

## **METHOD OF CONDUCT FOR LTOA ANNUAL AND QUARTERLY MEETINGS**

(adopted August, 2021)

1. Meetings of the general membership of the LTOA will be conducted annually and quarterly on a regular basis on the date, time and place specified in the Association bylaws.
2. Meeting agendas will be set by the President of the Association, in consultation with the current officers and board members, and must include, at minimum, the following items
  - a. Minutes of previous meeting
  - b. Treasurer's report
  - c. Reading of any significant correspondence and/or legal advice
  - d. Review of LTOA accomplishments since the most recent meeting
  - e. Discussion of goals of LTOA for the immediate future
  - f. Discussion and amendment of bylaws, as suggested by the board and officers.
  - g. Election of LTOA Board members (annual meeting only)
  - h. General discussion/Q&A period
3. Members in good standing (current on dues) are invited to attend annual and quarterly meetings. Dues may be paid at any meeting in order to retain good standing.
4. Attendees will be permitted to speak **ONLY** regarding the topic that is currently being discussed from the agenda. Any general commentary will only be heard during the General Discussion period. Comments must be related to the topic at hand.
5. Speakers will be permitted a maximum of three (3) minutes to comment on any particular agenda item. This period will be strictly timed. If speaker speaks on any other topic, his/her time will be immediately forfeited.
6. Speakers are permitted an additional three (3) minutes during the General Discussion period (typically during the latter part of the meeting).
7. Topics that require additional discussion beyond the limits described above should be brought to the board privately, preferably in writing, so that they can be properly addressed.
8. Speakers **MAY NOT** give their unused speaking time to any other speaker, either in discussions on agenda items, or during the general discussion period.
9. In all cases, Board members and/or officers will be permitted sufficient time to reply to any comments or questions brought forth by the members.
10. LTOA membership will be asked to vote on **ONLY** the following matters
  - a. Election of LTOA Board members (annual meeting only)
  - b. Approval of any proposed changes to the bylaws.
  - c. Provide a non-binding advisory vote on major upcoming board decisions, at the discretion of the board, if asked to do so.

Please keep these procedures in mind as we move forward. The board is trying its best to serve and improve the community as we move into the future. Adhering to these rules will ensure that meetings are more productive and genial, and will result in more positive results for the community as a whole. Your cooperation will be greatly appreciated.