

**London Towne Property Owners' Association, Inc., London Towne, MD.
Standing Rules, Section 5**

Article 1. Name and Purpose

Section 1:

The name of the organization shall be LONDON TOWNE PROPERTY OWNERS' ASSOCIATION SECTION 5, 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 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 may vote when attending a 2nd meeting in a calendar year.

Section 4:

Residents of London Towne who are not recorded property owners within the geographical area of London Towne may attend Section 5 meetings, participate in discussions and, at the discretion of the President, be appointed to serve on Section 5 committees. However, they do not have voting privileges for any purpose.

Article 3: Meetings

Section 1:

Regular meetings shall be held March through October at 7 p.m. on the third Wednesday of every month. These meetings shall be held at the Clubhouse or a place designated by the President.

Section 2:

The President at his/her discretion may call special meetings, or they may be called on the written request of five 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 calendar year. Notice of such special meeting shall be by email 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:

Five members including the President, shall constitute a quorum at any regular or special meeting of the Section. If an absence of a quorum occurs, the 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
- Committee and Special Committee Reports
- LTPOA Board Member Reports
- Unfinished Business
- New Business
- 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 at the discretion of the President, or by majority vote of the membership present, a Nominating Committee shall be appointed consisting of not less than 3 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 Article 4, 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 eligible members present shall be elected to the position.

Section 3:

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

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 (a two-year term), the Section representative on the Park and Planning Committee (a two-year term), and the number of additional Board members, needed to ensure a minimum of five 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 Section's entitlement of five members on the LTPOA Board of Directors.

Section 4:

A. Any candidate nominated by the Nominating Committee who is unable to attend the August meeting, may submit a letter-indicating acceptance of the position for which he/she is 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.

B. Except as specifically set forth above, the term of office shall be 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 recommend the members of the LTPOA committees except those that are elected as shown in Article 8 Section 1. The President shall appoint the members of the Section Committees and the chairperson of each as listed in Article 8 Section 1; The President shall create such other committees from time to time as may be deemed necessary and appoint members thereto. The President shall serve as a member of all 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.

The President shall have power to limit debate to the questions or motions on the table, 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 his/her opinion.

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 received 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 other such times as the President may direct. All original bills and receipts shall stay with the Treasurer's records. He/she shall, at all times 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.

Annual Financial Review: 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 review. The review will be conducted by the end of September each calendar year.

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 recommend 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/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 recommended by the President who will serve until the next annual election.

Article 7. Funds

Section 1: Accounts

All Section funds shall be kept in an agreed upon bank.

Section 2: Disbursements

Disbursements shall be made by check after authorization by a vote of the Section members. Checks one thousand dollars (\$1,000.00) or less do not require section approval and may be signed by either the Treasurer or the President. Checks in excess of 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 they have been reviewed and approved by the Section.

Article 8. Committees

Section 1: LTPOA Committees

The Section President shall recommend a member to serve on the following LTPOA committees established by the LTPOA By-laws:

- Police
- Clubhouse and Grounds
- Events
- Credentials and Ramps
- Erosion

A Section member shall be elected to the following LTPOA committees for a two-year term:

- Park and Planning

- Budget and Legislative

Section 2: Section Committees

A. Section Committees

The members of the Standing committees and Special 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. Events Committee

The Events Committee shall consist of members appointed by the Section President. The Chairperson, thereof shall furnish such reports as the Section President may require. The Chairperson shall be the voting member. The Events Committee shall be responsible for organizing and scheduling Section fund raising events, picnics and other social events, as well as working with the LTPOA Events Committee, for the benefit of the community.

D. Dock Committee

- The Committee members including Dock Master shall be appointed by the Section President. Dock Master duties and compensation, if any, for carrying out his/her duties shall be determined by the Dock Committee.
- Persons eligible to be members of the Committee will be slip holders or rack space holders. Anyone meeting these criteria who is interested should express his/her desire to fill the position to the Section President.
- The Committee shall be responsible for the erection, maintenance, and repair of the docks, all related systems including pumphouse, plumbing, electrical, lighting, and storage racks for non-motorized vessels. It shall, with the approval of a majority of the Section members voting, promulgate such rules and regulations as are appropriate for the use of the docks.
- The Committee shall have the authority, approved by a majority of the Section, voting at a regular meeting to prepare plans and requests for proposal, solicit bids for new construction or maintenance of existing facilities, and select contractors, builders, and suppliers in connection with boating and dock facilities.
- All invoices, for approved LTPOA projects, and monies for general repair and maintenance must be reviewed and approved by the Committee and sent to the Treasurer for payment.
- Copies of the requests for proposals, permits, and contracts for the work shall be given to the Section Secretary and the LTPOA Executive Director.
- The Committee shall announce the following year's slip fee rate at the October meeting and it will be promulgated by the Dock Committee.

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Renewal applications for dockage from London Towne property owners (with annual fees) 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 owners 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 owners 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 submit a hardship request in writing to the Dock Committee or relinquish the dock space.
The hardship request will be discussed and voted on at the regular meeting immediately following receipt of formal request.
- Reimbursement for dock space will be done on a prorated basis only. Monies paid toward electric will be forfeited.
- The above also apply to non-motorized vessels. However, 2 spaces may be held by one member on continual annual basis if they are paid for by January 31st.
- April 1st- Applications for 3rd space will be accepted if available. However, this is a nonrenewing space annually.
- If assigned spaces are not utilized for more than 30 days without notification to the dock master, the spaces will be relinquished and refunded on prorated basis upon request from owner.

Article 9. Private Events

All LTPOA members as defined above in Article 2, Section 1 may use the parklands and picnic areas for private events with the approval of the Section members. All requests must be made in person at a regular meeting prior to the event. The request will be presented during new business and voted on by all members 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 event host/hostess must supply a portable toilet for guests for the duration of all events. Parking passes must be displayed in the windshield of guest vehicles.

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 may be adopted by a majority vote of the members present and voting.

Article 11. Distribution

A copy of these Standing Rules and of all amendments thereto shall be available to each member online.

These Standing Rules of LTPOA Section Five were adopted by a majority vote at its regular meeting of July 21, 2010. They were amended by a majority vote at the regular meeting on August 15, 2018. Additional amendments were added by a majority vote at the regular meeting on October 10, 2021.