



Conduct of General Meetings (LLA Policy & Procedures 002 – General Meetings)

The Association’s Articles of Incorporation and Bylaws direct the Board of Directors to conduct general membership meetings four times a year. Meetings will be conducted according to Robert’s Rules of Order and are intended to last no more than 90 minutes. The following policy and procedure is established for the conduct of these meetings as follows:

- January and April (normally scheduled on the second Thursday at 7:00 pm.)
- October (normally scheduled the second Saturday at 10:30 am)
- July (conducted on designated Saturday at 1:30 pm)

General Procedure:

January meeting

Normally held on the second Thursday at 7:00 pm at the Altavista train station. Member turnout for this meeting is historically low due to post holiday recovery; Thursday evening timeslot, potential inclement weather and the absence of lake homeowners over the winter. As standard practice, a guest speaker/presentation is not recommended.

April meeting

As scheduled on the second Thursday at 7:00 pm at the Altavista train station. Historically, attendance at this meeting is between 10-20 members. A guest speaker and presentation is desired.

July meeting

This meeting as scheduled in the annual calendar of activities is designated as the “annual meeting of the corporation.” The focus of this meeting is conducting the annual business of the Association as required by the Articles of Incorporation and Bylaws. An additional goal is to promote social periods before, during and after the get together. Historical attendance figures range from 60 to 100 attendees. Members and their families are invited free of charge. Hosting potential members is highly encouraged. Meeting announcements are published on the website, member emails and via the USPS. The following are general procedures for conducting this meeting;

-A member’s picnic (usually catered). Past experience indicates our members desire this meeting be held at the waterfront. Tri-County Marina, Leesville Lake Marina and the lower lake AEP picnic area are potential meeting sites.

-Based on location, establishing an Annual Picnic Chairperson is strongly encouraged to oversee the various set up requirements. The Chairperson should be appointed 120 days in advance of the meeting

-Contract for caterer should be confirmed not later than 90 days prior to meeting date

-The Association owns a large canopy tent to provide shade, and borrows seating and tables as required.

-The Membership Chairperson setup the LLA pop up canopy and welcome/register guests upon arrival. A copy of agenda (President), annual meeting minutes from the previous year (Secretary), monthly financials and the upcoming year's proposed annual budget (Treasurer) are to be provided

-A social period of 15-30 minutes at the start of the meeting has proven popular while the caterer completes setup. Allowing for a sliding timeline here adapts to the caterer's actual preparation period. Allow for 45-60 minutes for the picnic.

-To facilitate communication, a public address system (sound system or bullhorn) is required

-Secretary record outline of presentation for the following *All Hands News*

-Following the picnic the annual meeting is called to order:

-agenda approved

-annual meeting minutes approved (year previous)

-financial presentation followed by approval of upcoming budget)

-presentations as follows;

-A synopsis of the "state of the Leesville Lake Association" (President)

-Presentations by Committee Chairs

-election of Board members

-motion to adjourn

-Final social period and clean up

October meeting

This meeting is held on Saturday morning per the annual schedule of activities commencing at 10:30 a.m., at the Altavista train station. Recently, attendance at this meeting has ranged from 40-50 members attending. The train station can comfortably host approximately 60 attendees, has restrooms and a small kitchenette facility. Standard procedure follows;

- Guest speakers/informative-educational presentations are desired in support of the

Association's stated purpose

-Arrange for the presenter in advance to allow member notification via the LLA website, member email and the USPS (President or volunteer, Membership Chairperson). Speaker should be confirmed 60 days in advance with repeated follow-ups to remind

-Meeting setup (arrange chairs, speaker podium, audio/visual equipment as required) and offer hot coffee and morning pastries (Membership Chairperson and volunteers)

-Offer LLA merchandise, calendars, for sale (Sales Chairperson)

-Secretary record outline of presentation for the following *All Hands News*

To help ensure that the above occurs, the Board of Directors hereby adopts the LLA Policy & Procedure 002 on [insert date]:

Motion by

Seconded by

Number of Votes for _____

Number of Votes against _____

LLA President _____

LLA Secretary _____