

HOA/Condo Member and Board Meeting Procedures

	Condo (Pre 10/1/86)	Condo (10/1/86 & Later)	HOA (Pre 1/1/99)	HOA (1/1/99 & Later)
MEMBER MEETINGS				
Call Member Meeting	By president, executive board, or 20% of votes or bylaws if lower % (47C-3-108(a))	By president, executive board, or 20% of votes or bylaws if lower % (47C-3-108(a))	By president, executive board, or 10% of votes or bylaws if lower % (47F-3-108(a))	By president, executive board, or 10% of votes or bylaws if lower % (47F-3-108(a))
Notice Member Meeting	Not less than 10 nor more than 50 days (47C-3-108(a))	Not less than 10 nor more than 50 days (47C-3-108(a))	Not less than 10 nor more than 60 days (47F-3-108(a))	Not less than 10 nor more than 60 days (47F-3-108(a))
Quorum at Member Meeting	If not in bylaws, 10% of votes (55A-7-22(a))	If not in bylaws, 20% votes in person or proxy at beginning (47C-3-109(a))	If not in bylaws, 10% of votes (55A-7-22(a))	If not in bylaws, 10% of the votes in person or by proxy at beginning (47F-3-109(a))
If No Quorum at Member Meeting	See Bylaws	See Bylaws	See Bylaws	Quorum halved at each continued meeting (47F-3-109(c))
Budget Ratification	Meeting 14-30 days after mailing; ratified unless a majority of votes reject the budget (47C-3-103(c)); no quorum required	Meeting 14-30 days after mailing; ratified unless a majority of votes reject the budget (47C-3-103(c)); no quorum required	See Bylaws	Meeting 10-60 days after mailing; ratified unless a majority of owners reject the budget (47F-3-103(c)); no quorum required
Parliamentary Authority (47C/F-3-108(c))	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition
Remove Board Members	67% vote unit owners present and voting (47C-3-103(b))	67% vote unit owners present and voting (47C-3-103(b))	See Bylaws and 55A-8-08	Majority vote of members present and voting (47F-3-103(b))
BOARD MEETINGS				
Quorum at Board Meeting	If not in bylaws, majority of directors (55A-8-24)	50% of the votes present at beginning (47C-3-109(b))	If not in bylaws, majority of directors (55A-8-24)	50% of the votes present at beginning (47F-3-109(b))
Owners Attend Board Meeting	At regular intervals, owners speak about issues and concerns (47C-3-108)	At regular intervals, owners speak about issues and concerns (47C-3-108))	At regular intervals, owners speak about issues and concerns (47F-3-108)	At regular intervals, owners speak about issues and concerns (47F-3-108)
Parliamentary Authority (47C/F-3-108(c))	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition	Most recent <i>Robert's Rules of Order Newly Revised--</i> 11 th Edition

** This document provides general information and is not legal advice or a legal opinion. **