

**Standing Rules**  
**Leisure World Community Corporation**  
**Board of Directors**

**1.0 Meeting Preparation**

- 1.1 Regular meetings of the executive committee will be held, as determined by the executive committee, no fewer than eleven days prior to the board of directors meeting.
- 1.2 Regular meetings of the LWCC Board of Directors will be held at 9:30am on the last Tuesday of each month unless changed by the board.
- 1.3 In order to be included in the board meeting packet, action items for the agenda must be submitted to the LWCC Chair and LWCC Executive Secretary no later than noon seven calendar days prior to the date of the meeting.
- 1.4 All correspondence received from a lot, condominium, cooperative, homeowners' association, or unit owner/resident received by noon three business days prior to the date of the executive committee meeting or board meeting, shall be included in the meeting packet of the next regular meeting of the executive committee or board of directors.
- 1.5 The executive committee shall forward all proposals for action to the Leisure World Board of Directors to be included in the next meeting packet.
- 1.6 The meeting packet shall be made available on the website and by hard copy by noon four calendar days prior to the board meeting.

**2.0 During Board of Directors Meetings**

- 2.1 All meetings of the LWCC Board of Directors shall be held in compliance with applicable law.
- 2.2 Action items not included in the meeting packet may only be added to the agenda by a two-thirds vote of the directors present. Forty copies must be provided for any action item that is offered to be added to the agenda at a meeting.
- 2.3 All main motions must describe a specific action to be taken, and shall include the rationale the name of the maker(s) and the date of submission.
- 2.4 When recognized, a director may speak for up to two minutes, or as permitted by the chair.
- 2.5 Any board member may propose a substitute motion. Such a motion shall be debated and voted on. If adopted, the substitute will replace the main motion.
- 2.6 Votes shall normally be taken by a show of hands. If any director questions the result, the vote will be taken by roll call to confirm the result. All roll call votes shall be recorded on the "LWCC Board of Directors Recorded Vote Form" and shall be attached to the minutes of that meeting.
- 2.7 The board shall have a policy on open forums.
- 2.8 The ballots used and counted for any vote taken by the Board shall be maintained in a secure location for one year from the date of the vote or until any challenge to the vote has been settled, whichever is longer. At that time, said ballots shall be destroyed.

### **3.0 Board Members**

- 3.1 There shall be a code of ethics and conflict of interest statement for the LWCC Board.
- 3.2 Each Director Board Member shall be required to sign a code of ethics and conflict of interest statement. A copy of the current vendor list shall be attached to the statement.
- 3.3 The chair and vice chair shall not serve on any advisory committees.
- 3.4 There shall be a publicly displayed plaque recognizing the chairpersons of the Leisure World Community Corporation Board of Directors and their years of service.

### **4.0 Miscellaneous**

- 4.1 Governance documents shall be reviewed at least every five years. The LWCC Board Secretary shall be responsible to ensure that rules are regularly updated and distributed.
- 4.2 The Leisure World Community Corporation Board may authorize participating, joining, or cooperating with any organization which the board believes will further the interests and goals of the community.
- 4.3 The Government Affairs Advisory Committee shall be authorized to take positions and make statements on behalf of the Board of Leisure World on legislation being considered by the state legislature and county council and rules and regulations proposed by the state and county executive branch and administrative agencies when time is of the essence, provided that any positions are approved by the LWCC Chair and/or Vice Chair.
- 4.4 The LWCC Board of Directors and Leisure World of Maryland Corporation, a subsidiary acting as the appointed agent of the LWCC, shall not formulate or administer the policies of social and service organizations recognized by the Leisure World Community Corporation. Social and service organizations recognized by the LWCC Board of Directors shall not formulate or administer policies which obviate rules and regulations established by the LWCC Board of Directors for use of the Trust facilities.
- 4.5 The LWCC Board of Directors shall review and act on every procurement (new, renewal, extension, or modification) with a value of \$50,000 or more. This will apply to procurements supported by any LWCC Fund. The appropriate Advisory Committee's review and recommendation will be considered prior to Board action. In event there is no appropriate advisory committee for a review, the Board authorizes the Executive Committee to review the proposed procurement and submit their comments and recommendation to the Board of Directors.
- 4.6 To amend, rescind or add to these rules; motions in the following format shall be used:
  - a. "Rule #\_\_ shall be amended as follows ... [insert specific words]"
  - b. "I move to rescind Rule #\_\_ for the following reasons ... [insert specific words]"
  - c. "I propose the adoption of new rule #\_\_ as follows ... [insert specific words]"

Standing Rules – Board of Directors  
Adopted by LWCC Board of Directors  
November 26, 2013  
and  
January 28, 2014  
and  
April 29, 2014  
and  
February 24, 2015