

RECOMMENDED PROCEDURES FOR VOTING MEMBER MEETINGS

Dated January 14, 2025

I. **Regular VM Meeting Schedule(s)**

- a. Regular meetings of the Voting Members (“VM”) are scheduled to be held on the 2nd Tuesday of every month of the year unless the VMs act to reschedule or cancel such meetings in advance.
- b. VM Meetings may be cancelled in advance by majority vote of the number of VMs present at any regular meeting or by the written consent of a number of Voting Members that represent at least a majority of the total vote of the association.

II. **Meeting Agenda(s)**

- a. A VM may request an agenda item for any regularly scheduled meeting as noted in this section below.
- b. VM agenda item requests should be submitted at least 14 days in advance of a meeting, whether it be at a preceding VM meeting or as submitted in writing to the Board President. Agenda items approved by the Voting Members or the Board President shall be published in the formal VM Meeting Agenda Notice accordingly.
- c. Agenda requests should be accompanied by a very brief summary of the purpose, objective or issue that is intended to be addressed by its inclusion as well as a requested meeting time allowance.
- d. All guest speakers for a VM meeting must be approved by the VMs at a VM meeting prior to an invitation being extended to a guest speaker or allowing the guest speaker to address the VMs at VM meeting.
- e. The Standing Schedule of VM Meetings set forth below serves as the VMs’ proposed list of regular monthly meeting agenda topics for planning purposes.

III. **Meeting Documentation and Materials**

- a. Per Section 720.306(4)(b), Florida Statutes, any document listed on the published agenda or to be voted on by the members must be posted on the Association’s website or application at least 7 days in advance of the meeting.

Standing Schedule of VM Meetings & Proposed Agenda

Month	Standing Agenda	Notes
January	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report INSG and Guideline Voting VM Comments Future Agenda Item Requests	Final voting on INSG's submitted to WCA office by Sept 1st and any Guideline changes presented in July
February	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report VM Comments Future Agenda Item Requests	
March	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report VM Comments Future Agenda Item Requests	
April	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report VM Comments Future Agenda Item Requests	INSG requests due to office by April 1st for June Vote
May	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report VM Comments Future Agenda Item Requests	
June	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report INSG Voting VM Comments Future Agenda Item Requests	Final voting on INSG's submitted to WCA office by April 1st
July	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report Review of Proposed Guideline Changes VM Comments Future Agenda Item Requests	Guideline changes to be presented by the Document Review Committee
August	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report Budget Review VM Comments Future Agenda Item Requests	VM's are not required to approve the annual budget, but have the opportunity to "veto" it with a 67% vote
September	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report Annual Election of the BOD VM Comments Future Agenda Item Requests	INSG requests due to office by Sept 1st for January vote
October	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report VM Comments Future Agenda Item Requests	
November	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report VM Comments Future Agenda Item Requests	
December	Approval of Prior Meeting Minutes BOD Update & Monthly Mgmt Report VM Comments Future Agenda Item Requests	Neighborhood annual meetings for VM elections will take place independently