

MONTCLAIR PROPERTY OWNERS ASSOCIATION, INC.

2023 Annual Meeting Administrative Schedule

Date	Description	Requirements
In June preceding the Annual Mtg.	Board of Directors to approve the Precinct Boundaries (every 3 yrs. 2024, 27, 30)	Bylaws, Article 4, Sec. 4.2 (c)
8/10/2022	Board of Directors approve 2023 Annual Election Processing Contract	Board approves all contracts
9/14/2022	<ul style="list-style-type: none"> • Board of Directors appoint Election Committee, President to appoint Chair • Board of Directors to approve Annual Meeting Date, Time and Place. • Board of Directors to approve Method of Voting. • Board of Directors to approve Annual Meeting Administrative Schedule. 	<ul style="list-style-type: none"> • Bylaws, Article 4, Sec. 4.3 (a) at least 90 days before Annual Meeting • Bylaws, Article 2, Sec. 1., date, time & place approved by BOD • Bylaws, Article 3, Sec. 3.3 (b) By Referendum • None
Nov/Dec/Jan	Call for Candidates Form and Administrative Schedule published in the <i>Montclairion</i>	<i>None</i>
12/14/22	Board of Directors to approve FY2024 Budget Presentation for Annual Mtg.	Amended Dec., Article 4, Sec. 4.1 (b)(1) At least 45 days before Annual Mtg. BOD adopts Budget
1/09/23	Deadline for submissions of Board Candidates form, 5pm, close of business	Bylaws, Article 4, Sec. 4.3 (b) Nominations. At least 60 days before Annual Mtg.
1/11/23	Board of Directors to set Annual Meeting agenda and approve Annual Meeting packet	<i>None</i>
1/13/23	Annual Meeting packet to Contractor. Extra packet to serve as Proof of Mtg.	Contractor to create packet and proof with MPOA
1/20/23	Candidate Profiles posted on Social Media outlets	Candidate Photo & four responses to questions posted to Website and Association Facebook
Feb/Mar	Candidate videos published on website and Candidate Profiles published in the <i>Montclairion</i>	<i>None</i>
2/13/23	Annual Meeting Packet mailed to all owners of record	Bylaws, Article 2, Sec. 2.3 (a) Notice of Annual Mtg. 10-60 days before Annual Meeting; Declaration, Article 4, Sec. 4.1 (b) (2) Copy of Budget required 30 days before Annual Mtg.
2/16/23	Record Date - (Not more than 70 days before the Annual Mtg.) The date for determining which Persons are Members and entitled to vote	Bylaws, Article 2, Sec. 2.8 Close of business the day before the effective Date of Notice to the members unless the BOD shall determine otherwise
2/16/23	List of Members as of Record Date available for review at MPOA Office/Front Desk.	List of Members As of Record Date; at least 10 days before Mtg.
2/22/23	Conversations with the Candidates - (7pm – 9pm)	<i>None</i>
3/16/23	Referendum Ballots and Internet Voting Deadline Thursday, 5pm before the Annual Meeting	Allows time for Contractor to create spreadsheet and final data to present to MPOA
3/18/23	Annual Meeting registration - 9am Call to Order, 10am – MPOA Board Room. Referendum In-Person Voting 9am to approx. 11:30am (after budget presentation)	Bylaws, Article 2, Sec. 2.1 Annual Mtgs. To be held during the month of March