Right, Kyle & Kristen	321 First Street	_____
Smith, Sally	199 Fifth Street	_____
Tattle, Jessica	432 Second Street	_____
Villas, Jennifer & Jason	123 Third Street	_____
Williams, Bill & Beth	555 Fourth Street	_____

SAMPLE BALLOT

There are two (2) vacancies on the Board of Directors, each for a two year term. According to Section 4.2 of your Bylaws, cumulative voting is permitted. Therefore, you may cast a total of two votes, one vote for each of two candidates, or two votes for one candidate. **If more than two votes are indicated on the ballot, no votes will be counted.**

Candidate	Number of Votes
Jane Doe	_____
John Q. Public	_____
Joe Shmoe	_____

No Write-in Votes!

Ballots must be received by ABC Management no later than 5:00 p.m. on Monday, February 28, 2018. No ballots will be accepted at the meeting.

Place this ballot *and nothing else* in the envelope marked “BALLOT” and seal it.

Place the “BALLOT” envelope into the postage paid envelope and write in your return address and unit number. Ballots in envelopes without complete return information will not be counted. Mail this envelope to the address on the envelope:

Sample HOA c/o ABC Management
1234 Las Vegas Boulevard
Las Vegas, Nevada 89101

There will be a meeting of members on Tuesday, March 1, 2018 at 6:00 p.m. in the Clubhouse. Board members will take office immediately after the election.

Ballot Mailing

Outside mailing envelope - everything goes in here when you mail the ballots to the owners. This is a #10 envelope, or larger if you have substantial election materials to include.

Your Homeowners Association
1234 West Main Street
Las Vegas, NV 89123

Postage

John Doe Homeowner
4321 Smiling Circle
Las Vegas, NV 89123

IMPORTANT!
Election Materials Enclosed

Inside, return envelope. This is usually a #9 envelope, but could be a #10 if the outside is larger.

Association _____
Lot or Unit Number _____
Name _____
Address _____
City, State, Zip _____
If this information is not complete, your ballot will not be counted.

Your Homeowners Association
1234 West Main Street
Las Vegas, NV 89123

Contains Election Materials

Inside, ballot envelope. This is usually statement envelope, but could be a #9 if the outside is larger, and the return envelope is a #10.

OFFICIAL BALLOT

DO NOT put anything in this envelope other than your ballot.

*DO NOT put any identifying information on this envelope
or on your ballot. Ballots and/or ballot envelopes with any identifying
information will be disqualified.*

Mountain Top Homeowners Association
Tally Sheet for Ballots - March 1, 2018

Name of Inspector (please print):

CANDIDATE	TALLY	TOTAL VOTES
Joe Blow		
Sterling Silver		
Bigbad Wolf		

I hereby certify that I have counted the ballots honestly and to the best of my ability

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

1179 Fairview Drive, Suite E * Carson City, NV 89701-5453 * (775) 687-4280
2501 East Sahara Avenue, Suite 202 * Las Vegas, NV 89104-4137
(702) 486-4480 * Toll free: (877) 829-9907 * Fax: (702) 486-4520
E-mail: CICombudsman@red.state.nv.us <http://www.red.state.nv.us>

**Declaration of Certification
Common-Interest Community Board Member
NRS 116.31034(13)**

I _____, an appointed
(print name)

or elected member of the executive board of _____,

homeowner association, Secretary of State (SOS) File # _____,

certify that I have read and understand, to the best of my ability, the governing documents of the association and the provisions of Chapter 116 of Nevada Revised Statutes ("NRS") and the Nevada Administrative Code ("NAC").

Date of election or appointment to the board _____, _____
month date year

"I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct."

Executed on _____
Date Signature

The Administrator of the Real Estate Division requires the association to submit a copy of this certification for each member of the executive board at the time the association registers annually with the Office of the Ombudsman pursuant to Nevada Revised Statutes ("NRS") 116.31034(13). All declarations are to be submitted to the Las Vegas address listed above.

FRIENDLIEST IN TOWN
HOMEOWNERS ASSOCIATION

SOCIAL COMMITTEE RESOLUTION & CHARTER
--

WHEREAS, Friendliest in Town Homeowners Association is a Nevada Corporation duly organized and existing under the laws of the State of Nevada; and the Bylaws, Section 7.01 gives the Board authority to appoint committees as deemed appropriate in carrying out its purpose; and

WHEREAS, there is a need for the homeowners to have a sense of community; and

WHEREAS, the Board of Directors has allocated funds for community events: and

WHEREAS, it is the intent that this committee will assist Friendliest in Town Board of Directors maintain a sense of community among the residents;

NOW THEREFORE BE IT RESOLVED THAT a Social Committee be formed with the following purpose:

The purpose of the Social Committee is to assist the Board of Directors to communicate with the owners and residents of Friendliest in Town Homeowners Association and to provide activities and events to residents of all ages and interests.

The members of the Committee shall be: John Doe, Chair, Jane Smith, Vice-Chair, Rock Star, Tripp Overton, and Molly Dogg. Changes to the membership of the committee must be given to the Board of Directors in writing within 30 days of any membership changes. The Board of Directors will assign a board member to be the committee liaison.

The members of the Committee shall be charged with the following duties:

- Schedule regular monthly meetings.
- Establish a mission statement for Friendliest in Town.
- Establish goals and objectives for the Social Committee.
- Provide a means to welcome and orient new residents to Friendliest in Town.
- Produce at least three activities during the year. Such activities should be targeted to more than one age/ interest group.
- Provide an annual budget to the Board by August 31st of the year prior.
- Any funds, gift certificates, gifts, or services received from merchants must be inventoried and reported to the Board after each event.

The committee should provide a written progress report and minutes to the Board at least ten days prior to board meetings. All events must have Board approval at least 30 days prior to the event

This resolution is adopted at the February 27, 2018 Board of Directors Meeting.

By: _____
President

Attested By: _____
Secretary

What's Wrong with this Member Meeting Notice?
It was mailed to owners on April 30th.

ABC Homeowners Association
NOTICE & AGENDA
Annual Meeting
Tuesday, July 13, 2017

CALL TO ORDER - 11:00 AM

ELECTION OF PRESIDENT & SECRETARY

OWNER COMMENTS

SECRETARY'S REPORT

TREASURER'S REPORT

PRESIDENT'S REPORT

MANAGER'S REPORT

OLD BUSINESS

None

NEW BUSINESS

Vote on any issues that come up

ADJOURNMENT

ROBERT'S RULES OF ORDER

Parliamentary Procedure:

Parliamentary procedure-based in the time honored and currently respected Robert's Rules of Order is essential and valuable, and for the following reasons:

Business must be handled and group decisions made efficiently and logically.

Majority rule, properly sought, governs our society.

The rights of the minority, in the processes of making and implementing decisions, must be protected, and the minority must be allowed to "have its say."

This brief report will make no attempt to completely define and set forth in great detail the extensive provisions and procedures of parliamentary procedure. Rather, here included are certain key points, definitions and explanations which will enable the body leaders to develop a basic appreciation of the necessity for operating within this framework. A further aim of this section is to provide him with the major details and understanding which will permit him to stride purposefully into the field of group leadership through experience and further study, if necessary.

Procedures at a Glance:

Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn	"I move that we adjourn."	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	"I move that we recess for"	NO	YES	NO	YES	MAJORITY	NO
Complain about heat or noise	"I rise to a question of privilege	YES	NO	NO	NO	NO VOTE	NO
Temporarily Suspend Consideration of an issue	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	"I move the previous question"	NO	YES	NO	NO	2/3	NO(1)
Postpone discussion for a certain time	"I move to postpone the discussion until"	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES(2)
Amend a motion	"I move to amend the motion by"	NO	YES	YES(3)	YES	MAJORITY	YES
Introduce Business	"I move that"	NO	YES	YES	YES	MAJORITY	YES

<i>The motions listed above are in order of precedence...Below there is no order...</i>							
TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adopt a Motion	"I move that the report be adopted..."	NO	YES	YES	YES	MAJORITY	YES
Ballot Vote	"I move that a committee be appointed to..."	NO	YES	NO	YES	MAJORITY	YES
Protest breach of rules or conduct	"I rise to a point of order"	YES	NO	NO	NO	NO VOTE (4)	NO
Vote on a ruling of the chair	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY (5)	YES
Suspend rules temporarily	"I move to suspend the rules so that"	NO	YES	NO	NO	2/3	NO
Rescind, Repeal or Annul	"I move that the motion to ... be rescinded."	NO	YES	YES	YES	2/3 without malice	N/A
Avoid considering an improper matter	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 (6)	(7)
Verify a voice vote by having members stand	"I call for a division" or "Division"	YES	NO	NO	NO	NO VOTE	NO
Request information	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
Take up a matter previously tabled	"I move to take from the table"	NO	YES	NO	NO	MAJORITY	NO
Reconsider a hasty action	"I move to reconsider the vote on"	YES	YES	(8)	NO	MAJORITY	NO
Notes:							
(1) Unless vote on question is not yet taken	(2) Unless the committee has already taken up subject	(3) Only if the motion to be amended is debatable	(4) Except in doubtful cases	(5) A majority vote in negative needed to reverse ruling of chair	(6) A 2/3 vote in negative needed to prevent consideration of main motion	(7) Only if the main question or motion was not, in fact, considered	(8) Only if motion to be reconsidered is debatable

Definitions:

ACCEPTING A COMMITTEE REPORT – A motion is made as follows: "I move we accept the committee's report." By this motion, the body supports the action of the committee. Most committee reports need not be accepted because they require no action; they should be received, not accepted (See **RECEIVE A REPORT**). Sometimes "adopt" is used instead of "accept."

ACCLAMATION – A voice vote made by stating "Aye" or "No."

ADOPT – To pass or carry a motion: to approve a committee report.

APPEAL FROM THE DECISION OF THE CHAIR – An incidental motion (See **MOTIONS** below). Any member disagreeing with the chairman's decision may thus petition the matter to a vote of the body. It is in order even when another member has the floor, and often arises out of a point of order. The member arises, saying, "I appeal from the decision of the Chair." If it is seconded, the chairman states his decision and allows limited debate. He then says, "All those in favor of the chair's decision, say Aye," etc. A tie vote sustains the chair.

ARE YOU READY FOR THE QUESTION? – "Are you ready to vote on the motion?"

CARRY A MOTION – To pass, approve or adopt a motion.

CONVENE – To call the meeting to order.

DEBATE AND DISCUSSION – Debating or talking about a motion or question.

DIVISION – Count the vote again. It may be requested by any member, without recognition or rising, after the chairman has announced the outcome of a vote when the count is not definite, generally after a voice vote.

FILIBUSTERING – The act of speaking for the purpose of keeping the floor and preventing the opposition from getting a chance to speak, through consumption of the allotted time for a motion to be considered.

HAS THE FLOOR – When a member has been recognized by the chair, he has the floor. He should only in rare instances be interrupted; he may yield the floor (see below) to another if he so desires.

MAJORITY – More than half the votes cast.

METHOD OF VOTING – An **INCIDENTAL MOTION** (see **MOTIONS** below). It provides for the type of vote desired on a motion, such as a vote by rising, show of hands, acclamation, secret ballot, roll call vote, or secret roll call vote (members sign names).

MOTIONS – Proposals looking to action; a formal proposal made in a deliberative assembly; a request that something be done or that something is the opinion or wish of the group.

INCIDENTAL MOTION – Must be disposed of before action is taken on the motion out of which it arises. Example: **mOTION TO CLOSE NOMINATIONS**, **POINT OF ORDER**, **METHOD OF VOTING**.

MAIN MOTION – Introduces an action to the group for its consideration. Only one **MAIN MOTION** should be placed before the group at one time. It is always debatable and amendable, and it ranks below all other motions.

PENDING MOTION – On the floor, but not as yet disposed of. Several motions may be on the floor at one time, provided they were made in order of ascending rank. When several motions are pending, the one made last is always disposed of first.

PRIVILEGED MOTION – Refers to the action of the group as a whole (recess, adjourn, **QUESTION OF PRIVILEGE**, fix time of next meeting) outranks all other motions.

RENEWAL MOTION – Brings back to the floor a motion once considered, but which the group wishes to consider again (to reconsider, take from table, discharge a committee, etc.)

SUBSIDIARY MOTION – Applied to other motions, usually the **MAIN MOTION**, to alter, postpone, or temporarily dispose of them; ranks right below **PRIVILEGED MOTIONS**, and above the **MAIN MOTION**. (An **AMENDMENT** is a **SUBSIDIARY MOTION**.)

OBJECTION TO CONSIDERATION OF A MOTION – An **INCIDENTAL MOTION**, the purpose of which is to avoid consideration of a motion that is undesirable or impractical. It is usually applied to a **MAIN MOTION** and must be made immediately after the **MAIN MOTION** is opened for discussion, and before any amendments are made to it. It can be made when another has the floor, does not require a second; no debate, no amendments. The chairman says, "An objection has been made to the motion, shall we consider the motion?" The vote must be two-thirds in the negative to dismiss the **MAIN MOTION** and sustain the objection.

ON THE FLOOR – A motion is on the floor when it is being considered by the group.

OUT OF ORDER – Discussions, motions or interjections which are contrary to parliamentary procedure, fact, recognition, administrative procedure, or good taste.

PLURALITY – More votes than any other candidate.

POINT OF ORDER – A member may rise to a point of order without waiting to be recognized, to call the attention of the chair to a breach of parliamentary procedure. The chairman will then reply that the member's point is (or is not) well taken, and continue accordingly.

PREVIOUS QUESTION – A SUBSIDIARY MOTION which means "to close debate." If passed, it stops discussion and puts the pending motion to a vote. It is not debatable or amendable and requires a two-thirds vote.

PUTTING THE MOTION – To vote on the motion.

QUESTION – When a member calls "QUESTION," he means "I am ready to vote on the motion." It does not close discussion, but expedites it.

QUESTIONS OF PRIVILEGE – A PRIVILEGED MOTION is more accurately called a POINT OF PRIVILEGE and is concerned with the welfare of the group. A member states, "I rise to a QUESTION OF PRIVILEGE." The chair asks him to state his point which he does ("I should like to have the windows opened." "I should like to have the gentleman withdraw his remarks about member A." etc.) The chair then makes a decision on the point (subject to the appeal of the group). It requires no second, is in order when another has the floor, is not debatable or amendable, and requires no vote.

QUORUM – The number of members required to be present to transact business. The number is usually a majority of the membership unless otherwise specified in the By-laws

RECEIVE A REPORT – To hear or listen to a report. It does not mean that the group approves the report or takes any official action on it. Since most reports are reports of information, it is reasonable "to receive the report as read" instead of adopting or accepting it." Receiving the report also recognizes work done.

RECOGNITION – A member is recognized by the chairman when the latter announces the member's name. A member obtains recognition by raising his hand, rising, and, in some cases, calling "Chairman." No member should speak or make a motion until he is recognized by the presiding officer, except in the case of a POINT OF ORDER, PARLIAMENTARY INQUIRY, or INFORMATION.

REPEAL – When the group desires to change a former action the motion to repeal is in order. It must be made when the floor is clear. is debatable, amendable and require a two-thirds vote. If sentiment is strong, the motion may include the words, "and strike from the records."

RISE FOR INFORMATION – A member without being recognized, may rise and say "Chairman, I rise for information" or "I should like to ask the member a question."

SUSPEND THE RULES – An INCIDENTAL MOTION used in urgent cases to save time. It is not debatable or amendable, and requires a two-thirds vote.

TABLE – To lay on the table: to set aside a motion temporarily for further consideration or committee action. Takes precedence of all other subsidiary motions: cannot be debated or amended. To bring a tabled motion back to the floor, a member moves to take such motion from the table.

UNANIMOUS BALLOT – A ballot cast by the secretary for a candidate who is the only person nominated for an office, and no objection is made. This method should not be used when the constitution requires an office to be filled by ballot, since it does not permit any negative votes to be cast.

WITHDRAW A MOTION – An INCIDENTAL MOTION permitting a previous motion to be withdrawn. If the maker of a motion refuses to withdraw his motion, that motion cannot be withdrawn. If the motion to withdraw is made before the chairman states the motion for the group, only the maker and seconder need agree upon the withdrawal. If after the chairman states the motion for the group, the maker and the entire group must be consulted for its withdrawal.

YIELD THE FLOOR – A member who has the floor may yield the floor to another member; in so doing the former surrenders his right to continue speaking at that time.

References and Detailed Publications:

"Robert's Rules of Order"

"Parliamentary Procedure at a Glance," O. Garfield Jones. Appleton-Century-Crofts, Inc. (Spiralbound) A concise and readily-usable book outlining the salient points of "Robert's Rules," in a clear and logical manner.

"The Meeting Will Come To Order," Harold Sponberg, Michigan State University Cooperative Extension Service. (Booklet) A brief but clear display of the procedures for group meetings, based on but not as detailed as "Robert's Rules."

DOING OUR BEST
HOMEOWNERS ASSOCIATION

PARLIAMENTARY PROCEDURES RESOLUTION
--

WHEREAS, the Doing Our Best Homeowners Association is a Nevada Corporation duly organized and existing under the laws of the State of Nevada; and the Bylaws, Section 4.16 (a) gives the Board rule making authority; and

WHEREAS, NRS 116 has specific provisions regarding the Board of Directors responsibility to detail in their Bylaws how meetings will be conducted; and

WHEREAS, the Bylaws state that Robert's Rules of Order as adopted by the Board of Directors by Resolution will be used to conduct all Board and Member's meetings, and

WHEREAS, Robert's Rules allows the body itself to make rules on their how meetings will be conducted; and

WHEREAS, the Doing Our Best Board of Directors feel it is important that a consistent standard is set for running the business meetings and affairs of the community to facilitate orderly and effective meetings.

NOW THEREFORE, BE IT RESOLVED:

All meetings will be conducted using the following format until otherwise changed by a majority vote of the members of the Board of Directors and memorialized and adopted in a formal resolution.

1. Before any action is taken on any item, a motion must be made. If at a Director's meeting, a Board Member must make the motion, but at a Member's meeting any owner may make a motion from the floor as long as the item was properly noticed on the members meeting agenda and distributed in accordance with NRS 116 laws.
2. Before any motion is made, unless an emergency as defined in NRS 116, the action for consideration must have been properly placed and noticed on the agenda of the meeting the action is being requested. The agenda must be prepared and distributed according to current NRS 116 requirements.
3. Each agenda will state that action may be taken on any item and each item will be specific enough to allow owners to know what action may be taken at any meeting.
4. At a Board meeting, a Board member wishing to make a motion must be recognized by the Chairperson. The Chairperson for the Doing Our Best Homeowners Association will be the President unless otherwise determined in his or her absence. If the President is not available, the officers will chair in the following order: Vice President, then Chief Financial Officer, and then the Secretary. If none of the officers are available, the meeting will be adjourned and all action will be delayed until the next meeting unless a quorum has been established and the business is of an emergency nature.
5. At a member's meeting the Chairperson may be determined by the Board or the members through a majority vote should the meeting be of the nature requiring owners other than the Board to conduct the meeting.
6. All motions must be seconded before any discussion shall be held on any item. If the second is not received, the item will be immediately postponed until a later date.
7. Any discussion will follow the second, but is limited to each director addressing each motion one time.

8. A majority of the members of the Board present is required to pass any motion.
9. If the motion is tabled instead of postponed, a second must be received and the item may be addressed later in the meeting. There can be no discussion, just a vote.
10. A motion is required to resurrect an item that was placed on the table. The motion cannot be amended.
11. If the original motion is changed, the original person making the motion must approve of the amendment before a second is received and further discussion proceeds.
12. All motions made during a Board or Members meeting shall be recorded in the minutes according to current Nevada law.
13. If a majority of the Directors vote to amend a motion, a vote must be taken on the amendment before the original motion is voted upon.
14. Abstentions are counted as absence and a majority of the votes cast decide the issue. Board Members will not abstain simply because they don't want to voice their opinions in front of the owners, but rather to state that they have a conflict of interest or were not at the last meeting, etc. As the Board packages are distributed 5 days before all Board meetings, not reading the material is not a valid reason to abstain unless on vacation, out of town or did not receive the package.
15. The minutes of any Board meeting will reflect how each Board Member voted as required by current NRS 116 provisions.
16. A motion is needed to adjourn the meetings. It requires a second and cannot be amended.

This resolution is adopted in resolution format at the February 12, 2018, Board of Directors Meeting.

BY: _____
President

ATTESTED: _____
Secretary

Recommended Reading from CAI

Order Online at <http://www.caisecure.net/index.mv?c=MEET>



Best Practices Reports: The Complete Set

Item #: **1695**

Retail Price: \$42.00

Member Price: \$24.95

Quantity in Basket: *none*

The *Best Practices Reports* include performance benchmarks for several key areas of community association governance and management. Each includes case studies that illustrate the implementation of those benchmarks in real communities.



Communications

How Community Associations Stay in Touch

Item #: **0215**

Retail Price: \$25.00

Member Price: \$15.00

Quantity in Basket: *none*

Build a positive and powerful relationship with residents with an effective communications program. Find out how with this guide.



Conducting Meetings

A Guide to Running Productive Community Association Board Meetings

Item #: **0031**

Retail Price: \$22.00

Member Price: \$13.20

Quantity in Basket: *none*

Everything community association board members (and managers) need to know to conduct productive, orderly, and legal meetings.



Meetings & Elections

How Community Associations Exercise Democracy

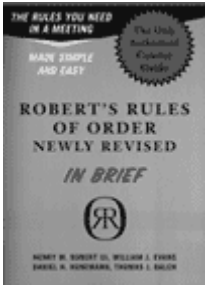
Item #: **0024**

Retail Price: \$25.00

Member Price: \$15.00

Quantity in Basket: *none*

CAI's standard reference for meetings and elections—now updated!



Robert's Rules of Order IN BRIEF

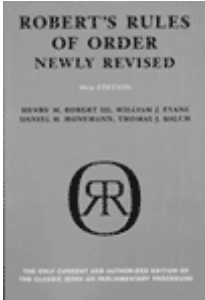
Item #: **R3542**

Retail Price: \$9.95

Member Price: \$5.95

Quantity in Basket: *none*

This pocket-guide version of *Robert's Rules of Order* distills and summarizes all the complexities of parliamentary procedure in a handy guide that's suitable for anyone attending their association's meetings and elections.



Robert's Rules of Order Newly Revised

Item #: **R3072**

Retail Price: \$24.95

Member Price: \$14.95

Quantity in Basket: *none*

Suitable for parliamentarians and novices alike, this book is the most recognized guide to conducting smooth, orderly, and fairly-conducted meetings.

The A-B-C's of Parliamentary Procedure

Item #: **R4003**

Retail Price: \$5.00

Member Price: \$3.00

Quantity in Basket: *none*

This booklet covers all you need to know about running meetings according to Robert's Rules of Order.