

# Organized Hamlet of Day's Beach

## Hamlet Board Operating Procedures - Proposed

1. Hamlet Board Members
  - 3 members elected in accordance with the relevant legislation
2. Hamlet Board Meetings
  - Adhoc – held when necessary but typically only during the summer months
  - Minutes kept and available for review by owners and residents upon request
  - Owners/residents can attend if they wish, contact a Board Member and ask to be informed when meetings are scheduled
3. Annual Requirements
  - Hold Annual Meeting of owners/residents
  - Prepare Hamlet Budget – starting in 2021 budget for the subsequent year to be approved at the Annual Meeting
  - Present a Report of Hamlet Board Activities annually
  - Send the RM copies of the meeting minutes – both for the annual meeting and Hamlet Board meetings
  - Respond to Development Notifications received from the Development Officer
  - Ensure RM notices are posted in the Hamlet and/or forwarded to residents as required
4. Voting methodology and eligibility
  - Annual Meeting votes
    - Show of hands or secret ballot, if requested
    - One vote per title holder or resident > 18; proxies can be assigned
  - Capital Ballot
    - Managed by the RM
    - By mail, one vote per lot