

## **Baker West Neighborhood Association**

### **Policy and Administrative Standing Rules**

#### Requirements to Adopt

This Standing Rule requires majority approval, no previous notice, Standard Quorum.

#### Requirements to Amend

Amending this Rule after ratification requires Standard Quorum, majority vote with notice, 2/3 vote without notice, or a majority vote of the entire membership (whichever is more practical to obtain.).

#### Requirements to Suspend

Can't be suspended if application is outside a meeting; can be suspended for a particular meeting by majority vote.

## "Payment Authorization: Expenses Mandated by the Bylaws"

### Provisions

1. Certain recurring and normal operating expenses incidental to the conduct of the Association's business are required (mandated) by the Bylaws (example, A6:S5). Providing sufficient funds remain in the Association's account, the Treasurer is hereby authorized to issue and the President to sign checks for these mandated expenses even when the members have not yet approved a current fiscal year budget. To facilitate the mandated year-end financial audit, an invoice and/or receipt shall be provided and retained by the Treasurer for each expense paid.

2. When approved, this Rule shall apply retroactively to any funds released for mandated expenses dating back to those necessary for the April 2, 2008, meeting that established BWNA under the current Bylaws.

Date Ratified: \_\_\_\_\_  
(Secretary to manually add date)