

CHAPTER I: NAME AND RULES OF ORDER

Article 1: NAME

The name of the organization shall be: "Lake Parsippany Property Owners Association, Inc.", hereafter referred to as LPPOA.

Article 2: SEAL

The LPPOA shall have a seal that shall be affixed to all official and legal documents, papers, and contracts of the LPPOA.

Article 3: FISCAL YEAR

The LPPOA's fiscal year shall begin on January 1 and end on December 31 of each year.

Article 4: RULES OF ORDER

All questions as to rules of order or parliamentary procedure, not covered in these by-laws shall be controlled and decided by Robert's Rules of Order.

CHAPTER II: MEETINGS

Article 1: BOARD OF TRUSTEES REGULAR MEETINGS

The Board of Trustees shall meet on the second Monday of each month at a time so designated by the Board of Trustees in the Clubhouse or at other such date and/or place in Lake Parsippany so designated by the President to conduct a regular meeting consisting of official and routine business. . A quorum consisting of a simple majority of the Board of Trustees must be present in order to conduct business. If no quorum is present one-half hour after the designated starting time of such meeting, the meeting will automatically adjourn and a new day and time shall be designated by the President, or may continue as a work session, although no action of the Board may be taken. Non-Trustee Committee members may attend all Trustee meetings and enter discussions and make suggestions related to that committee; however, they may neither make nor second motions, nor cast votes at such meetings.

All meetings of the Board, except conference or work sessions at which no binding votes are to be taken, shall be open to attendance by all members, except the Board may exclude or restrict attendance at those meetings, or portions of meetings, dealing with (1) any matter the disclosure of which would constitute an unwarranted invasion of individual privacy; (2) any pending or anticipated litigation or contract negotiations; (3) any matter falling within the attorney-client privilege, to the extent confidentiality is required in order for the attorney to exercise his or her

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ethical duties as a lawyer or (4) any matter involving the employment promotion discipline or dismissal of any officer, trustee or employee of LPPOA. The participation of members at meeting of the Board or the provision of a public comment section shall be at the discretion of the Board. Minutes shall be taken and made available to all members, once approved, before the next open meeting.

Article 2: BOARD OF TRUSTEE WORK SESSIONS

The President or a member of the Board of Trustees may call for a work session of the board, which may include specific committee members, or invited members of the general membership when deemed so needed. Work Sessions may include, but are not limited to, discussions about specific topics or concerns. No motions of any kind will be conducted or made during a Work Session and no binding votes may be taken. Minutes of the Work Session will be taken and made available at the next immediate Board of Trustee meeting. Any business or action as a result of said Work Session shall, *including voting* be put forth before the Board at a Board of Trustee meeting to allow for full discussion, resolution or a motion if so needed.

Article 3: GENERAL MEMBERSHIP MEETINGS

The Annual Meeting of the membership shall take place at the Clubhouse, or such place designated by the Election Committee at 9:00 am on the first Sunday after Labor Day; elections to the Board of Trustees are held at the Annual Meeting.

Two additional general membership meetings will be held each year: the first on the second Monday in October, when amendments and changes to the by-laws, if any, shall be made, new Trustees as a result of the September elections shall be installed, and all LPPOA records turned over to the proper persons.

The second general meeting shall be held on the second Monday of the month of December, at which time the proposed budget for the following year shall be acted upon, and routine business transacted.

Article 4: SPECIAL MEETINGS

Any member in good standing of the LPPOA shall have the right to request the President to call a special meeting by submitting to the President a written petition which shall include the purpose of such meeting and shall be signed by 25 voting memberships.

Article 5: NOTICE OF SPECIAL MEETING

In the event a special meeting is called, ten days notice to members must be communicated via a front-page notice in the News & Views or by mail. Email may be utilized as an additional

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communication method but, may not replace the above mentioned required methods. No other business than that stated shall be transacted at the special meeting.

Article 6: QUORUM

Fifty (50) property owner memberships shall constitute a quorum at any general or special meeting of the LPPOA. If no membership quorum is present at the time designated for such general or special meetings, such meetings may, on the motion of a Trustee, duly carried, be turned into a meeting of the Board of Trustees.

CHAPTER III: MEMBERSHIP

Article 1: ENTITLEMENTS

All owners of property in Lake Parsippany, as defined in Chapter V, are members in LPPOA. Members in good standing are defined as members who have paid all dues, assessments fines, late payment charges and collection costs, and are in compliance with all By-Laws, Rules, Regulations and Policies of LPPOA. Members in good standing will be issued badges. Upon receipt of badges, members shall be entitled to the privileges of the LPPOA. Members not in good standing shall be entitled to none of the privileges of members in good standing.

Non-property owner residents and non-residents may be permitted to use of LPPOA property pursuant to terms determined by the Board of Trustees.

Article 2: VIOLATIONS OF BADGE USE

Lending of badges to resident non-members, or to members not in good standing is not permitted. Should this occur, the badge holder and/or the borrower, if a member, will be subject to penalties, including loss of privileges. At the time of the violation the badges of the violator will be picked up by an authorized agent of the LPPOA making the charges. These charges shall be made in writing and presented to the board, dated and signed by the agent. The Lake Patrol chairman or authorized agent of the Board of Trustees will hold the violator's badges until the violator has had written notice of the violation and a proposed hearing date, and has had an opportunity to be heard, at which time the Board of Trustees, at the next regular meeting, shall take final action. The assessment of a penalty shall be by a simple majority vote of the Board of Trustees of the LPPOA.

CHAPTER IV: DUES

Article 1: ANNUAL DUES, GUEST RATES AND ENTITLEMENTS

Article 1. The manner for collecting from members of their respective shares of the common expenses shall be at the discretion of the Board of Trustees, and compliant with the By-Laws.

Article 2. Each property owner, by deed of transfer or other conveyance of property, shall be deemed a member of LPPOA and shall be responsible to pay to LPPOA all dues, assessments, fines, penalties, late payment charges and costs of collection (including attorney's fees) as provided in these By-Laws, or in other Rules, Regulations, and policies of the Board, as may be implemented from time to time. The Board may provide for different dues and assessments for different types of members. No member may waive or otherwise avoid liability for dues and assessments by non-use of the lake or other facilities of LPPOA. All dues, assessments, fines, penalties, late payment charges and costs of collection shall be a continuing lien against the property of the member against which the assessment is made, and each subsequent holder of title to the property. Liens for unpaid dues, assessments, fines, penalties, late payment charges and costs of collection may be recorded and further may be foreclosed by suit in the name of LPPOA in the same manner as a foreclosure of a mortgage on real property.

Article 3. Privileges in LPPOA will not be granted on resale or other transfer of ownership of property until all dues, assessments fines, penalties, late payment charges and costs of collection in arrears are paid in full

CHAPTER V: GEOGRAPHICAL REPRESENTATION

Article 1: DEFINITION OF DISTRICTS

The area constituting Lake Parsippany shall be those lots designated on the maps for "Lake Parsippany-Parsippany Troy Hills, Morris County, New Jersey" and filed in the Morris County Clerk's Office as a series of registered maps by the Mirror Holding Corporation. All the tract of land known as Lake Parsippany shall be divided, for representation purposes, into four Districts as:

District No: 1

To begin at and including 100 feet west of Camden Road, running and extending easterly, then southerly to a junction point at Califon Road and Lake Shore Drive known as lots no 4100-4180.

District No: 2

To begin at the junction of Califon Road and Lake Shore Drive, lots No. 4079 and 4099 inclusive, continuing westerly and northerly, terminating at and including lot No. 1065 on Lake Shore Drive.

District No: 3

To begin on Lake Shore Drive, at and including lot 1066, extending northwesterly and easterly to include a line 100 feet west of Bridgeton Drive from Lake Shore Drive, to northerly boundary of property line.

District No: 4

To begin 100 feet westward of Bridgeton Drive, continuing in an easterly direction to point of beginning of District No. 1.

CHAPTER VI: VOTING.

Article 1: ANNUAL ELECTIONS

Annual elections to the Board of Trustees shall take place at the Clubhouse, or such place designated by the Election Committee between the hours of 9:00 am and 3:00 pm on the first Sunday after Labor Day. Written notice of the election will be provided to members by personal delivery, mail, or electronic means, not less than fourteen (14) days prior to the meeting. The notice shall list the names of the candidates in alphabetical order. In the case of mailing, notice shall be effective when deposited in the mailbox with proper postage. Notice may only be sent via electronic mail if the affected member has agreed in writing to receive electronic mail.

Article 2: QUALIFICATIONS

Only one vote per membership may be cast at the Annual Election. Voting members must own property in designated Lake Parsippany voting district boundaries and be a member in good standing in the LPPOA for thirty days prior to said election. No proxy votes will be permitted under any circumstances. The general membership shall vote in the case of President, Vice President, Treasurer, Financial Secretary, and Recording Secretary. Only persons residing in the District represented shall vote in the case of Directorships.

Article 3: VOTES AT CLOSING TIME

All persons in line at the polls at the time the polls close will be entitled to vote in the Annual Elections

Article 4: ELECTIONEERING

No electioneering shall be permitted within the voting enclosure, or within 100 feet of the polls.

Article 5: ELECTION COMMITTEE

The full Election Committee is to be appointed by the President to act as Tellers. This committee is to be composed of three non-Trustee property owner members, one of which is to be appointed chairman of the committee. The committee members shall have been LPPOA members in good standing at least one (1) year prior to their appointment to the committee. The Financial Secretary or

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designated agent shall be present on Election Day to assist the committee in checking membership and voting districts.

Article 6: BALLOTING

The Recording Secretary shall have the ballots printed and numbered with the names of the candidates for offices plainly printed in alphabetical order under the office for which they are nominated, as follows:

President
 Vice-President
 Treasurer
 Recording Secretary
 Financial Secretary
 Director for District 1
 Director for District 2
 Director for District 3
 Director for District 4

Where more than one Director is to be elected in any district due to vacancies, the candidate receiving the next greater number of votes will be elected for the shorter term. In the event of a tie vote, the matter shall be settled by the toss of a coin. A candidate must be a member of the LPPOA in good standing for not less than one year immediately preceding the Annual Election.

Article 7: METHODS OF VOTING

Each LPPOA membership entitled to vote (only 1 vote per property) will be given a ballot upon entering the polling place, provided he or she furnishes his or her membership badge or number. A suitable place must be provided for balloting in secret. Each ballot shall be deposited in a locked box provided for that purpose. The number shall be torn from the ballot and kept separately. Five (5) ballot boxes shall be provided; one for Officers' ballots and one for each Districts' ballots.

Article 8: CANDIDATE'S REPRESENTATIVE

Each candidate shall be entitled to have a representative within the polling enclosure. The names of the candidate's representative and his alternate are to be filed with the candidate's petition. Immediately upon close of the polls, the polls must be cleared of any and all persons, except candidates' representatives and Election Officers, before the tally begins.

Article 9: TALLY OF VOTES

The Election Officers shall act as inspectors/tellers at the membership meeting where voting occurs. If any person appointed as an inspector fails to appear or act or no inspector is appointed, the presiding Officer at the meeting shall make the appointment. Each Election Officers shall take and sign an oath faithfully to execute the duties of the inspector at the meeting with strict impartiality and according to the best of that person's ability. A person shall not be elected Trustee or Officer at a meeting in which that person has served as Election Officers.

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Election Officers shall determine the number of memberships outstanding, the members represented at the meeting, the existence of a quorum. Election Officers shall receive votes, hear and determine all challenges and questions arising with the right to vote, count and tabulate all votes, determine the results and do all acts proper to conduct the election or vote with fairness to all members. If there are three or more Election Officers, the act of the majority shall govern. On the request of the Officer presiding at the meeting, or any member entitled to vote, the Election Officers shall make a report in writing of all challenges, questions and matters determined by them, which shall be *prima facie* evidence of the facts stated therein and shall be filed with the minutes of the meeting.

Once the tally has been completed and the report of results is certified and signed by the Board of Elections with all the candidate's representatives present, all voted ballots will be held for a period of 30 days by the Chairman of the Board of Elections, during which time the candidates may request a recount. This request must be in writing to the Board of Elections Chairman with a copy to the President. After 30 days have passed and no recount has been requested the chairman must destroy all the ballots.

Article 10: ELECTIONS AND NOMINATION TIMES

At the Annual Elections the members by ballot shall elect a President, Vice President, Treasurer, Recording Secretary, Financial Secretary and one Director from each District. At the July meeting, nominations from the floor may be made for President, Vice President, Treasurer, Recording Secretary, and Financial Secretary, provided said nominee has been a LPPOA member in good standing for twelve (12) calendar months immediately prior to said nomination. Petition for said nominee to follow as per Article 11.

Article 11: PETITIONS FOR CANDIDATES

All candidates must be resident property owners and members in good standing of the LPPOA for twelve (12) calendar months immediately prior to the election. All members shall be notified in writing no later than thirty (30) days prior to the date for mailing of the notice of the meeting informing them of the right to nominate themselves, or other members in good standing, for candidacy to serve on the Board of Trustees. The nomination must be made prior to the mailing of ballots, and must be filed with the Recording Secretary. No more than one owner from any single home may serve simultaneously on the Board.

Article 12: TERMS OF OFFICE

All trustees, excepting Directors, shall be elected for the term of two years. Directors are elected for the term of three years. No individual shall hold the office of President for longer than three (3) successive two-year terms. Existing Board will remain in office until a new board is elected. A new election date is to be set by the President. All regular election rules for this new date shall be abided by.

Article 13: SPECIAL YEARLY CANDIDATE’S MEETING

A special Candidate’s Meeting should be held each year there is an election at the Clubhouse, or such place designated by the Election Committee, at 8:00 PM on the Friday prior to the Annual Election for the specific purpose of introducing candidates for the coming election, and to give members an opportunity to hear the platforms of such candidates and to question them, after proper recognition from the Chair, on such platforms and other matters pertaining to the welfare of the community. The Chairman will designate the time allotted to both candidates equally to present their platforms and, if requested, equal time for rebuttal by each. The Election Chairman shall also be the chairman at the candidates' meeting.

CHAPTER VII: BOARD OF TRUSTEES

Article 1: REQUIREMENTS

The Board of Trustees shall consist of seventeen members, five (5) officers and twelve (12) directors, three directors from each district. Each Director must reside in the district from which he is elected. The Board of Trustees shall serve without compensation. The Board shall have the power to compensate the Financial Secretary and the Treasurer with a stipend, the amount to be determined at the discretion of the Board.

Article 2: VACANCIES ON THE BOARD

In the event of a vacancy caused by resignation, death, failure to maintain any reasonable qualification, including maintaining good standing, to be a Board member, or by removal following a vote of the membership, the Board of Trustees shall have the power to fill vacancies in its own membership by an affirmative vote of the simple majority of the current membership of the Board of Trustees. Trustees so chosen shall serve until their successor is installed.

Article 3A: RESPONSIBILITIES OF TRUSTEES

The Board of Trustees shall have the general management and control of all property of this LPPOA. The powers and functions of the LPPOA shall be through the Board of Trustees, which may act in all instances on behalf of LPPOA. It shall prescribe the duties, powers and duration of all committees. All Board of Trustees members must take on a specific responsibility or duty as determined by the Board of Trustees. All committee members must be LPPOA members and have their appointments approved by the Board of Trustees. The duties of each Trustee shall be documented in a procedure manual. It shall be the responsibility of the Trustees to maintain the Procedure Manual, setting forth the duties of all Board members, paid staff and committees, as well as procedures relevant to all activity committees, lake activities and operations. The President and the Recording Secretary shall hold copies of the procedures.

The Board of Trustees shall have the authority to adopt, amend and enforce reasonable administrative rules, regulations and policies related to the operation, use, maintenance and enjoyment of the common properties.

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Article 3B: ATTENDANCE REQUIRMENTS OF BOARD OF TRUSTEES

Board of Trustees Members must attend a minimum of 8 Board meetings throughout the calendar year. In addition they must attend at least ½ of the called work sessions and ½ of the budget meetings.

Excused absences: There will be times when a Board of Trustee member must attend a township or other lake related meetings. These are excused absences as they are still representing the Board of Directors of the LPPOA.

In the event a Board of Trustee Member can not make a Board meeting for any reason they are expected to email their report as well as notification (by phone or other means) of their absence to the Recording Secretary by 3pm the day of the meeting.

Article 4: APPROVAL OF EXPENDITURES

The Board of Trustees must approve all non-budgeted expenditures. Any proposed expenditure of \$100.00 or more for maintenance, replacement, improvement or purchase of any property of the LPPOA must have prior approval of the Board of Trustees before it is authorized. In the event the Board of Trustees cannot approve an outstanding obligation in a reasonable time, the Treasurer at his/her discretion may pay the obligation so long as the expenditure is not more than \$500.00.

Article 5A: REMOVAL OF BOARD MEMBERS

The Board of Trustees shall have the power to remove any of its members for failure to maintain reasonable qualification, including inefficiency, non-attendance at three consecutive Board of Trustees meetings, neglect of committee duties, or disorderly or dishonest conduct at any time. Request for such removal must be in writing signed by at least five Board members and personally delivered to the Secretary during a Board meeting, at which time a motion must be made, seconded, and passed by a majority of the Board members present to the effect that the Secretary outline such charges made against the alleged offender, in a letter to be mailed by registered mail. Refusal by the alleged offender to accept such a certified letter shall automatically be regarded as a resignation and immediately accepted as such. Charges must be answered in person at the next board meeting, at which time a vote will be taken by secret balloting. An affirmative vote of two-thirds (2/3) of the current membership of the Board of Trustees shall suffice to remove a Trustee from office. In order for such removed Trustee to seek re-election to any office, they must present a petition signed by a minimum of 50 LPPOA memberships.

Article 5B: RESIGNATION OF A BOARD MEMBER

Failure to attend 2 consecutive monthly Board of Trustees meetings will warrant a formal reminder letter of the responsibilities of the position. Failure to attend 3 consecutive Board meetings will be acknowledged at that meeting as a resignation from the board.

Article 6: APPOINTMENT OF SUCCESSORS

In the event of a vacancy caused by resignation, death, failure to maintain any reasonable qualification, including maintaining good standing, to be a Board member, or by removal following a vote of the membership, it shall be the duty of the Board to appoint their successor at the next Board Meeting. Appointed Trustees shall serve until the next election. Resignation of a Board member should be in writing and accepted by a majority of the board.

Article 7: APPROVAL OF BEACH MANAGERS AND OTHER PAID PERMANENT STAFF

The Board of Trustees shall request and obtain a letter of reference from the person applying for the position of Beach Manager or other permanent paid staff. The Beach Manager's salary will be approved yearly in conjunction with the approval of the budget in December. The Board of Trustees will approve and provide the beach manager with a list of duties to be performed.

Article 8: APPROVAL OF SWIM COACH

The Board of Trustees shall request and obtain a letter of reference from the person applying for the position of swim coach. The Swim Coach's salary will be approved yearly in conjunction with the approval of the budget in December. The Board of Trustees will approve and provide the swim coach with a list of duties to be performed.

Article 9A: APPROVAL OF LIFEGUARDS

The Board of Trustees shall request and obtain from the Beach Manager qualifying certificates and a doctor's certificate for each lifeguard applying for lifeguard duty, and approve each individual lifeguard before he or she is hired for lifeguard duty at Lake Parsippany.

Article 9B: APPROVAL OF CLUB HOUSE MANAGER

The Board of Trustees shall request and obtain a letter of reference from the person applying for the position of Club House Manager. The Club House Manager shall be a member in good standing for at least one year. The Board of Trustees will approve and provide the Club House Manager with a list of duties to be performed.

Article 10: INSPECTION OF LPPOA'S BOOKS

All books, records, papers, etc. of the LPPOA shall be open to the inspection of any member of the LPPOA at any meeting or any other time mutually acceptable to the requesting member and the proper officer.

Article 11: FIRST FIXED CHARGES TO INCOME

The Treasurer shall see that the charges for taxes and maintenance of the LPPOA property shall be the first fixed charges against income of the LPPOA. In addition, 10% of the receipts from membership dues of the LPPOA shall be reserved for fresh water and weed control.

Article 12: PRESIDENT'S DUTIES

The President shall preside at all general and special meetings of the LPPOA and shall serve as Chairman of the Board of Trustees and as an ex-officio member on all committees. The President shall have the authority to make appointments to all committees, either standing or temporary; however, the Board of Trustees must approve all such appointments. The President shall sign all contracts subject to the approval of the Board, with the Treasurer. The President shall be responsible for the inventory and relinquishment of all records to the succeeding administration.

Article 13: VICE-PRESIDENT'S DUTIES

The Vice-President shall, in the absence of the President, perform the above duties of the President, except that he may not sign checks for the payment of money, unless empowered to do so by the Board of Trustees. He shall act as Aide to the President when so designated by the President.

Article 14: TREASURER'S DUTIES

The Treasurer shall have the care and custody of all funds of the LPPOA in a depository approved by the Board of Trustees. All funds must be reflected in the Annual LPPOA Budget. These funds shall include all revenue earned, in any manner, by the LPPOA i.e. revenue from Membership fees, boat tags, Open House, beach or clubhouse rentals, concerts, beach sales and all other monies earned or collected. He shall have the power to collect all funds and assessments of the LPPOA, sign checks and vouchers for the payment of moneys, together with the President. He shall keep correct books of the financial affairs of the LPPOA and report the condition of the finances to the LPPOA member's at all general meetings. The books must be available for inspection by the Board or anyone whom it may designate. He shall pay out funds only as approved by the Board of Trustees or in accordance with Chapter VII, Article 4 Approval of Expenditures. A safety deposit box is to be engaged for valuable papers, and the President and/or Treasurer shall have access to said deposit box.

Article 15: RECORDING SECRETARY'S DUTIES

The Recording Secretary shall keep minutes of all meetings, The Seal of the LPPOA, the roster of its members, as well as a record of the term of office of all board members. The Recording Secretary shall send out notices, carry on all correspondence and perform such duties as the Board may prescribe. The Recording Secretary, if required shall attest all contracts and other legal documents and written obligations of the LPPOA and the LPPOA Seal affixed thereto.

Article 16: FINANCIAL SECRETARY'S DUTIES

The Financial Secretary shall assist the Treasurer in the collection of all dues and keep an accurate record of any funds he may collect. All moneys collected by the Financial Secretary shall be immediately reported and turned over to the Treasurer, for which the latter will issue a receipt. The Financial Secretary shall be responsible for the issuance of membership cards and/or badges and the preparation of a membership roster. A Membership Chairperson may be appointed by the Board of Trustees to perform these duties in place of the Financial Secretary.

Article 17: BONDING OF OFFICERS

An approved Bonding Company shall bond the President, Treasurer and Financial Secretary and or Membership Chairperson as recommended by the Board of Trustees. A Directors and Officers Policy covering the Board of Trustees, Beach Managers, Maintenance Person and Clubhouse Managers should also be in effect.

Article 18: FINANCE COMMITTEE

A Finance Committee shall be appointed by the Board of Trustees. This Committee shall consist of three LPPOA members, non-trustees. It shall be the duty of the Committee to examine financial records of the LPPOA and to make a complete report of their findings no later than the June meeting. Should a full and competent Committee be unobtainable from the LPPOA membership, the Trustees are empowered to appoint and hire a reputable accountant for the aforementioned purposes. The three Finance Committee members shall not be held liable for the findings of their report.

Article 19: COMMITTEES' AND TRUSTEES' RESPONSIBILITIES

Each Trustee shall serve actively on one or more committees during his/her term of office, either as chairman or member. The Board will outline the duties of each committee. Any Trustee who refuses to serve on at least one Committee, or who neglects to fully perform his duties in connection with any Committee, shall be deemed to have not maintained reasonable qualifications and be subject to removal. It will be the privilege of the Board to add to these committees any such public spirited, non-Trustee members of the LPPOA who signify their willingness to serve their community.

Article 20: PARLIAMENTARIAN'S RESPONSIBILITIES

It shall be the responsibility of the Parliamentarian to interpret the by-laws, advise the Board as to the interpretation and enforce the by-laws. The Parliamentarian will further enforce Robert's Rules of Order where applicable. The Parliamentarian shall be appointed annually by the President from among the current Board of Trustees. This appointment shall be subject to approval by a vote of the Board of Trustees.

CHAPTER VIII: AMENDMENTS TO BY-LAWS

Article 1: AMENDMENTS

These by-laws may, by a two-thirds vote of LPPOA members present, be amended at the regular October membership meeting or Special by-laws meeting, provided prior notice of the proposed amendment shall be provided via mail, hand delivered or electronically delivered, if permitted, to all members at least fourteen (14) days prior to the meeting. The Board of Trustees must first determine that the language of the proposed amendment is unambiguous, consistent with applicable law and with the current By-laws which are not proposed for amendment, before presenting the amendment to the membership for a vote.. Members may call a vote to amend the By-Laws consistent with Chapter II, Article IV. It is recommended that the by-laws be reviewed every two or three years.

CHAPTER IX: ORDER OF BUSINESS

Article 1: GENERAL MEETINGS

The order of business of general LPPOA and Board of Trustee meetings shall be:

1. Meeting called to order by Chairman
2. Secretary calls roll of Trustees
3. Secretary reads minutes of previous meeting
4. Secretary reads correspondence and bills
5. Financial Secretary reads Membership Report
6. Treasurer reads Financial Report
7. Committee Chairman submits written reports after reading major points to Board members, and action taken, if necessary.
8. Finance Committee Report (when reported)
9. Public portion
10. Miscellaneous Unfinished Business
11. New Business
12. Adjournment

Article 2: SPECIAL MEETINGS

The order of business for SPECIAL LPPOA meetings shall be as follows:

1. Meeting called to order by Chairman
2. Secretary calls roll of Trustees
3. Chairman introduces Special Business for discussion and voting.
4. Adjournment.