

ECIA Election Committee Meeting Policy

Purpose

To maintain the principles of openness and transparency in support of the ECIA governing documents, the following best practices and procedures are adopted for Election Committee meetings.

Reasonable Public Notice of Meetings

Regularly scheduled meetings will be determined every December for the upcoming calendar year for inclusion in the ECIA website Events Calendar under "News & Events".

If a regularly scheduled meeting is rescheduled, then the rescheduled meeting will be posted on the ECIA website under the Events Calendar with a minimum of five (5) business days advance notice.

Special meetings will be posted on the ECIA website under the Events Calendar with a minimum of three (3) business days advance notice.

Emergency meetings will be posted on the ECIA website under the Events Calendar with a minimum of twenty-four (24) hours advance notice.

Agenda

Seventy-two (72) hours prior to a meeting an agenda listing specific items of business to be discussed or transacted will be provided to the ECIA office for posting on the ECIA website under Boards and Committees, Election Committee, Agenda. Changes and additions to the posted agenda may be made at the meeting provided that a quorum of members is present and a majority of those members present approve.

Meeting Attendees

Eldorado Lot Owners may attend any Election Committee meeting. Comments may be made during the Open Forum portion of the agenda within the time limit determined by the Chair.

Minutes

Minutes must include, at a minimum, the date, time and place of the meeting, the names of members in attendance and those absent (note excused, if applicable), the substance of the proposals considered and a record of any decisions and votes taken.

Draft minutes must be prepared within 10 business days after the meeting. Minutes may be approved at the next meeting where a quorum is present or by email approval from a majority of members.

The approved minutes will be filed in the ECIA office and are to be posted on the ECIA website under Boards and Committees, Election Committee, Minutes.