

## OCEANVIEW COMMUNITY COUNCIL BY-LAWS

### GENERAL

#### OceanView Community Council By-Laws (Revised and Adopted July 14, 2025)

Name: The name of this organization is the OceanView Community Council (the "Council").

Membership: All OceanView residents are members of the Council. Each member is asked to make a one-time contribution of five dollars.

Purpose: The purpose of the Council is to promote and further the common interests of OceanView residents; to communicate and cooperate with OceanView management in creating and cultivating a healthful, enjoyable, and active community life.

Meetings: The annual meeting of the Council shall be held in April. A principal purpose of the annual meeting shall be to elect the President, Secretary, and Treasurer of the Council. Ordinarily, the Council will hold a meeting each month to discuss matters of common concern and to communicate with management and staff members, who are invited to attend. At least one week before each meeting, the time and place of the meeting shall be made known to the membership by notices published in the OceanView newsletter and monthly calendar. A special meeting of the Council may be called by written request to the President from ten members. Officers may also call a special meeting if they deem it necessary. The purpose for the meeting must be stated in the request and made known to the membership at least one week before the meeting.

### OFFICERS

President: The President of the Council shall be elected at the annual meeting for a term of one year and may serve no more than two consecutive terms. A past President may run for additional terms after a hiatus of at least one year. The President shall call and conduct the monthly Council meetings and be responsible for overseeing the affairs of the Council.

Secretary: The Secretary shall be elected at the annual meeting for a term of one year and may serve no more than two consecutive terms. A past Secretary

may run for additional terms after a hiatus of at least one year. The Secretary shall keep the Minutes of each Council meeting and make them available on the OceanView Portal and upon request. The Secretary shall be responsible for maintaining an archive of Council Minutes and other official Council documents.

Treasurer: The Treasurer shall be elected at the annual meeting for a term of one year and may serve no more than two consecutive terms. A past Treasurer may run for additional terms after a hiatus of at least one year. The Treasurer shall receive, deposit, and manage funds for the Council and be prepared to provide a status report at regular meetings. Payments by the Council in excess of \$250 must be authorized by vote of the Council; payments in excess of \$150, but less than \$250, must be authorized by one officer in addition to the Treasurer.

Committees: The President may appoint committees as needed.

Nominating Committee: The Nominating Committee shall consist of three members appointed annually by the President. One shall be a former officer, who will serve as Chair. The Chair will be responsible for calling and conducting meetings of the Nominating Committee and for presenting the slate at the annual meeting. The Nominating Committee's recommendations for President, Secretary, and Treasurer shall be made known to the membership at least one week before the annual meeting.

Contingencies: Vacancies in the offices of President, Secretary, or Treasurer shall be filled by a special election at a properly announced meeting, called for that purpose and conducted by an officer. If all three officers' terms are due to expire at the same time, the Nominating Committee shall nominate one of the current officers to serve an extended term.

Absentee Ballots: The Nominating Committee shall provide absentee ballots to Council members who request them because they are unable to attend the annual meeting.

## AMENDMENTS

Any Council member may propose in writing one or more amendments to the by-laws. Such proposed amendments shall be presented at any Council meeting for discussion and voted upon at the next scheduled meeting. A copy of the

current by-laws, as well as the proposed changes or amendments, shall be provided to residents at least 14 days before the meeting at which the amendments will be voted upon. Approval of an amendment requires an affirmative vote of the majority of the members attending the meeting.