

From: **Jeremy** <jeremy.s.wu@gmail.com>
Date: Sun, Feb 26, 2023 at 3:27 PM
Subject: [Regency 2023-JW-005] Standardize Board and Committee Agenda
To: General Manager <gm@regencyatmclean.org>
Cc: Aaron Mindel <aaron.mindel@ejf realestate.com>

Dear Darnell,

Please standardize all future Board and Committee meeting agenda consistently with informative content, including the date, time, and location (physical and Zoom lin) of each meeting.

Article II, Section 10 of the Regency Bylaws states that

The order of business at all meetings of the Association shall be as follows:

- (a) Roll call.
- (b) Proof of notice of meeting.
- (c) Reading of minutes of preceding meeting.
- (d) Reports of officers.
- (e) Report of Executive Organ.
- (f) Reports of committees.
- (g) Appointment of inspector of election (when so required).
- (h) Nomination of Directors from the floor (when so required).
- (i) Election of members of the Executive Organ (when so required).
- (j) Unfinished business.
- (k) New business.

In the case of a special meeting, items (a) through (d) shall be applicable, and thereafter the agenda shall consist of the items specified in the notice of meeting.

For Committee meetings, the agenda may be refined according to this outline.

The attached agenda for the March 1 joint meeting with the Facilities and Finance Committees clearly demonstrates the need for an improved, standardized approach that is consistent with the Regency Bylaws.

Thank you.

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