Golden Bay Shores
Amendment Adoption Procedure Policy
Purpose: To provide a uniform process to be followed by the board to pass amendments to the Bylaws and Declarations.

1. Amendment proposals originate in committee.
2. The committee gathers information and works with the policy committee to form the amendment wording.
3. The amendment proposal is presented to the board by the committee chair(s) and committee(s). The board may send it back to committee for more information or accept the proposal for consideration.
4. The board will consider the proposal at a future meeting allowing the board members time to consider the proposal before it is an agenda item.
5. The proposal is added to an open meeting agenda and the board will decide whether to pursue the proposal with a vote, table it, or send it back to committee for further investigation. This will continue until the board is satisfied to either pursue or deny the proposed amendment.
6. If the board votes to accept the proposal and move it to the community for a vote the board continues with step 7.
7. Introduce the amendment proposal during a board meeting with a forum platform allowing for community discussion.
8. Send a community invite to an informational meeting with the sole purpose of discussing the amendment proposal encouraging the sharing of ideas and perspectives.
9. Follow up with an informational meeting recording available to all members.
10. Allow 7 days after the recording is sent out before the vote is administered. This amount of time needs to allow for the community to discuss amongst each other and share new perspectives.
11. Online voting takes place with no less than 10 days allowed for voting.
12. The vote must include how many people are needed to pass the vote, quorum number needed to proceed with the vote, and the GBS Mission Statement.
13. Send an email reminder or phone call/text message reminders to vote before the deadline.