



**HEATHER GARDENS METROPOLITAN DISTRICT
BOARD ADMINISTRATION
PROCEDURE MEMORANDUM 1**

ADOPTED AND EFFECTIVE AUGUST 3, 2023

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**ADMINISTRATION
PROCEDURE MEMORANDUM 1**

Proposed on July 22, 2023

Adopted by HGMD Board on August 3, 2023

This Procedure Memorandum shall supersede all previous versions of the Procedure Memorandum and Functions and Policy Manuals for Board Administration, as well as all previous resolutions, actions and informal practices and policies of the District or portions thereof which may be in conflict with the provisions hereof.

ARTICLE I - PURPOSE

The purpose of this Procedure Memorandum is to define a process for preparation of the Heather Gardens Metropolitan District (District) meeting agendas, motions or resolutions, and the Heather Gardens Metropolitan District's Board of Director's (Board) packets for public distribution to ensure the efficient functioning of District Board meetings and ensure the dissemination of information to the public which is informative yet, succinct consistent with the Bylaws, Rules and Regulations, and administrative or policy procedure memoranda.

ARTICLE II - AGENDA TIMELINE & PROCEDURE

Section 1. Agenda Publication. The Board shall endeavor to publish the agenda for any Board meeting 6 to 7 days prior to a Board meeting. Regular Board meeting agendas will be published on the second Thursday or Friday of the month. Special meetings may require a shorter time frame, but it is the policy and desire of the District Board to maximize the notice to the public of meetings and information to be discussed at such meetings. If an emergency meeting is required, the Board shall comply with the 24-hour publication notice required by law.

Section 2. Agenda Items from Directors. Directors shall submit agenda discussion items, motions with supporting documents using the approved form and resolutions with supporting documents to the Board President on the second Monday or Tuesday of the month for regular Board meetings, and 10 to 11 days prior to any special meeting.

- A.** Using the approved form, the text below the motion title is the language to be read into the record and to be voted on. Any amendments to this language made during the meeting will be written on the motion. In the rationale section state the reasons for passing the motion and whether the motion was recommended by a committee or club.

Section 3. Agenda Item Limitation. Each Director is encouraged to submit no more than 3 agenda items including discussion items, motions or resolutions for each District Board meeting. A Director may submit any agenda item that has not been previously voted on by the District Board unless new information or circumstances exist.

Section 4. Agenda Items from Committee Chairs. All committee reports are due to the Board President on the second Monday or Tuesday of the month for regular Board meetings. Committee reports should be concise and limited to one page if possible. If a committee has prepared an interim report or has a request of the Board, the report or request is due to the Board President 10 to 11 days prior to the special Board meeting.

Section 5. Agenda Items from the District's Manager. Reports from the District's Manager or the District Manager's staff are due on the second Monday or Tuesday of the month to the Board's President. Reports shall be printed in a minimum of 10 pt font or shall be submitted in an Excel or Word file.

Section 6. President's Agenda Preparation. The Board President or the Secretary if the President is unavailable, shall create the agenda, determining the order of presentation, ensure that all motions and resolutions are properly formatted using the approved forms, determine what supporting documents to include in the District Board packet, and request any additional information needed from the Director sponsoring the agenda item. If a submission is incomplete, the President may return the submission to the committee or management for completion.

Section 7. Submission for Publication. The President shall submit the District Board packet to the District's Manager on the second Thursday of the month for regular Board meetings or 7 days prior to a special Board meeting.

- A.** For regular Board meetings, if the agenda and Board packet are submitted before 2:00 pm on the second Thursday of the month, the agenda will be that day. If not published on the second Thursday, the District's Manager will make every effort to publish it before noon on the second Friday of the month. A Director will verify that the published notice is correct or notify the District's Manager within two hours so that any correction may be made that day.
- B.** For special Board meetings, if the agenda and Board packet are submitted before 2:00 pm on the 7th day prior to the special meeting, the agenda will be published that day. If not published on the 7th day prior to the special meeting, the District's Manager will make every effort to publish it before noon on the 6th day before the special meeting. A Director will verify that the published notice is correct or notify the District's Manager within two hours so that any correction may be made that day.
- C.** All agendas and Board packets shall be published in a Pitera "Meeting Notice" with a link to the Agenda and Board packet. The agenda shall be uploaded to

the Heather Gardens website under the Resource Center/Boards, Committees & Subcommittees/HGMD Board/HGMD Agendas folder.

- D. The Board packet shall be uploaded to the Heather Gardens website under the Resource Center/Boards, Committees & Subcommittees/HGMD Board/HGMD Board Packets folder.

ARTICLE III - MOTIONS & RESOLUTIONS

Section 1. Completion. The President of the District Board or Vice President in the President's absence, shall record the vote on the motion or resolution, determine if there was a majority of Directors voting in favor of the motion or resolution, and determine whether the motion or resolution passed. The President shall sign the motion or resolution and submit it to the Secretary for signature.

Section 2. Submission. The Secretary shall deliver a copy of the motion or resolution to the District's Manager for posting on the Heather Gardens website. The District shall maintain the official record in the District's office. Such records shall be available for public inspection pursuant to the Colorado Open Records Act.

Adopted the 3rd day of August, 2023, by the Board of Directors of the Heather Gardens Metropolitan District.

President, Daniel Taylor

ATTEST:

Secretary, Robin O'Meara