

**London Towne Property Owners' Association, Inc.
Standing Rules for LTPOA Section One**

Article 1 - Name & Purpose

1: Name

The name of the organization shall be LONDON TOWNE PROPERTY OWNERS ASSOCIATION SECTION 1, hereafter referred to as the Section. The London Towne Property Owners' Association, Inc. shall hereafter be referred to as LTPOA

2: Purpose

The purpose of the Sections shall be to further and protect the interests of the LTPOA and the Section by utilizing their united efforts of the section for the improvement, management and maintenance of the beaches and beach areas, roads, parks, parking lots, docks, boating facilities and shorelines; maintaining order, promoting social activities; and for related activities in the general welfare of LTPOA and the Section.

Article 2 - Members and Voting Privileges

1: Membership

Section membership shall be composed of recorded property owners within the geographical area of London Towne, Anne Arundel County, Maryland, and who are not presently members of any other LTPOA section. The Section Secretary will resolve any question concerning membership.

2: Section Voting

- A. Members have the right to vote in the Section meetings and in meetings of LTPOA and in all respects to enjoy the full benefits and privileges of membership in the Section.
- B. Where real property within the geographical area of London Towne is jointly owned, each owner shall be entitled to membership in the Section, and each shall be entitled to one vote. Members can vote after attending two meetings in a 12-month period. The second meeting allows members to vote at that meeting.
- C. Neither Proxy nor Absentee voting is permitted

Article 3 - Meetings

1: Meetings

Regular meetings shall be held at a time and place determined by the Section. These meetings may be held at the Community Hall, or a place designated by the Section President. Not less than 4 members shall constitute a quorum at any regular or special meeting of the Section. Should there be an absence of a quorum; the said meeting shall be adjourned to a time and place to be fixed by the President.

2: Special Meetings

The President at his discretion may call special meetings, or they may be called on the written request of not less than 4 members in good standing. Notice of such a special meeting may be in writing, sent by US Mail or by email to all Section members in good standing. The notice must be made 15 days in advance of the meeting. The purpose and object of the special meeting shall be stated in the notice, and no other business shall be transacted at the special meeting.

3: Conduct of the meeting

In any question of conduct of meeting, propriety of discussion, elections, etc., which is not specifically covered by these Standing Rules or the By-Laws of the LTPOA, shall be governed by "Roberts Rules of Order- Newly Revised" (most recent edition of Roberts Rules of Order).

Article 4 - Election of Officers

1: Nominations

At the regular meeting in August of each year, the Section President shall appoint a Nominating Committee consisting of not less than 2 regular members. The duty of the Nominating Committee is to make recommendations to the Section at the regular meeting in September for President, Vice-President, Secretary and Treasurer.

2: Elections

- A. At the regular meeting in September of each year, the Nominating Committee shall make its recommendations to the Section for the Section Officers. Any member in attendance at this meeting may nominate any member for any of the elective positions, and upon a second to the motion being made and accepted by the nominee, the person so nominated shall be a candidate for office.
- B. Candidates nominated by the nominating committee, if they are unable to be present at the August meeting, may submit a letter-indicating acceptance of the position for which they were nominated. Candidates nominated from the floor must be present at the time of the voting in order to accept their nominated position.
- C. Any candidate for the office of President or Vice President shall have been a member of the Section in the previous year.
- D. At the September meeting, the Secretary shall read the names of each candidate for elective office. Voting shall be by secret ballot unless there shall be only one candidate for a particular office. The candidate receiving a majority of the votes from among the members present and voting shall be declared elected.
- E. Neither Proxy nor Absentee voting is permitted.

3: Section Officers

The elected President, Vice-President, Secretary and Treasurer are delegates to the LTPOA Board of Directors and shall be known as the Section Officers. If any Officer chooses not to become a BOD member, other section 1 members will be appointed by the Section President. Officers of the Section shall serve without pay or remuneration.

4: Vacancies

If any elected Section Officer fails to fulfill his or her duties or fails to attend three (3) consecutive Section meetings, without a valid excuse acceptable to the Section Officers, or resigns before the end of his or her term, the Section Officers, by majority vote, shall have the power to declare a vacancy.

- A. If the office of Section President becomes vacant, the Vice President shall automatically succeed to such office without any further action of the Section. The Section President and Section Officers as set forth in Subsection B below shall fill the position of Vice President.
- B. In the event of a vacancy among Officers, the Section President will appoint, and the Section will confirm a new Officer who will serve until the next annual election

Article 5 Duties of Officers

1: President

- A. The President shall preside at all Section meetings and meetings of the Section Officers and shall have general supervision over the affairs of the Section. The President shall have power to limit debate on all questions or motions, shall maintain order at all times, shall insist that all debates be on the question at hand, and shall not grant the floor to the same person twice to talk on the same question until each member present has had an opportunity to voice their opinions.
- B. The President shall appoint the members and Chairperson of all standing committees, create such other committees from time to time as may be deemed necessary and appoint the members thereto; provided, however, that nothing in these Standing Rules shall prevent the members at a regular or special meeting, and upon proper motion and majority vote, from establishing such committees and designating the members thereof as they may determine to be appropriate.
- C. The Section President shall appoint the Chairperson of the Dock Committee, who will be known as the Dock Master.
- D. The President shall be equally responsible with the Treasurer and Secretary for the care of all-important documents of the Section. The President shall sign all checks of the Section not signed by the Treasurer.
- E. The President shall serve as a member of all standing and special committees except the Nominating and Auditing Committees.

2: Vice President

The Vice President shall, in the absence of the President, or inability of the President to act, perform duties of the President. In event of absence, or inability of both President and Vice President to act, the Section shall elect a President Pro-tem from one of the remaining Section Officers, who shall preside over the meeting.

3: Treasurer

- A. The Treasurer shall receive all funds from the Section. The Treasurer shall promptly deposit in a depository approved by the Section Officers all funds remitted and shall issue a receipt in acknowledgement of all funds of the Section. The Treasurer shall have the power to sign all checks and vouchers for the payment of all monies as approved by the Section.
- B. The Treasurer shall keep correct books of the financial affairs of the Section and shall report the condition of said finances to the Section at every meeting and such other times as the President may direct. The books shall be filed at the LTPOA Clubhouse after the completion of the annual LTPOA audit.
- C. The Treasurer shall at all times keep the books open for inspection by LTPOA, the Section Officers, or by whom it may designate. Upon request in writing by any 5 Section members, the Treasurer shall within 5 days allow an inspection of the books at a place and time to be designated by the President.
- D. The Treasurer shall share with the President and the Secretary the responsibility of the care and custody of all-important documents of the Section. The Treasurer and President shall be bonded for the sum of (\$50,000.00) Fifty thousand dollars immediately following his or her election to office and such bond may be increased from time to time at the discretion of the LTPOA, who shall pay the expense of such bonding.

4: Secretary

The Secretary shall keep minutes of all regular and special meetings, shall maintain a roster of members, shall send out all notices, shall carry on all correspondence, shall share with the President and Treasurer the responsibility for the care and custody of all documents and shall perform other duties as the Section Officers or the President may prescribe. At each meeting, the Secretary shall read the minutes of the previous meeting of the Section. These minutes will become the official record of the Section when approved. After any meeting, a copy of the approved section minutes must be submitted to the LTPOA Secretary ASAP.

Article 6 – Committees

1: Committees

The only Section Standing Committee shall be the Dock Committee. Ad hoc committees may be assigned as needed. The members of the Dock Committee, LTPOA Committees, and Ad hoc Committees and the Chairperson of each shall be appointed by the President, with the approval of the majority of the Section. The President may appoint and name members of other committees, as the President may from time to time create. All committee meetings shall be held within the geographical area of London Towne unless the members of such committees agree unanimously upon a place of meeting outside the geographical area of London Towne.

2: Nominating Committee

The Nominating Committee shall perform the duties set forth in Article 4.

3: Dock Committee

- A. The Dock Committee shall consist of a Dock Master, all active slip holders in good standing, and the section Treasurer. The Dock Committee shall be responsible for making recommendations on the erection, repair and maintenance of docks, bulkheads, dock parking lots and the lights pertaining to slips. It shall have the authority, under a plan or plans, approved by a majority of the Section members, to negotiate with contractors, builders, and other vendors, and to execute contracts in connection with boating and dock facilities. The President of the LTPOA Board of Directors must sign all contracts.
- B. It shall be responsible for the development and maintenance of a set of working dock rules for acceptable usage of the dock facilities in the Section. As approved by the Section, the Dock Rules shall constitute a part of these Standing Rules. The Dock Committee shall meet as needed by the Dock Master but not less than 1 time per year and the Dock Master shall furnish a report on the activities of the Committee at each regular meeting after the meetings by the Dock Committee.
- C. All dockage donations, all loans from members, and all other income and cash receipts pertaining to the activities of the Dock Committee shall be under the care and custody of the Section Treasurer. All disbursements are to be by check drawn on the separate dock fund account. A signed receipt shall be issued in acknowledgement of all funds received, and a copy of such receipts shall be retained as part of the Committee records. The Section Treasurer and/or the Section President shall have the authority to sign all checks and vouchers for the payment of all monies pertaining to the functions and activities of the Dock Committee.
- D. Dockage donations are due January 1 of each year. Renewal applications from property owners and annual fees must be received by the Dock Master prior to January 31 of each year. The Sections of the LTPOA are not obligated to send renewal notices. Beginning February 1 of each year, applications will be accepted from property owners who were not assigned dock space in the previous year. Beginning March 1 of each year, applications will be accepted from year-round tenants. Beginning April 1 of each year, applications will be accepted from property owners for a second slip if vacancies exist. Second slip assignments will not be eligible for renewal. If a boat owner does not have his/her boat in the assigned dock slips by June 1, he/she must furnish the Dock

Master with proof of reasonable cause or relinquish the dock slips without reimbursement.

- E. Checks shall be made payable to the LTPOA Section One Pier Fund under conditions established by the Dock Committee as approved by the Section. The Dock Master of the Section shall keep a list of dockage holders and their addresses.

4: LTPOA COMMITTEES

- A. The Section President shall appoint a member to serve on the following LTPOA committees for a one-year term as established by the LTPOA by-laws.
 - 1. Police Committee
 - 2. Clubhouse and Grounds Committee
 - 3. Events Committee
 - 4. Credentials and Ramps Committee
 - 5. Erosion Committee

- B. The Section President appoints the following positions to serve on the following LTPOA committees for a five-year term as established by the LTPOA by-laws.
 - 1. Park and Planning Committee
 - 2. Budget and Legislative Committee

Article 7 – Amendments

Proposed amendments to these Standing Rules must be submitted in writing by an ad hoc committee at a regular meeting, or at a special meeting called for that purpose. Such proposed amendments will be read at the meeting, whereupon action will be held over until the next regular meeting. At least 7 days in advance of the next regular meeting, each regular member shall be notified electronically via email or in writing of the proposed amendments. These Standing Rules may be amended by a majority vote of the members present but must be ratified by the LTPOA Board of Directors before being valid Section Standing Rules.

Article 8 – Authentication

A copy of these Standing Rules and of all amendments thereto shall be available to section members and shall be available at all official functions of the Section.

These Standing Rules of LTPOA Section 1 were adopted by a majority vote at the regular meeting on 11 March 2013.