
**East Merritt Island
Home Owners Association**

**Policies and Procedures
Manual**



Approved April 10, 2007

2007 EDITION



EMIHOA POLICIES AND PROCEDURES

TABLE OF CONTENTS

TABLE OF CONTENTS	i
PART ONE – GENERAL INFORMATION	1
PART TWO – THE BOARD OF DIRECTORS	1
PART THREE – THE EXECUTIVE COMMITTEE	2
PART FOUR – THE DIRECTORS	3
PART FIVE – GENERAL MEMBERSHIP / MEETINGS / DUES.....	4
PART SIX – NOMINATING AND ELECTION	6
PART SEVEN – STANDING COMMITTEES / SPECIAL COMMITTEES / APPOINTEES.....	7
PART EIGHT – REMOVAL PROCEDURES.....	17
PART NINE – PROCEDURES FOR AMENDING ASSOCIATION BYLAWS AND THE POLICY AND PROCEDURES MANUAL.....	17
PART TEN – GENERAL RULES AND ORDER.....	19
APPENDIX A “Picnic Lessons Learned”	20



EMIHOA POLICIES AND PROCEDURES

PART ONE – GENERAL INFORMATION

Purpose:

This manual has been developed to provide guidelines for the operation of the East Merritt Island Home Owners Association (EMIHOA). Essentially, it is a compilation of decisions and operating instructions formulated by the Association to supplement its Bylaws and to provide for consistent operation. It is for the use of the elected officers, the directors, pertinent committees, and a good source of information for all members.

Structure:

This manual is organized to be in the same topic sequence as the Bylaws.

Policy decisions rendered by the Board of Directors and confirmed by vote of the membership in clarification of, or in addition to, those stated in the Bylaws are listed in this document as “Policy”. Refer to the Bylaws for the full, established Association policies.

Operating details and instructions decided by the Board of Directors are listed here under “Procedures”. These directions are internal to the Association Leadership and do not require membership affirmation.

Nothing in this manual may be in conflict with the Articles of Incorporation or the Bylaws.

PART TWO – THE BOARD OF DIRECTORS

PROCEDURES

The Board of Directors meets on the third Tuesday of the month at Lighthouse Christian Church at 6:30pm .

The President or his delegate will e-mail the meeting agenda to the Board members a minimum of two days prior to the meeting. Members can request an item be added to the agenda at any time prior to its being issued to the members.

The Treasurer will prepare and present a proposed budget for approval by the Board at the September Board Meeting.

The Board will receive and review reports of all income and expenditures at each monthly meeting; including a comparison with the approved budget.

Dispute Resolution - If there is a dispute between any Association member or officers, it will be referred to the Association’s Board of Directors for resolution. Members involved in the dispute will be allowed time to speak at the Board Meeting. If any of the members involved in the dispute are Board of Directors members, they will be excused from voting on the resolution. The



EMIHOA POLICIES AND PROCEDURES

Board members will listen to each side and decide on the settlement of the dispute. The decision of the Board will be considered final.

The Board of Directors will decide, based on the needs of the membership, which issues the association chooses to address. The Board shall develop formal positions on these issues, and present the positions to the general membership for approval.

PART THREE – THE EXECUTIVE COMMITTEE

POLICY

Secretary:

The secretary retains and updates the original copy of this Policies and Procedures Manual.

PROCEDURES

Secretary:

The secretary shall keep the original of this document and make copies available to any member upon request. The secretary shall also provide all members of the Board of Directors with a current copy of this manual upon assumption of office.

Treasurer:

MEMBERSHIP: The treasurer maintains a computerized list (Excel) of current Association membership. This list includes all pertinent member data including their current dues renewal date. When a member's dues are 60 days or more past due, the member's entry is removed from this list and transferred to an "Expired Membership" list; a copy of that list being provided monthly to the Membership Committee. If a member rejoins after their membership has expired, they are treated as a new member.

The Treasurer also maintains a separate list of dues-exempt members and non-members who receive complimentary copies of the Association newsletter; by hardcopy or e-mail delivery. That list is reviewed by the Membership Committee at least at the beginning of each Association year to validate all recipients are appropriate.

INCOME: At the end of the month take all the checks for member dues and put them in alphabetical order. Go to database and enter all new member data. Enter all the checks, changing the membership expiration date to the following year. Sort, print two copies of the changed membership list. Resort, save to file. Merge the membership, dues-exempt member and complimentary newsletter lists and send to newsletter committee member who has the printer and newsletter distribution. Stamp the checks, deposit the checks (currently the bank is Wachovia, any branch is acceptable), file deposit receipt with one copy of the changed members list. After bank statement is received file deposit receipt and changed member copy with the bank statement to prove income with deposits. Other deposits include money collected for special projects such as entryway donations, picnic sales, sponsor donations and the like.



EMIHOA POLICIES AND PROCEDURES

These deposits will be made as they are collected, and will be made and recorded separate from the membership deposits.

EXPENSES: Regular expense checks are issued as bills are received. Special checks are distributed as approved by the membership. Minutes will verify special check amounts. Some checks are customarily not receipted, these will be explained, line by line, in the yearly audit. These checks are usually one time expenditures, such as a donation, or an emergency situation. All obligations of the Association will be paid by check drawn on the general operating account. Each check will require a signature of the President or the Treasurer. The checks are purchased as needed from the bank or other appropriate printer. The checks are to be personalized with the Association name and mailing address.

REPORTS: The treasurer will report each month to the general membership. This will be a “to date” reporting, included checks not yet cleared (or yet written) as of the last statement which is attached to the report turned over to the President. The report will include a comparison of actual income and expenses compared to the approved budget and will identify the available balance; actual balance minus pre-paid dues. This will give the President and the voting members the true balance of the account so decisions made will be more accurate as to the budget.

AUDIT: The treasurer will host a yearly audit in June, and will prove the monthly statements line by line with the above procedures. The audit may be observed by other officers of the Association if they desire. The audit will cover June 1st-May 31st. The audit Committee will avow that the previous years expenditures have been properly spent and the income has been properly reported. The certificate will be filed with the fiscal year’s financial papers and the fiscal year considered closed.

PART FOUR – THE DIRECTORS

PROCEDURES

Election of and Vacancies: See the EMIHOA By-Laws and Part 6 of this manual.



EMIHOA POLICIES AND PROCEDURES

PART FIVE – GENERAL MEMBERSHIP / MEETINGS / DUES

MEMBERSHIP

POLICY

Members whose dues are current are considered Members In Good Standing and may vote on Association matters. Members whose dues are overdue may not vote. Members whose dues are more than two months overdue are considered to be expired memberships and are removed from Association member lists.

In appreciation for exemplary service to the Association, members may be awarded Honorary Membership for life with no dues payment required. A unanimous vote of the Board of Directors is required to grant such an award.

PROCEDURES

Members will be notified when their membership has lapsed with a newsletter insert, phone call, post card or other means as determined by the Membership Committee.

There is presently one Honorary Member, Mr. Guenter Wendt. Mr. Wendt was one of the original founders of EMIHOA and was instrumental to its early success. He has been a member of the Association since 1963.

MEETINGS

PROCEDURES

Meetings are held on the second Tuesday of the month at 7PM at Lighthouse Christian Church

The President has a key to the meeting building

Regular meetings (General and Board of Directors) are scheduled at the beginning of the year with the church secretary or pastor at 452-1012

An annual \$25 fee is charged by the church for the use of the facilities. It has become customary to give the church a \$100 gratuity at the end of each EMIHOA year.



EMIHOA POLICIES AND PROCEDURES

General Membership Meeting:

Meeting notification signs are posted at the church driveway on the weekend prior to the meeting. They are also posted alongside the 7 – 11 store at South Banana River Drive and SR-520 and alongside the auto dealership at Newfound Harbor Drive and SR-520.

The President / Designee will develop the meeting agenda. Any member may request an issue be placed on the agenda prior to printing of the agenda. Copies of the agenda will be available at the general meeting.

All meetings will be called to order on time.

The normal order of business at this meeting will be as follows:

- Officer and Guest Introductions
- Approval of Minutes and Treasurer's report
- Guest Speaker (if scheduled)
- Reports of officers
- Committee / Delegate Reports
- Old Business
- New Business
- Membership Comments
- Close General Meeting

The President may choose to vary from this order as appropriate for special circumstances.

Any member in good standing can make motions, propose amendments and vote.

All attendees may take part in the discussions and ask questions.

To obtain the floor for any purpose, the attendee will raise a hand, address the President/Chair, and wait for recognition before speaking

During meetings, attendees will refrain from speaking unless entitled to the floor and will refrain from discourteous outbursts.

All reports submitted in writing will be given to the Secretary for filing in the historical files.

Board of Directors Meetings: Procedures for these meetings are contained in Part 2.



EMIHOA POLICIES AND PROCEDURES

DUES

POLICY

Dues are currently \$15 per household. This dues rate became effective December 1, 2006.

PART SIX – NOMINATING AND ELECTION

POLICY

Only Members In Good Standing may be nominated for and elected to Association office.

PROCEDURE:

Nominating Committee: A committee Chair and two members will be appointed no later than the March general meeting to form the Nominating Committee.

The committee will document their proposed balloting process and brief the members at the April meeting.

The committee will recruit members in good standing to run for the elected offices.

The committee will assemble a slate of nominees and present that slate at the May meeting. Additional nominations from the floor will be accepted.

The committee will supervise the May elections. Once nominations are closed, the Committee will move that all unopposed candidates be affirmed by acclamation. The contested positions will be voted on by secret ballot. The committee will make a formal announcement of the election results at the end of the May general meeting.



EMIHOA POLICIES AND PROCEDURES

PART SEVEN – STANDING COMMITTEES / SPECIAL COMMITTEES / APPOINTEES

Standing Committees

POLICY

The Board of Directors has the authority to appoint standing committees as necessary for the proper functioning of the Association. All committee chairs will be appointed by the President and confirmed by the Board. Present Standing Committees are as follows.

Membership Committee

POLICY

Responsible for recruiting, approving and assisting new members.

PROCEDURE

- Develops and impliments membership recruiting programs.
- Reviews membership applications and monitors the list of current members for compliance with membership requirements.
- Upon regular articles request, provides new members copies of the Association Bylaws.
- Prepares for the newsletter.
- Reviews the list of recipients of complimentary copies of the *Homeowners News* for suitability.

Newsletter Committee

POLICY

It is the policy of the East Merritt Island Home Owners Association (EMIHOA) to produce, publish and distribute an information and notification document known as *The Homeowners News*, hereinafter referred to as the Newsletter.



EMIHOA POLICIES AND PROCEDURES

PROCEDURE

By direction of the EMIHOA Bylaws, a committee shall be organized, and a chair appointed, to organize and effect the production, publication and distribution of this newsletter in a timely fashion.

It is the charter of the newsletter “To Inform – To Educate (and) – To Motivate” the general membership of noteworthy events that occur in and around the boundaries of the East Merritt Island charter.

The newsletter serves as the official medium for notification to the general membership of scheduled meetings, officer position vacancies, etc.

The newsletter includes Business Partner advertising for a small number of local business proprietors that operate within the confines of the EMIHOA geographical charter.

Committee members:

The EMIHOA newsletter committee shall be no less than two members. One standing or acting Committee Chair and one other volunteer. If at any time, there are less than two active volunteer members participating in the production of the newsletter, the remaining member will immediately call upon the EMIHOA President, Vice-President, Secretary, Treasurer, in order, to solicit or appoint an interim member to assist in the production and distribution of the newsletter.

Any and all members in good standing are free to submit suggestions, letters to the President, etc. at any time for distribution in the newsletter.

Distribution:

Hardcopy Format - As is currently authorized, the newsletter is distributed eight (8) times per calendar year during the months of January through May and September through November. The EMIHOA newsletter is provided free of charge to all members in good standing, via the United States Postal Service (USPS). In accordance with the EMIHOA Bylaws, it is the intent of the newsletter committee to provide the membership their monthly newsletter, via the USPS, at least three (3) days prior to each General Membership Meeting.

Two of the editions each year will be mass mailings to all addresses in the EMIHOA area. The first, for the September meeting, is to solicit membership and participation at the first membership meeting of the new Association year and to publicize any special events planned for the fall season. The second will be for a meeting as chosen by the Board of Directors and will be to highlight Association activities and to publicize any planned special events, such as an Association picnic.

In addition to the distribution of the newsletter sent via USPS, the EMIHOA offers each Business Partner, or other historically strong supporters of the EMIHOA, a nominal number of complimentary newsletters for distribution from their respective businesses.



EMIHOA POLICIES AND PROCEDURES

Other complimentary copies – Copies of the newsletter are provided to selected local officials, businesses and individuals as considered beneficial to the Association by the Board of Directors. The list of recipients is maintained by the Treasurer and is verified annually by the board.

Electronic Format – Members may elect to receive their monthly newsletter in electronic format via electronic mail (email) in lieu of hardcopy. To elect email newsletter distribution the member should call the newsletter editor or the EMIHOA Treasurer.

Interruptions to Distribution:

Although an uncommon event, the EMIHOA may be unable to distribute the newsletter due to severe weather conditions- such as a hurricane. This can not be helped, and newsletters may not be available that month.

When an individual failure in delivery by the USPS occurs, hardcopy newsletters will be provided upon request. The member should call the newsletter editor for a replacement newsletter.

See Appendix A for Advertising Policy

Website Committee

POLICY:

Responsible for promoting, developing and maintaining an EMOHOA website.

PROCEDURE:

- The website will be scripted such that it can be viewed properly by all popular browsers.
- The website homepage is to be dynamic, providing for it serving as a medium for notification of the membership of significant Association actions and news.
- The website is to have current copies of the Association Bylaws and the Policies and Procedures Manual.
- The website will have provisions for members to send messages to the EMIHOA leadership.
- The website will include links to websites of government and other public agencies of possible concern to EMIHOA residents.
- Committee Chairs and Executive Officers will provide update materials to the Website Committee Chair, who will update the site to keep it current.

Development Committee:



EMIHOA POLICIES AND PROCEDURES

POLICY

- The Association desires to preclude development and/or re-development that is in conflict with, or degrading to, the nature and ambiance of the existing island neighborhoods. The Association is opposed particularly to development that would increase the existing residential density or otherwise negatively impact necessary infrastructure and services.
- The Development Committee will monitor and evaluate proposed property use changes, notify the Association officers and potentially affected residents of proposed changes not consistent with Association preferences, represent the Association to related government entities and coordinate Association efforts to protect our neighborhoods. **THE ASSOCIATION AND ITS DEVELOPMENT COMMITTEE AND SUB-COMMITTEES ARE NOT AGENTS OF THE HOMEOWNERS AND AT ALL TIMES COMMUNICATIONS MUST BE CLEAR THAT THEY ONLY REPRESENT THE POSITION OF THE ASSOCIATION MEMBERS.**
- Property use changes that the Development Committee finds to be consistent with our current surroundings shall be classified as “No Objection” (EMIHOA does not “approve” developer’s plans) and will be so identified at the next General Meeting for affirmation by the membership. If confirmed by that body, county officials and, if requested, the developer shall be notified of that determination.
- The Association considers the existing Brevard County Future Land Use Map (FLUM) to be incongruent with present uses and has petitioned the Board of County Commissioners to have a Small Area Study (SAS) conducted for the EMIHOA area. Further, the Association is opposed to any property zoning changes increasing housing density prior to completion of such study. The Development Committee is to represent the Association in promoting performance of the SAS and in attending all meetings of the Citizen Resource Group (CRG) that performs the study.
- The Development Committee will establish sub-committees as necessary to respond to specific development plans that member homeowners oppose.
- The Development Committee is to develop and maintain a knowledge base of resources available to Sub-Committees for contesting undesirable development.
- Nothing in these Policies and Procedures is intended to in any way infringe on the right of any EMIHOA member to choose for themselves a position on acceptability of particular development plans or to inhibit their right to speak to public officials regarding their support or opposition. However, once the Committee or a Sub-committee selects a majority position by vote; any member who cannot in good conscience support that position should withdraw from committee participation.
- Much of the information, strategies, plans and issues compiled by the Development Committee and its sub-committees are proprietary and confidential to those committees. Communicating such information to parties not entitled to receive it is an egregious breach of trust and would be cause for Board of Directors action, potentially including expulsion from EMIHOA.



EMIHOA POLICIES AND PROCEDURES

PROCEDURE

- Development Committee:
 - The Committee Chair is appointed by the President and becomes an association Director upon confirmation by the elected Directors. Additional members may be enlisted by the Chair, one to serve as Committee Secretary. The Chair of any sub-committee authorized is automatically a member of the Development Committee for the duration of the Sub-Committee.
 - The Committee Chair shall be the primary EMIHOA contact with Brevard County officials regarding planning and zoning change requests. At the beginning of each fiscal year the President will advise the manager of Brevard County Planning and Zoning department the contact information for himself and the committee chair and solicit notification of receipt of any planning or zoning change requests.
 - Official correspondence with county officials or other outside contacts will be on EMIHOA letterhead over the Chair's signature with cc: to the President and Secretary. All other correspondence with outside contacts must also include cc: to the President.
 - All meetings will be open to all area residents; but only committee members may participate in voting.
 - The Committee Chair shall be the primary EMIHOA contact with Brevard County officials for promoting performance of a Small Area Study for input to the Brevard FLUM for all of the East Merritt Island area. The committee shall have representation at all meetings of the CRG to represent association interests.
 - The committee shall review all proposed new- or re-development plans identified from the above or other sources for consistency with the density and nature of residences in the vicinity. When any proposed changes are considered by the committee to not be desirable, homeowners local to the proposed construction will be surveyed by the committee and their opinions regarding contesting the proposed changes solicited.
 - Funds may be drawn from an allocation in the Association budget for the cost of mail-out programs to facilitate the above surveys. If more actions than anticipated occur, the Committee will notify the Board of Directors of any need to increase the budgeted funding.
 - When appropriate, the Committee shall recruit and assist in establishing an issue-specific, local sub-committee to organize efforts to oppose the unacceptable development. The Committee will select a Chair for such sub-committee(s) for appointment by the association President.
 - The Committee shall report at general meetings the status and evaluation of all known development plans for our area, the progress of any sub-committee(s), and the status of any SAS.
 - The Committee Chair shall solicit from the President of EMIHOA any support needed by sub-committee(s) for presentations at meetings of Planning and Zoning boards and the Brevard Board of County Commissioners.



EMIHOA POLICIES AND PROCEDURES

- If requested by a developer/builder/owner, the Committee Chair shall provide a listing of the specific issues of the proposed changes that are considered objectionable or unacceptable.
- The committee secretary shall prepare minutes of all meetings and maintain historical files of the committee and all efforts to contest development, including “Lessons Learned”.
- The Committee shall assemble a “Knowledge Base” of information to assist sub-committee efforts. This shall include information such as: county departments and contacts, planning and zoning and other related laws and ordinances, other state and federal regulatory agencies potentially involved, possible points of contention, public relations strategies and other lessons learned. References back to committee historical documents should be included where applicable. This Knowledge Base shall be maintained in the custody of the Committee Secretary.
- Development Sub-Committee(s) (DSC):
 - The DSC Chair shall further recruit concerned local residents for participation in the DSC and shall appoint a DSC secretary and a historian.
 - Any interested local resident may participate in the DSC; but, only members of the DSC who are EMIHOA members in good standing can vote on DSC matters. The Development Committee Chair is an ex officio member of all DSCs. The DSC Secretary shall maintain a list of the DSC members, their voting status and preferred means of contact. Copies of the current list are to be provided to the Development Committee Chair and Secretary.
 - The DSC shall obtain development plans and review them for planning, zoning, FLUM, traffic, etc. issues that could provide a basis for contesting the changes. The DSC shall utilize the existing Development Committee Knowledge Base and historical records for insight.
 - The DSC shall determine the county Planning and Zoning and Board of County Commissioners schedules for actions related to the project and coordinate with the Development Committee Chair for supporting EMIHOA actions.
 - The DSC Chair may, with approval of the Development Committee Chair, call an “Executive Session” meeting with attendance only by select DSC members for strategic planning or consult with legal counsel.
 - The DSC Chair shall provide verbal reports to the General Membership meetings on DSC status and activities.
 - The Development Committee Chair will be copied on all DSC internal correspondence and any informal correspondence with external contacts.
 - The DSC will be disbanded when the Development Committee Chair and the DSC members agree that it is no longer needed. The DSC Chair will prepare and submit a final report on the efforts of the DSC, including “Lessons Learned”, and deliver all DSC original records to the Development Committee Secretary for inclusion in the historical records.



EMIHOA POLICIES AND PROCEDURES

Traffic Committee:

POLICY

The Traffic Committee has primary responsibility for all issues related to traffic flow and road condition/changes in the EMIHOA area.

PROCEDURE

- The Committee Chair shall solicit other members to participate in the committee efforts and shall appoint a committee secretary.
- The Committee Chair will be the primary Association contact with the Brevard County Roads and Bridges department. The committee shall review all proposed road changes for acceptability of any direct/indirect impact on traffic in the EMIHOA area.
- The committee shall obtain from county offices the classifications of all roads and bridges in the EMIHOA area. It shall maintain a knowledge base of the meanings and limitations of each classification; including easement width, design traffic density, weight limits, and basis for assigned speed limits.
- The committee shall provide support to the Development Committee in investigation of possible traffic impact of proposed area development.
- The committee shall monitor for inappropriate traffic and paving conditions on roads in this area and contact the State Department of Transportation, Brevard Department of Roads and Bridges and/or the Brevard Sheriff's Department for assistance in resolving any issues.
- All correspondence with outside agencies will be cc'd to the Association President and Secretary.



EMIHOA POLICIES AND PROCEDURES

SPECIAL COMMITTEES

Audit Committee

POLICY

- The Audit Committee shall be comprised of two members in good standing, not Executive Officers of the Association, appointed by the President and affirmed by the Board of Directors.
- An audit of the Association Financial Records shall be performed yearly in June and the results reported at the next Board of Director and General meetings. The audit will be retained as part of the Association's official file.

PROCEDURE

- President shall appoint members in May
- Treasurer shall contact the members and arrange for the audit in June.
- The committee shall review all Association Financial Records and confirm accuracy of income and payment transactions and bank records.

Nominating Committee

(See Part SIX)

Picnic Committee

POLICY

- The EMIHOA membership shall determine by vote each year, not later than the November General Membership Meeting, if an "Annual Picnic" will be held that year and the theme, if any.
- If a picnic is to be conducted, the President will appoint a committee Chair and will issue a letter authorizing that Chair to sign contracts committing the Association to picnic related expenditures.

PROCEDURE

- **Chair** - Responsible for overall coordination of picnic. Responsible for confirming facility to hold picnic; sign contracts, develop menu and details. Keeps Board of Directors informed of all activities. Serves as point of contact for questions.



EMIHOA POLICIES AND PROCEDURES

- **Committee Member Functions:**

- **Co-Chair** - Assists Chair in overall coordination. Will perform Chair's duties if the Chair is unavailable. Another point of contact for questions.
- **Finance Coordinator** – Maintains running account of all income and expenses during the committee's operations. Submits all bills and invoices to the Association Treasurer for timely payment. Also submits to the Treasurer all income for deposit and the financial records of the committee.
- **Secretary** - Responsible for taking minutes at each meeting and distributing them to the committee members.
- **Food/Entertainment Coordinator** - Responsible for food service and entertainment. Coordinates any equipment needs.
- **Publicity Coordinator** - Responsible for inside/outside publicity (i.e., prepare bulletin notice, contact local newspapers and radio stations, contact the various contractor newsletters; contact local business Public Affairs to request announcing the picnic on their PA system).
- **Tickets Manager** - Responsible for design and printing of tickets. With committee will handle all ticket sales, turning funds over to Treasurer to be deposited prior to date of picnic. Committee will collect tickets at food service entrance.

See Appendix A for “Picnic Lessons Learned”

APPOINTEES

POLICY

The President shall have the authority to appoint such representatives and delegates as determined by the Board of Directors to be necessary for the proper functioning of the Association.

PROCEDURE

Historian

The President appoints a Historian at the beginning of the Association year.

Term of office is one year.

Safeguards all EMIHOA historical documents.

Keeps a historical record of the Association with newsletter articles and pictures of events. The pictures will be in photo albums and labeled appropriately.

Brings scrapbooks and albums to special meetings/functions.

Parliamentarian

The President appoints a Parliamentarian at the beginning of the Association year.



EMIHOA POLICIES AND PROCEDURES

Term of office is one year.

Required to be in attendance at all general meetings to ensure the meetings are conducted in accordance with Robert's Rules of Order Newly Revised (10th Edition).

Corrects any member who is out of order during any formal meetings of the board of directors, executive committee, or the membership.

Merritt Island Executive Council (MIEC) Representative

President appoints the Representative during the March Meeting.

Term of office is one year.

Attends the monthly meetings of the MIEC.

Presents the EMIHOA position on matters before the Council.

Reports on all Council activities at the EMIHOA general meetings.

Brevard Metropolitan Planning Organization (MPO) Observer

President appoints the observer at the beginning of the Association year.

Attends meetings of the MPO Citizens Advisory Committee as an EMIHOA observer.

Reviews all MPO present and future plans for possible impact on the EMIHOA area, particularly possible road and traffic impact.

Reports at the General Membership any MPO activities that may be of concern to EMIHOA.

It is preferred that this Observer also be a member of the Traffic Committee.

Parks and Recreation Representative

The President appoints the Representative at the beginning of the Association year.

Term of office is one year.

Monitors conditions and uses of all Parks and Recreation facilities in the EMIHOA area. Investigates member requested changes.

The Representative is the primary EMIHOA contact with the Parks Operations Manager, Central Area – Merritt Island/Beaches.

Attends the meetings of the Parks and Recreation "Merritt Island / Beaches Advisory Board" to represent EMIHOA's interests.

Reports to the General Membership meetings on any on-going issues or concerns.

Canal Dredging Monitor

The President appoints the Monitor at the beginning of the Association year.

Term of office is one year.

Obtains a copy of the canal-dredging schedule from the county agency.



EMIHOA POLICIES AND PROCEDURES

Monitors progress against the schedule.

Provides the schedule and updates to the website administrator for inclusion on the Association website; as a source for homeowners to find the schedule for canals adjacent to their property.

PART EIGHT – REMOVAL PROCEDURES

Procedures - Removal of Officers, or Directors or Committee Chairs

When a member of the Board of Directors receives a petition for removal of an Officer or Director, the member will notify the President. If the petition meets the requirements of the Bylaws, a special meeting of the Board of Directors will be called to address the petition. The petitioner and the challenged person will be given an opportunity to address the Board to state their case. If the petition regards the President, the Vice-President will chair the special meeting.

Officer or Director - The general membership will be notified by newsletter that the petition has been filed, and that removal will be on the agenda for the next general meeting. The submitter of the petition and the challenged person will each be allowed five minutes to explain their claims to the general membership. A member of the Executive Committee will provide the Board's opinion. A vote will be called. A 2/3 secret ballot vote of members in good standing present will remove the Officer or Director. Failure to get a 2/3 vote denies the petition. If the petition is passed the Board of Directors will thereafter appoint a successor for the remainder of the term for that position.

Committee Chair - A petition for removal of a Committee Chair will be resolved at the Special Board Meeting. The petitioner and the challenged Chair will be allowed to present their reasoning at that meeting. The Board will then meet in private and decide on the appropriate action by majority vote. The Board's decision is to be accepted as final.

Procedures- Removal of Committee Members

A Committee Chair receiving a petition for removal of a committee member will promptly meet with the petitioner and the challenged member, separately, and discuss their reasons. The Chair may also solicit information from others. The Committee Chair will then decide the appropriate action; that decision being final.

PART NINE – PROCEDURES FOR AMENDING ASSOCIATION BYLAWS AND THE POLICY AND PROCEDURES MANUAL

By-Laws



EMIHOA POLICIES AND PROCEDURES

POLICY

“Policy” stated in this manual are to be subject to and are extensions of the Association Bylaws. Revision of these items has the same requirements as revision to the Bylaws. The Board of Directors will annually review the Bylaws to determine if any changes are needed to that document to maintain consistency.

POLICY AND PROCEDURES MANUAL

POLICY

The Policy and Procedures Manual is a living document that is routinely reviewed, maintained and revised by the Board of Directors. **Policy** statements can be adopted, amended, or suspended by a two-thirds vote of the members in good standing present at a General Membership Meeting. **Procedure** statements are revised by vote of the Board of Directors.

PROCEDURES

Any member in good standing can submit a proposed revision of procedures to the Executive Committee in writing; however, most procedure revisions will come from the Executive Committee and Committee Chairs. Any changes in procedure in this document will be discussed at a Board of Directors meeting. A majority of the Board of Directors present is required to pass the revision.



EMIHOA POLICIES AND PROCEDURES

PART TEN – GENERAL RULES AND ORDER

GENERAL OPERATING POLICY and PROCEDURES

PROCEDURES

The records accumulated during an Association officer's term, including this manual and all publications furnished to Association Presidents are the property of the Association and will be promptly turned over to the successor.

Association funds and records of those funds will be transferred to the new Treasurer immediately after she/he takes office.

It is recommended that the new Association President call a “turn-over” meeting of incoming and outgoing officers and committees for this purpose.



EMIHOA POLICIES AND PROCEDURES

APPENDIX A "Picnic Lessons Learned"

EMIHOA Picnic of 3-19-06 – Noon to 4pm

Topics Done and Description:

#1 Meal Ticket Sales

Costs and how distributed: –

Tickets were \$9.00 for Adults & \$4.00 for Children 12 and under. Tickets were given to people on the Picnic Committee and put at approximately 7 businesses to sell. Each business that helped us sell them received 2 complimentary tickets as a thank you. Actual creation of the tickets was at a minimal cost as purchased card stock papers (2 colors) at total cost of just \$20.44. Ticket Chair got the copying done at no charge at PIP printing. Ticket Chair also cut them at no charge. Tickets were redeemed at the food line on the day of the function. The count redeemed was 167 adults and 22 Children served. There were approximately 50 complimentary tickets given away which was unnecessary excess. The actual cost for us for the food was \$7.00 each plate and was from Island Barbecue. Serving stopped at about 3:00pm.

#2 Drawing Tickets –

We did drawings for donated items. We used a roll of tickets and had them write their name and phone number on them. We gave one per attendee. Drawing was done at end of picnic and seemed to go well. This was done at last minute and could have been better coordinated.

What went right?

- People loved the Steel Band. They were very good.
- The food and it's distribution went well. People started coming pretty much on time.
- The display of items was nice. The canine unit was good as was the Firemen and the Emergency Response Control center.
- The kids loved the clown who painted faces and gave out balloons and the 2 dogs from the humane society were nice too.
- Other displays were good for sharing information to the public and were well received.

What proved Challenging?

Getting the permits and approval to use Kiwanis Park was very confusing and time consuming. Brevard Parks was not familiar with EMIHOA and we had to educate them on who we were and what we did throughout the process. The fact that all profits from sales of the tickets went back into the community was a key "statement" that got the final approval and waiver of facility rent moving.



EMIHOA POLICIES AND PROCEDURES

Timing for ticket sales is critical and directly related to how many meals were ordered. We got a late start on ticket sales and needed to get an accurate meal count the Monday before the picnic. We were still selling a lot of tickets within two days of picnic. It was difficult to keep track of the complimentary tickets given out and there were too many given out.

Also there needs to be more publicity to sell tickets in future. One person put copies of the flyer on about 180 Avon books and distributed in the neighborhood. Actual responses for that method were just a handful. Having a bulk mailing to all residents a month in advance would have helped.

Some committee members felt that the price of \$9.00 for a meal was a bit high especially for young families.

Ideas for Improvements:

At the 2006 Picnic, one county elected official and one citizen's petition organization were allowed to set up information and soliciting tables at the picnic site. Some members have expressed strong objection to that presence. It is recommended that such political activities not be allowed at future picnics.

We went with catering because it was the simplest, least complex method for our first picnic (for those reasons may also be the way to go in future).

Some of the committee wanted to see just grilling hamburgers and hot dogs and have a pot luck format for next year. Keep frozen boxes of burgers on dry ice if you have to and just return what is not used for a refund. That would be a considerable price reduction. This approach keeps food as low cost as possible.

Also, it is recommended that a flyer go out by bulk mail to all homeowners in the East zone even if not a member.

We'd also recommend less complimentary tickets and those need a special marking or color so can see how many were redeemed.

Less spots for distribution would be fine, as Hobbs Pharmacy seemed to be the main sales from a store.

Another idea would be just take one weekend to have people stand at Walmart and Hobbs Drugstore to hand out flyers. That would hit a lot of people. Do those 2 weeks ahead of event.

Consider a baseball game or some challenge that people could participate in easily. Maybe egg toss. Horseshoe games? Balloon blowing contest? Carrying water in a spoon to fill a bucket with a team of 25 people. That would be easy for old and young alike.