

---

## RESOLUTION PROPOSAL

---

**DATE:** January 6, 2010

**SUBJECT:** Confirmation of Date, Time and Location for 38<sup>th</sup> Annual Meeting of Members

**SPONSOR:** LMOA Communications Manager

**BACKGROUND INFORMATION:**

LMOA Bylaws Section 4.01, Annual Meeting Date, requires that an Annual Meeting of LMOA Members, “. . . for the purpose of electing directors and for the transaction of such other business as may properly come before the meeting, shall be held on the last Saturday in June unless the Board of Directors, for a good cause so stated, changes the date of the meeting.”

Therefore, unless the Board has good cause to change the date, the 38<sup>th</sup> Annual Meeting must be held on Saturday, June 26, 2010.

LMOA must meet deadlines mandated by the Bylaws, as well as operational requirements for development of annual meeting documents so the petition process, notice preparation, proxy voting and other related activities can proceed in a timely fashion.

Assuming that, at its January 28 meeting, the Board confirms the date of the annual meeting, staff will complete preparation of petition packets for Board candidates and Member Proposals. The packets will be available for member pick up from the Communications Manager no later than Wednesday, February 3, 2010.

A draft timeline for the Annual Meeting is attached for your information.

**STAFF RECOMMENDATION:** The LMOA Communications Manager recommends that the Board approve the motion as written.

**PROPOSED FINANCIAL IMPACT:** NA

**PROPOSED SOURCE OF FUNDING:** NA

**STRATEGIC PLAN REFERENCE:** NA

**POSSIBLE MOTION:**

Move that the Board of Directors confirm that the 38<sup>th</sup> Annual Meeting of LMOA Members shall be held on Saturday, June 26, 2010, at 1 p.m. in the Terrace Room of the Clubhouse.

**PERSON RESPONSIBLE FOR FOLLOW-UP:** Communications Manager

**38<sup>th</sup> ANNUAL MEETING OF LMOA MEMBERS, JUNE 26, 2010*****DRAFT TIMELINE, as of January 7, 2010/PA***

*Please note: Bold entries indicate Bylaw required timing; other entries are operational and time sensitive*

STATUS	DATE	BYLAW-REQUIRED TIMING	ACTION/EVENT
	Thursday, Jan. 28		Board confirms date of annual meeting
	Wednesday, Feb. 3		Petition packets available for candidates and member proposals
	<b>5 p.m., Monday, Mar. 29</b>	<b>90 days prior to meeting <sup>1</sup></b>	<b>Last date to file candidate petitions and member proposal petitions</b>
	Wednesday, Mar. 31		Member proposals in question to legal counsel for opinion  All petitions to Election Committee
	Monday, April 5		Election Committee submits report to Board on candidate and member proposal petition processing
	Tuesday, April 6		Target date for special Board meeting to certify candidates  Target date for special Board meeting to announce whether member proposals meet Bylaw requirements and to determine Board position.
	<b>Wednesday, April 7</b>	<b>Not later than 10 days after filing deadline <sup>2</sup></b>	<b>Last date for Board to announce names of eligible candidates</b>
	Monday, April 19		<u>Target date for all materials</u> for Notice/Proxy to Communications Manager -- includes, but is not limited to, Board proposals and position statements, member proposals and Board position statements, President's letter, financial statements, etc.
	Friday, April 23		Annual Meeting Notice/Proxy to proofreaders
	<b>Wednesday, April 28</b>	<b>Within 30 days of receipt of proposal <sup>3</sup></b> <i>(Applies to all member proposals: Member proposals submitted earlier than filing deadline will require earlier notification to meet 30 day requirement.)</i>	<b>Last date to notify member proposal sponsors whether proposals meet Bylaw requirements as appropriate for member action and (if so) the Board's position</b>
	Wednesday, April 28		Final draft of Annual Meeting Notice/Proxy to legal counsel
	Wednesday, May 5		Annual Meeting Notice/Proxy to printer
	<b>Friday, May 21</b>	<b>Five weeks prior <sup>4</sup></b>	<b>List of members of record determined for subsequent mailing of Annual Meeting Notice/Proxy</b>
	<b>May 12 – June 1; target date: Wednesday, May 26</b>	<b>Not less than 25 nor more than 45 days prior to Annual Meeting <sup>5</sup></b>	<b>Mail Annual Meeting Notice/Proxy</b>
	<b>5 p.m., Friday, June 18</b>	<b>5 p.m., five business days prior to Annual Meeting date <sup>6</sup></b>	<b>Deadline for proxies to be returned to LMOA</b>
	<b>Saturday, June 26</b>	<b>Last Saturday in June <sup>7</sup></b>	<b>Annual Meeting, 1PM, Terrace Room</b>

<sup>1</sup> Bylaws Section 4.08, Member Proposals, (b); Bylaws Section 4.09, Individual Member Petitions – Election of Directors, (d)

<sup>2</sup> Bylaws Section 4.09, Individual Member Proposals – Election of Directors, (e)

<sup>3</sup> Bylaws Section 4.08, Member Proposals, (d)

<sup>4</sup> Bylaws Section 4.10, Voting, (h)

<sup>5</sup> Bylaws Section 4.10, Voting, (g)

<sup>6</sup> Bylaws Section 4.10, Voting, (i)

<sup>7</sup> Bylaws Section 4.01, Annual Meeting Date