

I. INTRODUCTION

1.01 THE PURPOSE OF THIS POLICY MANUAL is to provide a concise overview of parameters needed to manage the Sun City Center Community Association, Inc.

Policy may be established only by the Board of Directors. Certain operating decisions are dictated by the language of the Articles of Incorporation and the CA Bylaws.

1.02 PARLIAMENTARY PROCEDURE The Sun City Center Community Association Board and Membership Meetings shall be conducted under “The Standard Code of Parliamentary Procedure” by Alice Sturgis. Clubs and other Organizations under the jurisdiction of the Community Association are invited to conform.

1.03 NOTICE OF MEETINGS

Notices for all Special Meetings must state the items of business that will be considered and/or voted on. An agenda will not only specify such items, but may also provide for the participation of the membership in communication with the Board. However, the agenda items must always be specific to allow control of discussion by the Chair.

1.04 DEFINITIONS:

The following definitions are used for clarification of terms and abbreviations.

- A. **CA and Association** - The Sun City Center Community Association, Inc.
- B. **Board** - The CA Board of Directors.
- C. **Director** - A person elected or appointed to the Board as required by the Articles of Incorporation and Bylaws of the CA.
- D. **Board Coordinator** - The Director responsible for a specific department or committee.
- E. **Board Liaison** - The Director who coordinates the activities of a club or committee with the Board.
- F. **Member** - One who qualifies for membership in the CA by virtue of meeting the criteria stated in the Bylaws.
- G. **Member in good standing** - A Member who has met all financial obligations to the CA and has a current membership card.

- H. **Club** - A group of members having approved Bylaws with a minimum membership of ten. The club must exist solely for the enjoyment of its members.
- I. **Community Manager** - The Community Manager of Sun City Center Community Association, Inc. shall be responsible for the management of Association activities as outlined in the Job Description approved by the Board and is a non-voting member of all CA committees except Search and Internal Audit.
- J. **Accounting Manager** is the head of the Accounting Department.

1.05 VOTING

Voting is the formal method of recording an approval or disapproval of a motion, proposal, referendum, or preference for a candidate.

A. **Board of Directors** - All issues before the Board of Directors requiring a vote shall be voted upon after a motion is made and seconded by an eligible Board member. Unless otherwise provided for in the Articles of Incorporation or Bylaws a simple majority of the Board members constituting a quorum shall suffice for approval or rejection of a motion.

B. **Referendum** - Referendum shall mean a vote by a secret ballot (not necessarily associated with any meeting unless required by Florida Law) taken over at least two days. Absentee voting is allowed. Proxy voting is not allowed.

C. **Election (Board of Directors)** - Election shall mean a vote by a secret ballot taken over two or three days to select Directors for the CA Board. Absentee voting is allowed. Proxy voting is not allowed.

D. **Dues Increase/Decrease** - Dues Increase/Decrease shall mean a vote by a secret ballot taken over two or three days to authorize an increase or decrease in the amount of the dues assessed. Absentee voting is allowed. Proxy voting is not allowed.

E. **Voting at a Membership Meeting** - Voting at a membership meeting may be by a voice vote, hand vote, or by a written ballot vote. Proxy voting is allowed. The Elections Committee will decide on the voting procedure and supervise the voting.

F. **Bylaw Amendments** - Voting on Bylaw Amendments may be held using either a referendum or by a vote at a duly called meeting that meets the quorum requirements, as called for by the Board of Directors (Article XIII – Articles of Incorporation).

G. Article of Incorporation Changes – The Articles of Incorporation may be modified by the Board of Directors to comply with U.S. Internal Revenue Service regulations. All other changes will be by a referendum requiring approval by twenty-five percent (25%) of all members in good standing provided that such twenty-five percent (25%) are the majority of those voting. Absentee voting is allowed. Proxy voting is not allowed.

H. Proxy Voting - A proxy vote is a vote cast by a designated member that is duly authorized by a qualified voting member.

1. When voting at a Membership Meeting, a proxy may be authorized or allowed provided the proxy directs the agent how to vote.
2. The total vote on any matter in which a proxy is allowed shall be the sum of all valid proxies received plus the results of the vote of those attending the Membership Meeting. The Chairman of the Elections Committee shall establish procedures to avoid duplicate voting.

I. Voice/Standing Vote - A voice vote shall be a vote taken at a duly called Membership Meeting where the vote may be by either; oral acclamation, or by standing to be counted at the meeting by those in attendance

J. Open Written Ballot – A non-sealable ballot distributed at a Membership Meeting to be marked with the name of the person voting and their CA membership number and cast only by those in attendance at the meeting.

K. Ballot/Absentee Ballot – A ballot duly authorized by the CA Board of Directors for the Members to cast a vote for a Dues Increase, Election of Board Members, or Referendum. The Ballot is cast by the member at an authorized polling place. The Absentee Ballot is mailed to or deposited at the Ballot Box at the CA Office. The Absentee Ballot enclosure envelope will contain the CA members name, signature, address, and CA membership number. Absentee ballots will be counted if received in the CA office before the closing of the polls. (Bylaw IX, Section 2(b))

L. Mail Ballot – A mail ballot, sent to all members, may be authorized by the Board of Directors, (Article XI) to change the Articles of Incorporation or vote on a referendum.

M. Eligible Voter – An eligible voter is a member whose dues, fees, and assessments are current at the time of casting a vote.

N. Voting with Power of Attorney – A member may vote for another member provided that the member casting the ballot has a valid Power of Attorney that specifically authorizes the member to cast a vote using the Power of Attorney. A copy of the Power of Attorney must be given to the Elections Committee Chairperson or Co-chairperson in order to receive a ballot. A Power of Attorney may not be used at a Membership Meeting as the members must be present to vote. If a Proxy is authorized, a copy of the Power of Attorney may be used to cast a Proxy. *(Added 8/14/13)*

NOTE: Policy, by Webster's definition, is a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.