

# The Maui Lani Community Association

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P.O. Box 1642  
Kahului, HI 96733-1642

## The Purpose of Annual Meetings

The Maui Lani Community Association (Association) Annual Meetings are required by the Association's Governing Documents to be held in the first or second quarter of the Association's fiscal year.

The meetings have a legal and functional purpose: they should be used as an opportunity to communicate with and inform its Members about the Association, its operations, and the business conducted by the Board of Directors (Board) during the past year. It may include providing information about planned projects or ongoing capital improvements, which would be included in the President's Report, as well as, the financial state of the Association, which would be presented to Owners in the Treasurer's Report, and in the annual report (audit).

The meeting might also include Homeowner voting for the election of a board member to fill an expiring term, voting on proposals needing Owners' approval, and voting for any action on new or urgent business added to the agenda that does not require prior notice to the entire membership.

A quorum is necessary for the Association to conduct the business of the Association, especially, the election of board members. However, oftentimes, associations have difficulty obtaining a quorum for their annual meetings, and when that occurs meetings are often recalled at considerable cost to the Homeowners. The Association depends upon the participation of the members to conduct such business, and when quorum is not obtained, business, including elections, may not be conducted. It is the Homeowners responsibility to attend Annual Meetings to allow the business of the Association to be conducted as they wish it to be conducted.

Discussion at the meeting should not stray from the stated agenda. Once the business meeting has been called to order, the meeting should be conducted like a shareholders meeting. The meeting should be as brief and concise as possible. Conducting the annual meeting in a professional manner allows the meeting to reach the goal of presenting information in an orderly way, one that allows the information to flow. Associations often employ a parliamentarian to attend Annual Meetings to advise the Chair on how to conduct the meeting in accordance with the complex rules and regulations of the Association's Governing Documents, and Robert's Rules of Order.

A parliamentarian is a person who is expert in the formal rules and procedures of deliberative assemblies and other formal organizations. The Parliamentarian is required to advise and consult in relation to the Association's Bylaws and Robert's Rules of Order.

The parliamentarian's role during a meeting is purely an advisory and consultative one since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries. During a meeting the work of the parliamentarian should be limited to giving advice to the chair, and when requested by the chair, to any other member. The Parliamentarian's role requires that he or she sit next to the Chair, and not in the audience, therefore, the parliamentarian should be assigned a seat next to the chair, so as to be convenient for consultation in a low voice.

Association Contact Information

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