

**BY LAWS OF THE ROYAL COACHMAN RESORT ADVISORY BOARD**  
**January 22, 2017 Revision #4**

**Mission:** To provide an effective means of communication between residents and Royal Coachman Resort (RCR) management.

**Objective:**

To foster and promote an organization that provides representation and input into residents' concerns. The RCR Advisory Board will meet monthly from November to April to discuss challenges and opportunities associated with RCR. The RCR Advisory Board will control meetings, assess issues and recommendations; prioritize items and present recommendations to RCR management. The RCR Advisory Board will meet with RCR management at least once each year, in January, prior to the Annual General Meeting (AGM) to discuss issues and concerns. Items of mutual concern will be placed on a timeline for completion and communicated to residents through written and/or electronic media.

**BY LAWS:**

**I RCR Advisory Board:**

- I (a) The RCR Advisory Board will comprise a group of nine members elected from, and by, RCR residents.
- I (b) Three RCR Advisory Board members will be elected annually for a three year term.
- I (c) Elections will be held immediately following the AGM.
- I (d) If an Advisory Board member is unable to fulfill his/her term, the position will remain vacant until the next election.
- I (e) There will be no term limitations for Advisory Board members.

**II Election Procedures:**

- II (a) Open to any resident who wishes to be a member of the RCR Advisory Board and is not employed by, or compensated in any way, by RCR.
- II (b) Candidates shall submit their name and biographical information to any member of the RCR Advisory Board. Candidates will be introduced at the AGM and given an opportunity to speak to their candidacy.
- II (c) Ballots will be prepared and distributed to each site/mailbox prior to the AGM to be returned by a designated date following the election. There will be one ballot per site/mailbox.
- II (d) Ballots will be counted by the RCR Advisory Board President and at least two other Advisory Board members. Election results will be announced following the election and tabulation of the ballots.
- II (e) Ballots will be destroyed following the announcement of election results.

### **III RCR Advisory Board Officers:**

The following officers will be elected for a period of one year by Advisory Board members at the first official meeting after the AGM:

- III (a) President, who will preside at all meetings.
- III (b) Vice-President, who will preside at meetings in the absence of the president.
- III (c) Treasurer, who will oversee all finances and pay approved expenditures from the treasury of the Advisory Board.
- III (d) Secretary, who will record meetings, handle all Advisory Board correspondence and, in conjunction with the president, publish monthly updates in the Macaw and/or via electronic media.
- III (e) The immediate past president will serve as an advisor.

### **IV Meetings:**

- IV (a) All meetings will be held in accordance with *Roberts Rules of Order*.
- IV (b) Meetings will be held monthly from November to April each year on the 2<sup>nd</sup> Tuesday of the month.
- IV (c) A quorum of 50% of the RCR Advisory Board is required for decision making.
- IV (d) The annual meeting of all residents will be held in January or February.

### **V Collection of Funds:**

- V (a) The RCR Advisory Board will collect funds as needed for the enrichment of residents. All funds received by the Advisory Board (raised or donated) will be deposited in the Advisory Board's checking account and notation made on the treasurer's report as to the source of the funds.

### **VI By-Law Changes:**

- VI (a) Amendments to these By Laws are subject to approval by the residents of RCR.