Proposal – Adjustable Quorum Pool

September 10th, 2013

Introduction

It is vitally important we have broad participation in the responsibilities of running our community. One key responsibility is attending our HOA meetings. Critical business is conducted, decisions are made, and social connections are strengthened. As stated in our bylaws, we must have 60% of units represented at HOA meetings in order that consensus decisions are effective and binding for our community. This is our "quorum" (see below for definition). When participation is low, i.e. when not enough units are present at HOA meetings, then any decisions made do not go into effect – we can't get business done.

The idea

One way we could increase the effectiveness of our community would be to allow for a dynamic adjustment of quorum, based on attendance history. With fewer people needed to pass decisions, we'll get more work done. This proposal says, "If a unit is not represented at HOA meetings for 6 meetings in a row, then starting with the 7th meeting, the number of units from which our 60% quorum is derived is reduced by one. When someone with participation rights shows up to represent that unit at a future meeting, that unit again becomes part of the quorum pool." This proposal does not address community participation in general – which also needs some attention – just the issue of quorum.

This proposal would need to be encoded into our bylaws, associated with section 2.9, quorum.

Tracking

We'll need a mechanism for tracking attendance at HOA meetings. Fortunately, we've had excellent contributions to minutes & note-taking by our faithful scribes (with a special shout-out to Marsha). The means of tracking attendance would be a grid of units and meeting dates (see sample). This would allow us to see the attendance history and determine quorum at the beginning of each meeting. The list would be sorted by unit address number, and would include the names of occupants with participation rights. A simple mark would be used to indicate attendance, like this (this is just an example; please don't be offended if we show you as not present!):

Cascadia Commons HOA Meeting Attendance

Unit	Persons with Participation Rights	May 13th, 2012	June 10th, 2012	July 8th, 2012	August 12th, 2012	September 9th, 2012	October 14th, 2012	November 11th, 2012	December 9th, 2012	January 13th, 2012	February 10th, 2012	March 10th, 2012	April 14th, 2012	May 12th, 2012	Jun 9th, 2012
4345	Eric Jernigan		X			X	X	X			X		X		
4347	Ben Uphoff & Erica Bolliger	X	X		X										
4351	Paul Williamson	X							X		X	X			
4353	Desirae Robbins			X		X	X	X							
4357	Julie Martchenke	X	X	X	X	X	X		X	X	X	X	X		
4361	Harry & Kathy	X			X	X	X								
4363	Charley Kellerman		X			X		X	X	X		X	X		
4xxx	Etc.														

This tracking sheet could be kept on a clipboard with the meeting materials and updated at every meeting.

Example

Here's an example of how quorum is determined at a meeting, and how things would play out on the 7th month of a unit's non-representation:

Total units: 26
Quorum: 60% of 26 = 15.6, rounded up to 16

Thus, for any decision to be effective and binding (not to mention for us to really have solid, robust discussion and decision-making!), we need 16 or more units represented.

If a unit is not represented for 6 meetings in a row, at the next meeting we'd then have:

Total units: 25
Quorum: 60% of 25 = 15; no rounding

Thus, we'd need only 15 to establish quorum, and could pass effective, binding decisions by consensus with only 15 units present.

Quorum Calculation Table – Quick Reference

Units – Quorum Pool	60%	Quorum
26	15.6	16
25	15	15
24	14.4	14
23	13.8	14
22	13.2	13
21	12.6	13
20	12	12

The Proposal

If a unit is not represented by an owner at a meeting of the Association's Board of Directors for six (6) consecutive meetings, then on the seventh (7th) meeting, the quorum pool is reduced by one. If that unit is active, and again represented at a future meeting by an owner, then this unit again contributes to the quorum pool.

Tracking active unit representation will be done at each meeting. It is the obligation of a unit's representative to make sure they are accounted for accurately, if they arrive late.

Summary

Ideally, we would not need to add this feature to our bylaws – we would have 100% participation (or close to it) in all aspects of doing the work required to run our community. But, experience has shown this just doesn't happen. This proposal would help us get business done. The ad-hoc "Non-participation Committee" urges you to support this proposal.

Current Bylaws

From "Bylaws of the Cascadia Commons Condominium Community Homeowners Association", Article II, Section 2.9, Quorum:

At any meeting of the Association, representation of sixty percent (60%) of the active units shall constitute a quorum. At any meeting of the Board of Directors, sixty percent (60%) of the Directors must be present to constitute a quorum. The subsequent joinder of an active member or Director of an active unit not otherwise represented, in the action taken at a meeting by signing and concurring in the minutes thereof, shall constitute the

presence of such person for the purpose of determining a quorum. When a quorum is once present to organize a meeting, it cannot be broken by the subsequent withdrawal of any member or director. If any meeting of members or Directors cannot be organized because of a lack of quorum, the members or Directors who are present in person may adjourn the meeting from time to time until a quorum is present.

Definitions

Quorum: the minimum number of members of a deliberative body necessary to conduct the business of that group (http://reference.com).

Quorum Pool (as used): the number of units from which quorum is calculated

Document Revisions

July 8th, 2012: proposal finalized for presentation to the community at the July 2012 HOA meeting. Proposal was passed on a six month provisional basis, i.e. the community is to revisit the proposal six months later to determine whether or not it should be a permanent policy.

September 10th, 2013: proposal updated to replace "a person with participation rights" with "an owner", which reflects the community decision at the September 8th, 2013 HOA meeting. Proposal was passed as permanent policy.