



PROCEDURES TO ESTABLISH A FORMAL RESOLUTION

- Parliamentary Procedure to suggest a position for BCN
 - A member makes motion with formal language to consider for a BCN Resolution vote
 - The motion must have a second from the floor
 - There is a general discussion
 - There is a YEA/NAY vote from the attending Board members as to whether it should be considered for a formal vote.
- RESOLUTION VOTE
 - If approved at the Board meeting, the language is distributed to a list of email addresses identified as representatives of each member neighborhood
 - Each neighborhood gets one vote which is to be indicated by email address listed as the representing member
 - Votes must be YEA/NAY/ABSTAIN
 - Resolutions are passed by a majority of all paying, existing memberships voting YEA. As an example, if there are 20 neighborhoods paying annual membership fees to BCN, then a resolution can only pass if approved by 11 neighborhoods, regardless of the number of neighborhoods who submit a vote. As such, a vote of ABSTAIN, or not submitting a vote is effectively a "NO" vote.
- REPRESENTATION
 - Upon paying their annual dues, each neighborhood must appoint a single email address to represent their neighborhood.
 - All votes on resolutions must be received from that specific email address to represent the neighborhood.
 - Representative email addresses may not be changed while a resolution is being voted on
- TIMING
 - All resolution votes require a two week period (14 calendar days) for consideration by the various neighborhood entities.
 - The resolution language must be distributed to the member neighborhood representatives within two business days following a Board approval to conduct the vote
 - The 14 day time period should begin when the resolution is distributed to the neighborhood representatives.
 - A deadline to accept votes must be declared when sending out the request for votes and any vote submitted after that time will not be counted.
- MEMBER NEIGHBORHOOD PROTOCOLS
 - Each member neighborhood may determine how they are represented for a BCN Resolution in whatever fashion they choose
 - BCN Neighborhood Representatives should be validated and only one email may represent a specific neighborhood - so BCN may need to receive some documentation that a person/email is the official representative.