

Lake Minnewawa Lake Improvement District

Meeting and Organization Guidelines

We will adhere to Rules for 'informal meetings', as defined by Robert's Rules of Order. President will retain the right to participate in discussions, vote and to introduce motions.

Non-board-Member participation is encouraged. Agenda Items should be directed to the Board president in advance of the meeting

One person speaks at a time. Everyone will be allowed to speak to each item on the agenda.

Individual speaker time will be limited to 5 minutes unless change allowed by president.

Non-Board Member guests must receive recognition from the President before they can speak to any agenda item.

Meeting time will be limited to 2 hours unless all Board members agree to extend. The President will make agenda changes as needed to fit.

We will abide by our documented Vision Statement and By-Laws. Changes to either will require a majority vote of members at an annual meeting.

We will adhere to Minnesota State Statutes 103b.501 through 103b .581 and Minnesota Rules 6115.090 through 6115.098.

Organization documents will be maintained by the Secretary, posted to our publicly available web site with a back-up copy maintained by the President.

Organization checks will be signed by both the Finance officer and the President.

Requests for funding must address the overall health of Lake Minnewawa with approval from the Minnesota DNR on actions affecting the lake. We will not accept funding requests for the sole benefit of a private party. A status report will be required mid-way through any funded project, with full report upon completion. Recipients of payments will be asked to confirm payment back to Treasurer.

The membership list will be updated twice per year after review with the county. Updates will be made based on changes to parcels (sales; splits; tax exempt status; residence status); in alignment with the LMLID membership requirement to be a Minnewawa lakeshore property or a property with deeded access to a Minnewawa lakeshore property. One update will be done in July to produce an updated list for the annual meeting. The second update will be done in October to produce the updated listing for tax assessment. The president and vice-

president will be responsible for these updates. Any assessment disputes will be decided by the LMLID Board of Directors.

Absentee Ballots will be allowed for election of Board of Director positions at our annual meeting.

LMLID Absentee Ballot Policy

- A. To obtain an absentee ballot
 - 1. Contact the board secretary for an absentee ballot
 - 2. Ballot must be received by the secretary 2 days prior to the LMLID annual meeting
- B. When requesting an absentee ballot, this information must be included:
 - 1. Land parcel ID number
 - 2. Name of individual identified by Aitkin County records as responsible for property taxes.
 - 3. There is one (1) vote per member property.
- C. Contact Information: (to be updated with current information)
 - 1. LMLID secretary phone number
 - 2. LMLID secretary email address
 - 3. LMLID secretary postal address
- D. Absentee ballots will be opened and recorded at the LMLID annual meeting. Absentee ballots will be tallied with the collected ballots from those members in attendance.

This notice will be mailed out with the LMLID annual meeting information. The annual meeting information will include the number of director positions that are open. A list of open positions and a sample ballot will be available 7 days prior to the annual meeting.