

Glastonbury Landowners Association, Inc.
Conduct of Meeting Policy - Draft
January 19, 2015

PURPOSE: The purpose of this policy is to set out the basic operational rules for Membership, Board and Committee meetings of the Glastonbury Landowners Association (GLA), a private corporation, and to establish rules of decorum for all persons, including board members, employees, GLA landowners and members of the public attending the meetings. This policy is intended to facilitate the conduct of GLA business in an open and orderly manner for all persons in attendance and ensure a safe environment free from interference or disturbances.

No part of this Policy supersedes the Bylaws of the GLA.

1. Landowner Participation in General

- 1.1. Everyone should introduce himself/herself at the start of the meeting or when speaking from the floor for the first time. (“Hi, I’m Jane Landowner from Glastonbury North.”)
- 1.2. Assume goodwill on the part of everyone.
- 1.3. Respect the process; respect each other.
- 1.4. Everyone should have an equal opportunity to speak. Those who have not spoken should be asked for thoughts on the issue being discussed.
- 1.5. There should be no side conversations (except for incidental situations). Whoever is speaking is addressing the entire group.
- 1.6. Many things have happened in the past. However, only bring up past situations if they provide greater context to the issues currently being discussed.
- 1.7. Do not present comments from anonymous sources.
- 1.8. Do not interrupt the person who is speaking. If you have something to say in response to another person’s comments, raise your hand. It is the chair’s or facilitator’s job to recognize the next person to speak.
- 1.9. Be concise in stating your position.
- 1.10. Accept the fact that there will be differences of opinion. Be willing to see all sides and not rush to draw “right vs. wrong” positions.
- 1.11. No one in the meeting has special rank or position. However, people will take on the roles of facilitator and note taker (and any other roles that are appropriate) as determined by the group.

2. Meeting Conduct at Board and Membership Meetings

- 2.1. The Board shall have the right to determine the length of time of the Landowner Input Period or any Q&A period. The President or acting chair of the meeting may place reasonable limitations upon the time given to each landowner seeking to comment, to allow sufficient time for as many landowners as possible to comment within the time permitted. Unless otherwise determined by the President or acting chair, the time limit will be three minutes per landowner. Landowners will only be allowed to speak more than once during Landowner Input Period at the discretion of the Board. No landowner may speak a second time until all landowners wishing to speak have had an opportunity to speak once.
- 2.2. Each landowner who wishes to speak must be recognized by the chair. Once recognized, the landowner shall state his/her name and address.
- 2.3. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.

- 2.4. The Board is not obligated to take immediate action on any item presented by a landowner.
- 2.5. For Board meetings, following the conclusion of the Landowner Input Period, the Board will proceed with the business portion of the meeting. Landowners who attend or remain may only participate in deliberation or discussion during this portion of the Board meeting when expressly authorized by the chair.

3. Meeting Conduct at Committee Meetings

- 3.1. The Board-appointed chair of the meeting is responsible for facilitating the meeting in such a way as to balance allowing sufficient time for as many landowners as possible to comment, creating an atmosphere where everyone can speak without fear or reprisal, and moving the meeting forward to achieve the goals of the committee.
- 3.2. The chair shall set the agenda, length of time for the meeting, room setup and tone of the meeting in addition to how closely the meeting will follow Roberts Rules of Order.
- 3.3. Each landowner who wishes to speak must be recognized by the chair. Once recognized, the landowner shall state his/her name and address.
- 3.4. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.
- 3.5. If not appointed by the Board, a secretary shall be chosen by volunteering or accepting a request of the chair. The secretary shall keep the Minutes of the meeting, submit them to the chair for approval by the committee, and turn them in to the GLA Secretary.
- 3.6. Decisions of the committee for making recommendations to the Board shall be by simple majority or consensus.
- 3.7. Any landowner is welcomed to committee meetings.

4. Disruptive or Unruly Behavior

- 4.1. At any Member, Committee or Board meeting, if a landowner:
 - refuses to stop talking after his/her allotted time has ended;
 - interrupts anyone who validly has the floor;
 - uses abusive, rude, threatening, vulgar or crude language; or
 - otherwise disrupts the meeting,the following procedure will be followed:
 - a. The President or acting chair will issue an oral warning that if the landowner continues to speak or disrupt the meeting, either the meeting will be adjourned, the person will be given the opportunity to leave the meeting or law enforcement will be called to remove the individual.
 - b. If the landowner continues to speak or disrupt the meeting, the President or acting chair will call a recess and speak directly to the landowner, reiterating that the meeting will be adjourned, they may leave on their own or law enforcement will be called to remove the individual.
 - c. If the landowner still refuses to cooperate, the President or acting chair may choose to take a vote of the landowners present as to whether to adjourn the meeting to another time, ask the person to leave, call law enforcement to remove the person, or if the situation warrants follow through with the action most appropriate.
- 4.2. At any Member, Committee or Board meeting, if a landowner:
 - interferes with the counting of ballots or in any way intimidates, interrupts or harasses the ballot counters; or
 - threatens bodily harm,the President, acting chair or any member of the Board will ask the person to leave, call law enforcement to remove the person, or if the situation warrants follow through with the action most appropriate.

Privacy Policy - *Draft*

January 19, 2015

PURPOSE: The purpose of this policy is to delineate the level of protection of personally identifiable membership information that the Glastonbury Landowners Association, Inc. (GLA) collects, maintains, uses, disseminates or discloses to third parties. Membership information is available per the Bylaws and Montana law. However, certain private information of members that the GLA may have is kept private per federal and Montana law and because the members have expressed that they have a right to privacy with regard to that information which outweighs the members' right to know the information.

Corporate records that are available to GLA members may still be considered private information to persons who are not GLA members, and such records may be protected by privacy laws.

No part of this Privacy Policy supersedes the GLA Bylaws. This policy will be updated as appropriate in response to changing business circumstances and/or legal developments.

Private Information

We share members' private information only as needed with our employees and other parties who require such information to assist us with fulfilling GLA obligations to its members.

Further, a member's private information may be disclosed:

- As permitted or required by applicable law or regulatory requirements;
- To protect the rights and property of the GLA;
- During emergency situations or where necessary to protect the safety of a person or group of persons; or
- With a member's consent.

Private information that the GLA may have is defined as:

- Social Security numbers, taxpayer identification numbers or driver license numbers;
- Email addresses, unless it is the official address on the membership list;
- A member's financial account transactions (does not include account balances);
- Bank account, credit card or debit card account numbers or information;
- Phone numbers;
- Date of birth or family information (such as number of, names of, or ages of children);
- Employment records;
- Minutes of closed Board meetings that deal with confidential matters such as litigation or employee-related issues; and
- Other information that may be required to be kept confidential under Montana law.

Protection of Free Speech

Members attending any GLA meetings do not have an expectation of privacy within the community, but they have a reasonable expectation that their conversations and likenesses are not going to be posted on the internet thereby making it open to the general public.

In order to make sure members' free speech rights are not suppressed,

- The GLA prohibits the publishing of members' images taken while at a meeting, or audio or video recordings of the meetings to the general public, including the internet, without the express written permission of all of the parties who are recorded.
- Membership votes at Annual and Special Membership meetings are held as private information.

Glastonbury Landowners Association, Inc.
Employee Hiring Policy - Draft
January 19, 2015

PURPOSE: The purpose of this policy is to establish guidelines for the Glastonbury Landowners Association (GLA) employment process and to ensure that the recruitment and selection processes are consistent and identify the best qualified employees for the GLA.

The GLA is an equal opportunity employer and seeks to employ individuals based upon their qualifications, experience, and ability to consistently and professionally fulfill a position's responsibilities. Applicants can expect a fair and complete evaluation of their application.

1. Job Description

- 1.1. Job description is created, delineating position title, reporting structure, job status, hours, pay range, general purpose, essential and other duties, required skills, experience and application steps.
- 1.2. Job description is approved by the Board.
- 1.3. Job opening containing the job description is publicly posted by the Secretary and held open at least ten (10) working days.

2. Application, Interview and Selection Process

- 2.1. Any individual interested in employment with the GLA must complete an employment application or submit a resume. References may be requested.
- 2.2. A Hiring Committee or the officers delegated to hire the employee meet to review the applications and discuss the job criteria and how applicants match/don't match the job criteria.
- 2.3. The applicants are sorted on a go/no-go basis and interview offers are sent out.
- 2.4. The Hiring Committee or officers prepare the interview questions and conduct the interview. The interview process shall ensure that:
 - 2.4.1. All candidates are asked the same questions;
 - 2.4.2. All questions are objective, job-related, measurable and consistently applied;
 - 2.4.3. Answers to questions are documented; and
 - 2.4.4. All applicable laws are followed.

3. Selection Process

- 3.1. The Hiring Committee meets to process the applicants based on hiring criteria and decides which applicant best matches the criteria.
 - 3.1.1. If no applicant is found meeting the criteria, another iteration of posting of job opening is followed.
 - 3.1.2. If an applicant is agreed upon, the Secretary sends that applicant a formal offer in writing.
- 3.2. Once a hiring decision has been made, all applications, notes, reference reports, and other materials pertaining to the applicants and/or interviews are filed.
- 3.3. Applicants who are not selected for a position are notified by the Secretary or administrative assistant.
- 3.4. Notice of the hiring is announced on the website and in the next GLA newsletter.

Record Management and Retention Policy - *Draft*

January 19, 2015

1. Policy and Purposes. This Policy represents the policy of Glastonbury Landowners Association, Inc. (GLA) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (hereinafter referred to as “documents”).

Purposes of the Policy include:

- (a) Retention and maintenance of documents necessary for the proper functioning of the GLA as well as to comply with applicable legal requirements;
- (b) Destruction of documents that no longer need to be retained; and
- (c) Guidance for the Board of Directors, officers, employees and other constituencies with respect to their responsibilities concerning document retention and destruction.

Notwithstanding the foregoing, the GLA reserves the right to revise this Policy as needed.

2. Administration. The GLA’s Secretary shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy GLA documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect GLA policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Board of Directors as to compliance. The Administrator may also appoint one or more assistants, such as the Treasurer, to assist in carrying out the Administrator’s responsibilities. The Administrator, however, retains ultimate responsibility for administration of this Policy.

3. Suspension of Document Destruction; Compliance. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private. No such suspension of the GLA’s Record Management and Retention Policy shall be lifted except upon the written authorization of legal counsel or the Administrator.

4. Electronic Documents; Document Integrity. Emails and financial documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Electronic documents such as Minutes need only be retained until the Minutes are approved and a physical document created.

5. Emergency Planning. Documents shall be stored in a safe and accessible manner. Documents that are necessary for the continued operation of the GLA in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

6. Electronically Stored Documents. Electronically stored documents (e.g., a PDF file) comprising or relating to a particular document addressed in the Document Retention Schedule shall be retained for the same period as the document that they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

7. Document Destruction. The Administrator is responsible for the ongoing process of identifying records that have met the required retention period and for overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

8. Document Retention Schedule.

File Category	Item	Retention Period
Corporate Records	Articles of Incorporation and Amendments	Permanent
	Bylaws and Amendments	Permanent
	Corporate resolutions	Permanent
	Covenants and Master Plan	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Annual Reports Secretary of State	Permanent
	Confidentiality agreements	5 years after no longer employed or a Board member
	Licenses and Permits	Permanent
	Employer Identification (EIN) Designation	Permanent
Correspondence, Emails and Administration	Hard copy correspondence relating to routine matters with no lasting significance	2 years
	Correspondence important to the GLA or having lasting significance	Permanent, subject to review
	Legal correspondence	Permanent
	Landowner complaints	3 years after resolution
	Project Reviews	Permanent (?)
	Emails considered important to the organization or of lasting significance should be printed and stored	Permanent, subject to review
	Emails relating to routine matters with no lasting significance	12 months
	Contracts and agreements	7 years after obligations end
	Equipment files and maintenance records	1 year after disposition

Finance	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Invoices from vendors	7 years
Insurance Records	Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent
	Accident reports	7 years
	Claims (after settlement)	7 years
Property - Real, Personal and Intellectual	Property deeds and purchase/sale agreements	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
	Trademarks and copyrights	Permanent
Tax	IRS exemption determination and related correspondence	Permanent
	IRS returns	7 years
	Montana state returns	7 years
Human Resources	Employee personnel files and contracts	7 years after termination
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end