

**BETMAR OWNERS, INC.
BETMAR ACRES CLUB, INC.
A 55+ Older Community
Operating Policy and Procedure
119**

Submission of Proposed Bylaw Amendments

Effective Date: 02-12-2010

Last Revision: 2-15-2024

Version 119.1

SCOPE: Applies to the author/submitter of the amendment, the Bylaw Committee, the Board of Directors Betmar Owners, Inc., Board of Directors Betmar Acres Club, Inc., the Secretary, and the membership. The Articles of Incorporation and bylaws as amended for both corporations and Robert's Rules of Order, newest edition.

PURPOSE: Outlines procedures for submissions of proposed Bylaw amendments of Betmar Owners, Inc. and Betmar Acres Club, Inc. and defines roles/responsibilities of the Bylaw Committee and the Board of Directors, creating consistent, clear formatting and processes in accordance with the Articles of Incorporation, and bylaws of both corporations.

POLICY:

1. A member in good standing may present an amendment to the Bylaws at a regular General Assembly meeting.
2. A member in good standing may request a meeting with the Bylaw committee to gain assistance in writing a bylaw.

PROCEDURE:

1. Amendments must be submitted in writing in the following format:
 - a. Date submitted
 - b. Indicate Betmar Owners, Inc. or Betmar Acres Club, Inc.
 - c. Article, Section and Title
 - d. Old/original wording
 - e. New wording clearly indicating in italics or underlining the amendment.
 - f. Rationale for amendment (consider purpose, history, goal)
 - g. Signed by presenter
 - h. Preferred method of contact (mail or phone)
2. The submitter shall read the proposed amendment to the members present and submit copies of all documentation supporting a Bylaw amendment to the President, or presiding officer, and the Secretary to attach to the minutes.

3. The President may or may not allow discussion at that time.
4. The President will acknowledge the submission and forward a copy to the Bylaws Committee within three days of the meeting.
5. The Bylaws committee shall:
 - a. Meet as the need arises and/or at the direction of the President of the Board of Directors to facilitate timely processing of reviews enabling membership voting.
 - b. Review:
 - i. For conflicts with Governing Documents.
 1. Articles of Incorporation
 2. Bylaws
 3. Rules and Regulations
 4. Policies/Procedures
 - ii. Language clarity.
 - c. Report:
 - i. Conflicts with governing documents to the submitter.
 - ii. Allow the submitter an opportunity to correct wording to comply with governing documents and resubmit to the committee.
 - iii. Concerns/suggestions/clarification(s) of language for the submitter to consider.
 1. The submitter may accept or reject such recommendations.
 2. The submitter may address and change wording accordingly and provide a response back to committee.
 - a. The response may state the submitters revision is final and request the bylaw amendment review and report be submitted to the board at their next meeting.
 3. Via written documentation to the board:
 - a. Conflicts with governing document and if corrected. If no conflict, state as such regardless of concerns/language clarification.
 - b. Committee outstanding concerns.

6. The Board of Directors shall:
 - a. Review bylaw committee findings.
 - b. Seek legal advice as needed. If such advice results in change in wording, notify the submitter.
7. The Secretary or his/her designee shall (14 days prior to the next General Assembly)
 - a. Post a copy of proposed amendment with revisions on the corporate bulletin board.
 - b. Provide a digital copy of the proposed amendment to the webmaster for an “Owners Only” email with the date the membership vote will occur.
8. At the next General Assembly Meeting, the President or presiding officer will present the proposed Bylaw amendment for membership vote.
 - a. The author/submitter, or his/her designee, reads the amendment and makes a motion to amend the bylaws.
 - b. Once seconded, the author/submitter will have first opportunity to discuss his/her rationale.
 - c. Changes to the main motion must be made by a subsidiary motion. Discussion allowed after a second is recognized.
 - d. The subsidiary motion is voted on prior to the main motion and requires a majority vote to pass.
 - e. Per the bylaws, 2/3 of the members present is required to approve the main motion.
 - f. The main motion to amend, any subsidiary motions and the results of the membership vote shall be attached to the minutes.
9. Secretary or his/her designee shall:
 - a. Record results of the vote and post on the corporate bulletin board.
 - b. Post approved/disapproved amendments with any subsidiary amendment on the corporate bulletin board.
 - c. Provide a digital copy of results and approved/disapproved bylaws to the webmaster for an “Owners Only” email.
 - d. Revise the current bylaw documents.
10. The President or his/her designee shall:
 - a. Proofread the final document prior to printing, publishing, or filing
 - b. File the final document with the Pasco County Clerk’s office not later than the May 30th, of the current year.

11. Once filed the Secretary or his/her designee shall:
 - a. Post a notice of availability of revised bylaws on the corporate bulletin board and via a Webmaster "Owners only" email.
 - b. Assure Communications will receive a digital copy for printing in the next bulletin.
 - c. Announce availability at the next General Assembly, Board of Director Meeting and Coffee Hour.
 - d. Assure copies are distributed to:
 - i. Betmar Office
 - ii. Each member of the Board of Directors
 - iii. Each member of the Board of Trustees.
 - iv. Send copy to the Chairman of the Policy and Procedure Committee.

13. Copies of revised bylaws shall be made available, free of charge, at the Betmar Office.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
119	Betmar Owners BOD	02-12-2010		
119.1	Betmar Owners, Inc. BOD	2-15-24	Replaces policy 119 dated 2-12-10	P & P Committee
119.1	Betmar Acres Club, Inc BOD	2-15-24	Changes process in accordance with the membership 2/3 approval of amendment	P and P committee

119.1 Approved

Policy and Procedure Chairperson: _____ Date: _____

President Betmar Owners Inc. /Betmar Acres Club, Inc.

_____ Date: _____

Three (3) Year Policy and Procedure Committee Review Date: 2027

Signed: _____

Three (3) Year Policy and Procedure Committee Review Date: 2030

Signed: _____