

BOARD MEETING PROTOCOLS | MEMBERS REQUESTING ATTENDANCE

PURPOSE OF BOARD MEETINGS

The formal business of the directors takes place at board meetings. As representatives of the membership, directors have the legal right to operate the housing Co-op. The Board is responsible for making decisions in the best interests of the Co-op as a whole. It must uphold the Co-op Rules, Occupancy Agreement, Operating Agreement, and Policies.

WHO CAN ATTEND?

Board meetings are specifically for the formal business of the directors. Thus, the directors can invite non-directors for the specific purpose of effectively conducting Co-op business. This could include individuals such as a management company representative, property caretaker, committee liaison, or legal counsel.

Non-directors do not automatically have the right to attend directors' meetings under the Co-op Act. If a non-director does attend, they are only allowed to be present for topics permitted by the Board. Members are allowed to request that topics be discussed by the Board, but these must be submitted in advance for approval, and the topic must be included on the agenda. The Member is only permitted to attend for their specified topic.

SUBMITTING A REQUEST TO ATTEND

Board Meetings are typically held on the 3rd Tuesday of each month, but can change based on Board requirements. Members can submit a request to be included on the agenda. **Requests received up to 5 days prior to the next Board meeting will be considered.** To submit a request, email NovaVitaBoard@gmail.com with the following:

- Topic for discussion
- Summary and context
- If applicable, include relevant Model Rules, Occupancy Agreement items, or Policy items
- How you've attempted to address the issue already
- What you are asking of the Board

With this information, the Board will determine if it is appropriate to include the item on the next agenda. Submitting a request does not automatically result in its inclusion. The Board is responsible for ensuring effective operations of the Co-op as a whole, and at times, must limit and select agenda items based on overall Co-op priorities.

If the item is approved, the Board will notify of the date and time of the Board meeting, and will contact the Member when their agenda item is reached. Contact will typically be made by zoom or phone for the convenience of all attendees. Guest attendance will be limited to the specific topic submitted and approved.