

London Towne Property Owners' Association, Inc.
Section 5, 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 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 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 six month period.

Section 4:

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

Article 3. Meetings

Section 1:

Regular meetings shall be held February through October at 7:30 p.m. on the third Wednesday of every 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 at least one of six regularly scheduled 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:

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: Unfinished business, Committee Reports and New Business.

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, 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 five year term), the Section representative on the Park and Planning Committee (elected to a five year term), and the number of additional Board members, (each elected to one year terms) 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 candidates nominated by the Nominating Committee, who, is unable to attend the August meeting, may submit his/her written acceptance of the nomination for the position letter indicating acceptance nomination for the position for which he/she was 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. All voting for the Officers and Directors shall be by written ballot, provided there is more than one candidate for an office or position on the Board..

C. Except as specifically set forth above, the term of office shall be from the October meeting to the next October 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 received, and shall issue a receipt in acknowledgement of all funds remitted to 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 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.

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/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, the LTPOA Board of Directors will declare a vacancy and a new member 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 one of two separate accounts depending upon their source. Funds from the LTPOA tax account must be kept in the Section Tax Account. All other funds, from non-tax sources, must be kept in the Section Non-tax Account

Section 2. Disbursements

Disbursements shall be made by check either before or after authorization by a vote of the Section members at a regular Section meeting. Checks of one thousand dollars (\$1000.00) or less may be signed by either the Treasurer or President. Checks in excess of one thousand dollars (\$1000.00) shall 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 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; Clubhouse and Grounds; Ways and Means; Credentials and Ramps; Erosion.

B. A Section member shall be elected to the above Committees for a one-year term.

C. A Section member shall be elected to the following L TPOA committees for a five year term: Park and Planning; Budget and Legislative.

Section 2: Committees and Special Committees

A. The Section may elect to have Committees.

B. The President shall name the Chairperson and members of any other special committees that he/she may from time to time 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 after a sixty (60) day review period 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 Five were adopted by a majority vote at its regular meeting o July 21, 2010.