

# Mississippi Riverwood Associates, Inc.

## Member & Board Meeting Date Policy

<b>Policy number 01-</b>	<b>Version 1</b>
<b>Drafted by P&amp;P Committee</b>	<b>Passed by the Board on</b>
<b>Responsible person Board of Directors</b>	<b>Scheduled</b>
<b>Review Date Annual</b>	

### Introduction

Bylaws Articles III and IV have specific requirements for scheduling and providing notice for annual and special meetings of the membership and Board of Directors. The Bylaws require an annual meeting of the members to be held within the last two weeks of August and the first two weeks of September of each year. (Article III, Section 1). The Board of Directors is required to meet immediately after and at the same place as the annual meeting of the members. (Article IV, Section 3) All other meetings are defined as special and have specific notice requirements that must be met. The Association has traditionally held monthly membership and Board of Directors meetings May through September of each year.

### Purpose

The purpose of this Policy is to establish regular meeting dates and provide notice to the members and Board members of all meetings.

### Policy

Scheduled meetings will be held for Members and the Board of Directors as follows:

Member meetings:

- The annual meeting of members will be scheduled on the third Saturday of August of each year.

- Special meeting of the members will be scheduled for the third Saturday of May, June, July and September of each year.

Board of Directors meetings:

- The regular meeting of the Board will be scheduled on the same day and at the same place as the annual meeting of the members.
- Special meetings of the Board will be scheduled on the Monday preceding the third Saturday of each month May through September.

A schedule based on the above dates will be prepared for the following year at the September Board meeting of each year. The schedule will designate the day, place and time of each meeting (Article III, Section 4 (members) and Article IV, Section 5 (Board)) and will be delivered personally to each director (Article IV, Section 5) and posted in the Clubhouse (Section III, paragraph 4)

Other meetings:

- Other meetings of the Board of Directors and/or Members may be called and noticed as required by the Bylaws (Articles III & IV)

**Related Documents**

MRAI Bylaws Article III

MRAI Bylaws Article IV

**Authorization**

By the Board of Directors

\_\_\_\_\_, President

Date \_\_\_\_\_

