



***Standing Rules  
of the  
Estates at Shannon Ridge  
Homeowners' Association, Inc.***

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The Estates at Shannon Ridge Homeowners' Association, Inc. (SRHOA) membership is the governing body, managed by the board of directors. The SRHOA is subject to the laws of the state of Texas, where it is incorporated, and the SRHOA Certificate of Formation and Bylaws. The SRHOA membership can determine the policies of the SRHOA, enact and amend the Certificate of Formation and Bylaws. The SRHOA membership also has the duty of electing certain officers and help establish committees.

In order to fulfill its duties, the SRHOA membership has established basic guidelines and procedures outlined in three sections:

- I. General Rules of Conduct for Committees*
- II. General Rules of Conduct for Budget Committee*
- III. Standing Rules of the Membership Meetings*

Amendments to the standing rules of the SRHOA may be amended during any membership meeting by a majority of the members present and voting.

## **Section I**

### **General Rules of Conduct for Committees**

Committees will be created on an as-needed basis. The purpose of a committee is to receive open discussion on issues being considered by the SRHOA membership. Committee members may be appointed by the president and/or volunteers may be appointed as members of said committee.

#### **1. Composition**

Committees shall consist of a minimum of three SRHOA members; one of who is designated chair.

#### **2. Duties**

##### **A. Chair of the committee shall**

1. Preside at committee meetings at a specified time determined by said committee at which a final report is prepared.
2. Report recommendations to the Board, to include any financial impact.

##### **B. Committee members shall**

1. Formulate recommendations based on the opinion(s) of the committee.

#### **3. Preparation of Reports**

##### **A. Committee Meetings**

1. Committees shall determine its recommendations to the SRHOA Board on all assignments made to them.
2. Recommendations shall be written in a standard form per the Procedures Manual.

##### **B. Supporting Comments**

Committees may offer supporting comments on their recommendations if such are necessary for the SRHOA membership's understanding of the recommendation.

**4. Presentation of Reports****A. Chair**

The chair or a designated committee member is to present the report to the SRHOA membership at its next meeting of members.

**B. SRHOA Membership Action**

The SRHOA membership will act on each recommendation of each committee as it is presented. The chair and/or designated committee member(s) retains the right to vote on each item as presented.

**C. SRHOA Membership Debate**

In the event of a debate, the chair and members of the committee should reply to any questions from the floor of the SRHOA membership.

**5. Audit**

An audit of SRHOA records will be done by an independent CPA firm every three years to coincide with the election of the treasurer position.

## Section II

### General Rules of Conduct for Budget Committee

**1. Composition:**

Budget committee shall consist of SRHOA treasurer (chair), vice president, and at least two non-Board members appointed by the Board. Voting members may volunteer to be a member of the budget committee.

**2. Duties:****A. The chair of the budget committee shall**

1. Preside at the SRHOA membership meetings during budget discussion and be available to answer questions.

**B. The budget committee members shall**

1. Receive comments at the SRHOA membership meetings.
2. Comments may be submitted by any member of the SRHOA.

**C. Members wishing to comment**

1. Members of the SRHOA wishing to comment will identify themselves by first name and last name prior to giving comment, for the record.
2. Speakers will be allowed to comment once on any given issue unless the budget committee decides that further comment is necessary.

**D. Report**

1. The chair or a designated committee member is to present reports to the SRHOA membership.
2. Chair will be available at the SRHOA membership meetings for any further questions or clarifications on proposed fiscal year budget.

## Section III

### Rules of the SRHOA Membership Meetings

#### 1. Membership Meetings

##### A. Board Meetings

###### 1. Regular Meetings

- a. There are four (4) regularly scheduled meetings of the Board annually. Meetings shall be held the second Saturday of January, April, July and October.
- b. All property owners are encouraged to attend (members and non-members).
- c. The Board shall exclude property owners from closed or executive sessions.
- d. All minutes and budgets will be published on the website.

##### B. Annual Business Meeting

###### 1. Meetings shall be held the fourth Saturday of October.

- a. Elections for officers will be held at the annual business meeting.
- b. A budget for the upcoming year will be presented for approval before the membership.

##### C. General Meeting

###### 1. Meetings shall be held the fourth Saturday of April.

- a. Purpose is to update the membership on current business regarding Association matters.

#### 2. Membership Duties

##### A. Rules of Conduct

###### 1. General

- a. Cell phones must be silenced during all membership meetings.
- b. An official timekeeper shall be appointed by the president.
- c. Each person who speaks must state his/her first name and last name for the record.
- d. Confine debate to the question before the membership.
- e. Officers of the SRHOA should be addressed by title.

###### 2. Control of the floor

- a. The parliamentarian shall safeguard the rules of the SRHOA membership meetings.
- b. Parliamentary procedure governing all SRHOA meetings.
  - 1) The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the SRHOA in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules of order the SRHOA may adopt.
  - 2) A basic chart of motions will be included in the procedures manual and should be on hand for reference during meetings.
  - 3) Procedure for considering motions.
    - a) Only one substitute motion may be pending at one time to any main motion. This will be the primary amendment. The substitute may have only one minor amendment applied to it at one time. This will be the secondary amendment. Each of these motions will be considered and voted on separately and in reverse order to their proposal.

- 4) Other procedures to observe
  - a) Speakers will be limited to three (3) minutes each, but no limit will be placed on the number of times one individual may speak to a question. No person may speak more than once until all others have had the opportunity to speak at least once. The SRHOA membership may vote at any time to limit debate.
  - b) Action on any new business requires a unanimous vote for adoption.

### **B. Preparations for SRHOA Membership Actions**

1. Bylaws
  - a. Proposed Bylaws amendments may be submitted by an officer or any member of the SRHOA.
  - b. Proposed Bylaws amendments must be received no less than 30 days before the meeting of the SRHOA membership.
  - c. Proposed Bylaws amendments may be submitted for consideration at any meeting of the SRHOA membership with the approval of 2/3 of the members in attendance and require 3/4 of the members in attendance to pass.
2. Reports
  - a. All reports to the SRHOA membership are to be distributed via email to addresses on file and/or website.

### **3. Guidelines for Elections**

#### **A. Objectives**

1. Provide a method fair to all candidates.
2. Provide useful information to the membership.

#### **B. Candidates**

1. Elected by the SRHOA membership.
2. Refer to Bylaws Article IX, Sections 1 & 2 for qualifications.

#### **C. Nominations**

1. The SRHOA Board will present a slate of candidates at the SRHOA membership meeting to include candidates nominated by the Board and candidates who submitted their intent to run for office.
2. Nominations from the floor will also be accepted at the SRHOA membership meeting.
3. Candidate biographies shall be available at the meeting.
4. A brief candidates' forum may be allowed, if time permits, and approved by a vote of members just prior to elections. Nomination speeches may be given of not more than three minutes. After that time questions and answers will be allowed for all candidates for that position for not more than five minutes. The candidate must be present at the time of nomination or will forfeit the opportunity to speak.

#### **D. Candidate's Forum**

1. The SRHOA president will preside.
2. Each candidate will have three minutes allotted for a speech.
3. Any SRHOA member may question the candidates.

**E. Elections**

1. Officers: Refer to SRHOA Bylaws Article IX, Section 3.
  - a. The list of candidates will be kept for future reference in order of descending votes for each office to be used as needed.

**F. Election Committee**

The board will ask for volunteers and/or appoint members to serve as committee members; one to be designated chair. No committee member shall serve as an officer, subdivision representative or candidate, nor shall be a family member residing at the same residence as such.

**G. Voting Procedures**

1. Prior to distribution the chair of the tellers committee will check the ballots for accuracy.
2. Each SRHOA voting member shall receive a ballot and an envelope.
3. The tellers will distribute the ballots and envelopes.
  - a. The voting member shall print and sign their name on the outside of the envelope along with their address on record.
  - b. The voting member shall make their candidate selection(s), and place the ballot in the envelope.
  - c. The envelope will be placed in a secure receptacle. Any absentee ballots will be checked for valid membership and be placed in the same receptacle.
  - d. One teller will open and separate envelopes and place the folded ballots in a box.
  - e. Two other tellers will count the ballots and summarize the results to present to the membership.

**H. Election Results**

1. When announcing the results of the election, the chair of teller's committee shall read the following information for each position.
  - a. Number of votes cast.
  - b. Number of votes necessary for election.
  - c. Name the candidate who meets the minimum votes necessary for election.
2. The president shall read the names of the candidates who have received the majority vote and declare them elected.
3. Any member may move to have the teller's report read in total. Such a request will be adopted by a majority vote of the SRHOA membership.
4. The teller's written report will be entered in the minutes in total.
5. All ballots, tally sheets and records are delivered to the SRHOA secretary and kept for one year following the election, after which time they will be destroyed.