

**London Towne Property Owners' Association, Inc.**  
**Section 4, Standing Rules**  
**London Towne, Maryland**

**Article 1. Name and Purpose**

**Section 1:**

The name of the organization shall be LONDON TOWNE PROPERTY OWNERS ASSOCIATION SECTION 4, hereinafter referred to as the Section. The London Towne Property Owners' Association, Inc. shall hereafter be referred to as LTPOA.

**Section 2:**

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

**Article 2. Membership and Voting Privileges**

**Section 1:**

The 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 Secretary will resolve any question concerning membership.

**Section 2:**

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 has one vote.

**Section 3:**

Members can vote when attending the second meeting in an 11 month period.

**Section 4:**

Application for Section membership may be made at any time to any elective officer of the Section.

**Section 5:**

Residents of London Towne who are not recorded property owners within the geographical area of London Towne may attend Section 4 meetings, participate in discussions and, at the discretion of the President, be appointed to serve on Section 4 committees. However, they are not members of the Section and do not have voting privileges for any purpose.

## **Article 3. Meetings**

### **Section 1:**

Regular meetings shall be held during the months of January, March, May, June, August, September and October at 7:30 P.M. on the last Thursday of the month. These meetings shall be held at the Community Hall, or a place designated by the President.

### **Section 2:**

The President at his discretion may call special meetings, or they may be called on the written request of seven members in good standing. If a special meeting is to be held, fifteen days notice must be given to all members who have attended a meeting during the past year. Notice of such special meeting shall be in writing and sent by US Mail to the member's address as it appears in the records of the Section Secretary. 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.

### **Section 3:**

Seven members, including the president, shall constitute a quorum at any regular or special meeting of the Section. All members are counted toward the quorum, even if they have not attended a meeting during the preceding 11 month period. 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.

### **Section 4:**

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

### **Section 5:**

There shall be no voting by absentee ballot or proxy.

### **Section 6 Order of Business**

Unless the membership agrees otherwise, the following order of business will be followed:

- Registration of members attending meeting
- Call to order
- Reading of minutes of preceding meeting
- Reading of correspondence
- Treasurer's Report
- Presentation of bills
- Events Committee Report
- Pier Committee Report
  - Special Committee Reports
- Board Member Reports
- Unfinished Business
- New Business
- Good and Welfare
- Nominating Committee Appointed (in July)
- Nominating Committee Report (in August)

- Elections (in August)
- Installations of Officers (in August)
- Good and Welfare
- Adjournment

**Section 7:**

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.”

**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 3, nor more than 7 members. The duty of the Nominating Committee is to make recommendations to the Section at the regular meeting in August for President, Vice-President, Secretary, Treasurer and delegates to serve as Directors of the LTPOA, provided, however that each shall be a member of the Section.

**Section 2:**

At the regular meeting in August of each year, the Nominating Committee shall make its recommendations to the section for the Officers set forth in Section 1. Any member in attendance at this meeting may nominate any member (including himself/herself) and the person so nominated shall be a candidate for office. The Secretary shall then read the names of each candidate for elective office. Voting shall be by secret ballot, unless there is only one candidate for a particular office. No member may vote by absentee ballot or proxy. The candidate receiving a majority of the votes from among the members present and voting shall be declared elected.

**Section 3:**

Elected officers shall consist of President, Vice-President, Secretary, Treasurer and LTPOA Board members.

The Section is entitled to **five** members on the LTPOA Board of Directors. These shall consist of the Section President, the Section representative on the Budget and Legislative Committee (elected to a **two** year term), the Section representative on the Park and Planning Committee (elected to a **two** year term), and the number of additional Board members, elected to one year terms, needed to ensure a minimum of five (**5**) **members** on the LTPOA Board of Directors. A Section member who is one of the four elected officers of the LTPOA is not counted toward the entitlement of five (5) members on the LTPOA Board of Directors.

**Section 4:**

**A.** Officers and Directors shall be nominated by a committee or from the floor.

**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. Nominations from the floor may only be made at the August meeting.

C. All voting for the Officers and Directors shall be by written ballot, provided there is more than one candidate for an office.

E. Except as specifically provided for above, the term of office shall be for 12 months, from the **September** meeting to the next **September** meeting.

## **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 take action in the interest or protection of the Section. The President shall appoint the members and Chairperson of all standing committees 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 documents of the Section.

### **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, and shall issue a receipt in acknowledgement of all funds of the Section. The Treasurer shall keep books of the financial affairs of the Section, 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. He/she shall at all time keep the books open for inspection by the LTPOA Board. The Treasurer shall share with the President and the Secretary the responsibility of the care and custody of all important documents of the Section.

### **Section 4: Secretary**

The Secretary shall keep minutes of all meetings, keep a roster of members, resolve any question concerning membership eligibility, record members attending each meeting, notify members of special meetings, handle correspondence and be custodian of all official papers including Section rules and regulations. The Secretary shall ensure that a copy of the approved meeting minutes 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 officers or board members, the Section President will appoint a new officer or board member who will serve until the next annual election.

**Section 3.** If any officer or board member fails to fulfill his or her duties or fails to attend three consecutive Section meetings without a valid excuse, a vacancy shall be declared and a new officer or board member appointed by the President who will serve until the next annual election.

**Section 4.** If any Board member fails to attend three consecutive Board meetings without a valid excuse, acceptable to the Board, a vacancy will be declared by the LTPOA Board of Directors and a new member appointed within forty-five (45) days by the President of the Section.

## **Article 7. Funds**

### **Section 1. Disbursements**

Disbursements shall be made by check after having been authorized by a vote of the members. Checks of five-hundred dollars (\$500.00), or less may be signed by either the Treasurer or President. Checks in excess of five-hundred dollars (\$500.00) must be signed by both the President and Treasurer.

### **Section 2. Contracts**

The President of the LTPOA must sign all contracts after they have been reviewed by the appropriate LTPOA committee.

## **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 by-laws.

- 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 **two** year term.

- Park and Planning Committee
- Budget and Legislative Committee

### **Section 2: Section Committees**

**A.** The members of the standing committees and the Chairperson of each shall be appointed by the President.

## **B. Nominating Committee**

The Nominating Committee of not less than 3 members, shall be appointed by the President and perform the duties set forth in Article 4.

## **C. Section Events Committee**

The Events Committee shall consist of not less than 3 members appointed by the Section President, and the Chairperson thereof shall furnish such reports as the Section President may require. The Events Committee shall be responsible for scheduling and overseeing all work parties in waterfront areas; organizing and scheduling Section fund raising events, picnics and other social events; sending get well wishes, condolences or congratulations to members of the Section or LTPOA community. If the Committee Chairperson believes the situation warrants flowers, candy, etc, the Chairperson shall propose this to the Section for approval.

## **D. Pier Committee**

The Section President shall appoint the members of the Pier Committee which shall consist of not less than three members. The President may appoint separate committees for the Fullerton and Bentley piers. The President shall appoint the Chairperson of the Pier Committee(s), who will be known as the Dock Master.

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

The President of the LTPOA must sign all contracts after they have been reviewed by the appropriate LTPOA committee. All dockage fees, all loans from members, and all other income and cash receipts pertaining to the activities of the Pier Committee(s) shall be placed on the non-tax account and be under the care and custody of the Section Treasurer. All disbursements are to be by check. 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(s) records. All checks and vouchers for the payment of all monies pertaining to the functions and activities of the Pier Committee(s) shall be signed in accordance with Article 7, above.

The Dock Master shall furnish a report on the activities of the Committee(s) at each regular meeting of the Section and shall keep a list of dockage holders and their addresses.

Renewal applications from London Towne property owners (with annual dues) must be received by the Dock Master no later than January 31 of each year. The Section is not obligated to send renewal notices.

- February 1– Applications will be accepted from property owner's who were not assigned dock space in the previous year.
- March 1 – Applications will be accepted from year round tenants.
- April 1 – Applications from property owner's for a second non-renewable dock space will be accepted if vacancies exist .
- On June 1 should a boat owner not have his/her vessel in the assigned space, he/she must furnish the Dock Master with written proof of reasonable cause, or relinquish the dock space without reimbursement.

**E. Special Committees** The President shall name the members and Chairperson of any other committees which as the President may from time to time to create.

### **Article 9. 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 may be adopted by a majority vote of the members present and voting.

### **Article 10. Procedure**

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.”

### **Article 11. Distribution**

A copy of these Standing Rules and of all amendments thereto shall be furnished to each member upon request

**These Standing Rules of LTPOA Section 4 were adopted by a majority vote at the regular meeting on February 23, 2006. They were last amended by a majority vote at the regular meeting on July 30, 2015.**