

**London Towne Property Owners' Association, Inc.**  
**Section 2-Standing Rules**

**Article 1. Name and Purpose**

**Section 1.**

The name of the organization shall be LONDON TOWNE PROPERTY OWNERS' ASSOCIATION SECTION 2 hereinafter referred to as the Section. The London Towne Property Owners' Association, Inc. shall hereafter be referred to as LTPOA.

The LTPOA Bylaws supersede these Section rules as noted by the LTPOA bylaws, Article 12, Section 3.

**Section 2.**

The purpose of the Section shall be to promote and protect the interests of the Section members by utilizing their united efforts to improve and maintain their designated beaches, parklands, piers, and docks, and also to maintain order, and promote social and other activities that enhance the general welfare of the Section members and LTPOA.

**Article 2. Membership and Voting Privileges**

**Section 1.**

Membership will be composed of any person or entity that is a member of LTPOA (as defined by LTPOA bylaws, Article 3, and LTPOA Section rules and regulations) and is not presently a member of any other Section.

The Secretary will resolve any question concerning membership.

**Section 2.**

Members shall be entitled to one vote in any meeting of the Section. In the event of co-ownership of a property, the property shall be entitled to a maximum of two votes. In the event of ownership of a property by a partnership, a corporation, a limited liability company, a trust, or any other entity, the property shall be entitled to one vote to be cast by an authorized representative of the entity. The entity shall notify the Section in writing concerning the identity of the authorized representative and any changes in the authorized representative. Voting by proxy or absentee ballot is not allowed for any Section business.

**Section 3.**

Members can vote during their second meeting if they have attended at least one regular Section meeting within the preceding 12 months in person or virtually as determined by the Section President.

**Section 4.**

Members who violate the Section 2 Standing Rules or the LTPOA Bylaws will be subject to disciplinary actions.

1. First infraction: Verbal warning by the Section President or Dockmaster (if pertaining to pier or slip)
2. Second infraction: Written warning by the Section President

3. Third infraction: Suspension of Section privileges, and if appropriate, removal from the LTPOA Board of Directors for a period not to exceed one (1) year.

### **Article 3. Meetings**

#### **Section 1.**

Regular meetings shall be held during the months of March through October on the third Tuesday of the month at a time voted on by the Section members quorum. There are no regularly scheduled meetings in November, December, January, and February. Regular meetings shall be held at the Clubhouse, or a place designated by the President.

#### **Section 2.**

The President, at their discretion, may call a special meeting. A special meeting may be called upon the written request of five members who attended at least one Section meeting within the preceding 12 months. If a special meeting is to be held, fifteen (15) days' notice must be given broadly to all members. Members who have attended a meeting during the past year shall receive an email notification. Notice of such a special meeting shall also be posted on the LTPOA website and sent to all members' email addresses. The notice shall include a description of the date, time, location, purpose, and object of the special meeting. No other business shall be transacted at the special meeting.

#### **Section 3.**

Five members, including the President, shall constitute a quorum at any regular or special meetings of the Section. Should there be an absence of a quorum, the said meeting shall be adjourned to a time and place to be designated by the President, subject to the notice requirements contained in Article 3, Section 2 above.

#### **Section 4.**

In the absence or inability of both President and Vice-President to act, the Section shall elect a President Pro-tempore who shall preside at that meeting.

#### **Section 5. Order of Business**

Unless the membership agrees otherwise, the order of business will be as follows:

- Registration of members attending the meeting (including an email address for contact purposes)
- Call to order
- Request for approval of minutes of the preceding meeting
- Treasurer's Report
- Presentation of Bills
- Committee Reports
- LTPOA Directors Reports
- Nominating Committee –
  - Appoint Nominating Committee in June
  - Present nominations in July
  - Election in August

- Installation of Officers in September
- Unfinished Business
- New Business
- Good and Welfare
- Reading of Correspondence
- Adjournment

## **Article 4. Election of Officers**

### **Section 1.**

At the regular meeting in June of each year, the President shall appoint a Nominating Committee consisting of not less than two (2) nor more than five (5) members. The Nominating Committee must make recommendations to the Section at the regular meeting in July for President, Vice- President, Secretary, Treasurer, and a Director to serve as Section Representative to the LTPOA Board of Directors. Each recommended nominee shall be a member of the Section.

### **Section 2.**

At the regular meeting in July of each year, the Nominating Committee shall recommend the Section Officers set forth in Article 4, Section 1. Any candidates nominated by the Nominating Committee who cannot be present at the July meeting must submit written notice (to include electronic communication) to the Nominating Committee Chair before the meeting indicating their acceptance of the said nomination. Any member in attendance at this July meeting may nominate any member (including themselves) for any elected position. The person so nominated shall be a candidate for office, provided the nominee attends the July meeting.

### **Section 3.**

During the election at the August meeting, the President shall appoint two or more members present for the purpose of counting ballots. The Secretary shall then read the names of each candidate nominated for elective office. Voting shall be by secret ballot unless there is 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. If no candidate receives a majority of the votes on the first ballot, balloting will continue for that position until one candidate gets a majority of the votes. For each round of balloting, the election committee shall prepare a tally sheet, and vote totals shall be announced.

### **Section 4.**

Elected officers shall consist of President, Vice-President, Secretary, and Treasurer. Other elected positions are the Section Representatives on the Budget and Legislative Committee (two-year term), the Park and Planning Committee (two-year term), and one LTPOA Board Director.

The Section is entitled to five elected Directors on the LTPOA Board of Directors. These Directors shall consist of the Section President, the Section Vice President, the Section representatives on the Budget and Legislative Committee, and the Park and Planning Committee and one additional Board Director needed to ensure a minimum of five (5) Directors on the LTPOA Board of Directors. The additional LTPOA Board Director must be a standing committee representative while in this position. A Section member who is one of the four (4) elected officers of the LTPOA Board of Directors is not counted toward the entitlement of five (5) Directors on the LTPOA Board of Directors.

Except as specifically provided above, the term of office shall be 12 months, October through September.

## **Article 5. Duties of Officers**

### **Section 1. President**

The President shall preside at all Section meetings and shall have general supervision over the affairs of the Section. In case of an emergency, the President may act in the interest or protection of the Section. The President shall appoint the members and Chairperson of all standing committees (see Article 8, Section 1) and create such other committees from time to time as may be deemed necessary and appoint the members thereto. The President shall serve as a member of all standing and special committees except the Nominating Committee. The President shall be equally responsible with the Treasurer and Secretary for the care of all important Section documents.

### **Section 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.

### **Section 3. Treasurer**

The Treasurer shall receive all funds of the Section. The Treasurer shall promptly deposit all funds remitted. The Treasurer shall keep books of the Section's financial affairs and shall report the condition of said finances to the Section at every regular meeting and such other times as the President may direct. All original bills and receipts shall stay with the Treasurer's records. They shall at all times keep the books open for review by request. 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 shall prepare and present an annual report to the Section at the September meeting. Upon Section approval of the annual report, the Treasurer will forward a copy of the final report to the President, who will have it filed with the LTPOA Board of Directors.

#### **Section 4. Secretary**

The Secretary shall keep minutes of all meetings, keep a roster of members and their contact information, resolve any question concerning membership eligibility, record members attending each meeting, notify members of special meetings, handle correspondence and be the custodian of all official non-financial papers including Section Standing Rules. The Secretary shall ensure that a copy of the approved minutes for each Section meeting is forwarded to the Secretary of the LTPOA Board of Directors.

### **Article 6. Vacancies**

#### **Section 1.**

If the office of Section President becomes vacant, the Vice President shall automatically succeed to such office without any further action of the membership. The new Section President shall appoint a new Vice-President who shall serve until the next regular election.

#### **Section 2.**

In the event of a vacancy among Section officers, Committee representatives, or Board Directors, the Section President will appoint a new officer, committee representative or Board Director who will serve until the next annual election upon approval of the Section.

#### **Section 3.**

If any officer or Director fails to fulfill their duties or fails to attend three Section meetings, in person or virtually, per year, a vacancy shall be declared, and a new officer or Director shall be appointed by the President who will serve until the next annual election upon approval of the Section.

#### **Section 4.**

If any LTPOA Board Director fails to attend three LTPOA Board meetings, a vacancy will be declared by the LTPOA Board of Directors, and a new Director appointed within forty-five (45) days by the President of the Section.

### **Article 7. Funds**

#### **Section 1. Accounts**

All Section funds shall be kept in good order. Section funds include, but are not limited to, slip fees, storage for non-motorized vessels fees, donations, and profits from fundraising events.

#### **Section 2. Disbursements**

Disbursements shall be made by check after having been authorized by a vote of the Section members. The Treasurer or President may sign checks of one thousand dollars (\$1,000.00) or less. Checks over one thousand dollars (\$1,000.00) must be signed by both the President and Treasurer.

### **Section 3. Contracts**

The President of the LTPOA must sign all contracts after the appropriate LTPOA committee has reviewed them.

## **Article 8. Committees**

### **Section 1. LTPOA Committees**

- A. The Section President shall recommend a member to serve on the following LTPOA committees established by the LTPOA Bylaws:
- Police Committee
  - Clubhouse and Grounds Committee
  - Events Committee
  - Credentials and Ramps Committee
  - Erosion Committee
- B. A Section member shall be elected to the following positions to serve on the following LTPOA Committees for a time period determined by the LTPOA Bylaws:
- Park and Planning Committee
  - Budget and Legislative Committee

### **Section 2. Section Committees**

- A. The President shall appoint the members of the standing committees and the Chairperson of each.
- B. Nominating Committee  
The Nominating Committee of not less than two (2) members shall be appointed by the President and perform the duties set forth in Article 4.
- C. Events Committee  
The Events Committee shall consist of not less than two (2) members appointed by the President. One Chairperson will be appointed by the President and will act as Chairperson for all Section events and assist with LTPOA events. The second appointed member will serve as the Section representative on the LTPOA Events Committee. The Events Committee shall be responsible for scheduling and overseeing all Section events such as fundraising events, picnics, and other social events.
- D. Pier Committee  
The Section President shall appoint the members of the Pier Committee, which shall consist of not less than two members. In addition, the President shall appoint the Chairperson of the Pier Committee, who will be known as the Dockmaster.

The Pier Committee shall be responsible for the erection, repair, and maintenance of docks, mooring facilities, storage racks for non-motorized vessels, bulkheads, dock parking lots, and the lights pertaining thereto. It shall be responsible for the erection of new docks, mooring facilities, and the repair or modification of existing facilities. Upon approval by the Section, it shall promulgate such rules and regulations as are appropriate for the use of the docks, bulkheads, mooring facilities, and dock parking facilities. The Pier Committee shall have authority, under a plan or plans approved by the Section, to negotiate with contractors, builders, and suppliers in connection with boating and dock facilities.

All dockage fees, all loans from members, and all other income and cash receipts pertaining to the activities of the Pier Committee shall be placed in the designated bank account and be under the care and custody of the Section Treasurer. All disbursements are to be by check. All contracts, checks, and vouchers for the payment of all monies pertaining to the functions and activities of the Pier Committee shall be signed in accordance with Article 7 above.

The Dockmaster shall furnish a report on the activities of the Pier Committee at each regular meeting of the Section. In addition, they shall keep a current record of dockage and non- motorized vessel storage rack holders and their contact information (address, email, phone numbers). The Dockmaster must provide the Section President with a copy of such record no later than the second meeting of the calendar year. All changes/updates must be reported during the Committee report at the next regular meeting and an updated copy submitted to the President.

The procedures and deadlines for Section dockage use are as follows:

- January 31 – Renewal applications for dockage from LTPOA members (with annual fees) must be received by the Dockmaster.
- February 1—Applications and fees for dockage will be accepted from property owners who were not assigned a dock space in the previous year.
- March 1— Applications and fees or dockage will be accepted from year-round tenants.
- April 1 — Applications and fees from property owners for a second non-renewable dock space will be accepted if vacancies exist.
- Winter storage is as per the slip agreement.
- Should a boat owner not have their vessel in the assigned space on or before June 1, they must submit a hardship request in writing to the Dockmaster or relinquish the dock space.
- The hardship request will be discussed and voted on at the Pier Committee meeting immediately following receipt of the formal request. Adverse hardship determinations may be appealed to the Section. No reimbursements will be made for forfeited dockage space.
- The above also applies to rack space for non-motorized vessels. However, two (2) rack spaces may be held by one member annually as long as they are paid for by March 31 and the vessel is removed by December 1.
- April 1 – Applications for 3<sup>rd</sup> space will be accepted if available. However, this is a non-renewing space annually.

E. Special Committees

The President shall name the members and Chairperson of any other committees that the President may create from time to time.

## **Article 9. Private Events**

### **Section 1. Small Events**

All LTPOA members, as defined above in Article 2, Section 1, may use the parklands and picnic areas for private events of ten (10) or fewer people with the approval of the Section. The request must include

the details of the party and the number of attendees.

## **Section 2. Large Events**

All requests for private events of more than ten (10) people (LTPOA Bylaws Article 13, Section 1. A), upon approval by the Section, must be brought to the LTPOA Board of Directors by the Section President or Director designee, in person at a regular LTPOA Board meeting before the event. The request will be presented during New Business and voted on by all Directors present with voting privileges. Any event that will include alcohol must be approved by the LTPOA Board of Directors and comply with all county regulations pertaining to serving alcohol at the event. The member must supply a portable toilet for guests for the duration of all events. Up to twenty parking passes will be provided to the member by the Section President for guest parking. Parking passes must be displayed in the windshield of a guest vehicle.

## **Article 10. Amendments**

Amendments to these Standing Rules must be submitted in writing at a regular meeting of the Section. The changes shall be voted on at the next meeting and adopted by a majority vote of the members present and voting.

## **Article 11. Procedure**

In any question of the conduct of meetings, the propriety of discussion, elections, etc., which is not covered explicitly by these Standing Rules or the Bylaws of the LTPOA, shall be governed by "*Roberts Rules of Order-Newly Revised*."

## **Article 12. Distribution**

A copy of these Standing Rules and all amendments thereto shall be available on the LTPOA website. A majority vote adopted these Standing Rules of LTPOA Section 2 at the regular meeting on April 15, 2025.