

Holiday RV Park Members

June 2025 Meeting Packet



Contents are Approved
for Members Only



Agenda

Holiday RV Park
Members Association Meeting
Saturday, June 14, 2025
9:00 am

Call to Order
Flag Salute
Roll Call
President's Address
Minutes to Previous Meeting

Lorena Lemus
TDB
Dale Critzer
Lorena Lemus
Dale Critzer

Committee Reports

Financial Reports
Collections
Management
Park Use
Correspondence/Public Relations
Park Maintenance
Rules & Regulations
Manager's Report
Reportable Actions

Talley Snow
Don Smith
Darin Batty
Mark Schieber
Frank Polehonki
Manuel Silva
John Watkins
Aaron Cartwright
Dale Critzer

Old Business

1. Roads

New Business

2. Review Snowbird Application Process
3. Message Center Sign for Restroom Building
4. Good Sam's Club – Advertising and Marketing Proposal

Members' Comments

Board Members' Comments

All Motions

Executive Session

1. Review Attorney Correspondence and Possible Action
2. Employee Confidentiality and Expectations



Holiday RV Park Owners Association
Board of Directors Meeting
May 10, 2025

Board of Directors

Lorena Lemus (2024 – 2027) – President
John Watkins (2023 – 2026) – VP & Rules and Regulations
Dale Critzer (2025 – 2028) – Secretary
Talley Snow (2025 – 2028) – Treasurer
Frank Polehonki (2024 – 2027) – Public Relations
Darin Batty (2025 – 2028) – Management
Mark Schieber (2023 – 2026) – Park Usage
Don Smith (2023 – 2026) – Collections
Manuel Silva (2024 – 2027) – Maintenance

Members Present – 19

Meeting called to order at 9:02 am.

Flag salute led by Lorena Lemus.

Dale Critzer made a motion to approve the April 2025 meeting minutes.

President's Address

- Please silence or turn off all cell phones.
- Members are welcome to participate during the *Member's Comments* section of the agenda.
- To maintain decorum, member comments are limited to two (2) comments per person.
- As stated in the rules, all complaints to Park Management must be in writing and signed by the person making the complaint. Anonymous statements will not be taken into consideration.
- Discussion can become emotional, but all members deserve to be treated with dignity and kindness.
- The Board aims to answer member questions at every meeting. However, responses to specific comments or questions may be deferred for review and placed on next month's agenda.
- The Board represents the interests of 875 shareholders. While consideration is made for individual concerns, decisions are based on what is best for all members.
- This is a volunteer Board. No one is paid for their time. Directors are reimbursed for out-of-pocket expenses and receive two (2) free days use for their RV when attending a meeting.
- Holiday RV Park's meetings and procedures are governed by its bylaws, CC&Rs and rules.

Committee Reports

Financial Report – Talley Snow

Park Accounts	Balance (4/30/25)	Monthly Comparison	April 2025	April 2024	Difference	% Change
Mechanics Bank–Operating	\$130,691.91	Income	\$93,385.39	\$87,828.32	-\$5,557.07	-%6
Mech. – Laundry	\$23,274.80	Expense	\$105,257.01	\$85,503.77	\$19,753.24	%23
Mech. – Dues	\$122,656.02	Net Income	-\$11,871.62	\$2,324.55	-\$14,196.17	-%610
Mech. – Emergency Reserves	\$1,890					
Mech. – CIM Reserves	\$55,468.45					
First Citizens - CD	\$201,622.87					

From 2024 to 2025 we are up over \$181,000 and we have less than 2 years to go to pay off the construction loan completely.

Talley Snow made a motion to pay the bills and payroll for April 2025, seconded by Dale Critzer.

Collections – Don Smith

We currently have a credit on our accounts receivable because several members have paid their July dues early this year. There are a total of 11 owners that still need to pay their January dues for this year, but the office staff is working to collect those soon. There is one share that is about 2/3rd through the foreclosure process, where the outcome will be a public auction at the Park either August or September. Lastly, there is one member that will likely be foreclosed as well if they do not pay their July dues this summer.

Management – Darin Batty

Thanks to the staff for doing a great job this year, we have several employees enjoying their vacation time this month before we get busy during summer. You'll see less people onsite, and that's why. The staff had some additional training recently that will be discussed later during this meeting.

Park Use – Mark Schieber (Absent) / Lorena Lemus (Representing)

Mark is running a little late to the meeting today so I would like to report that our occupancy was up about 6% and we saw greater usage. Spring break was in April this year so we can attribute extra business to that shifting holiday calendar.

Correspondence / Public Relations – Frank Polehonki

Last month there was a suggestion about a USB charging station for phones in the laundry room, in case someone is trying to use the Dexter Pay app on their phone; we've since placed one in there.

Overall, there was a lot of excellent feedback this month about the staff and their customer service. I would like to share some of those with you today. I did receive a comment that the spa water felt slimy and gross, but the staff and I think that the person was unaccustomed to using soft water. The maintenance staff fills the jacuzzi and pool with water from a softener and if you aren't used to it, there is a slick feeling that lingers on your skin after soaking in it for a while compared to hard tap water.

Another comment card was about the ping pong set in the clubhouse missing the ping pong balls. I got a comment card from a guest that discovered the Park via Harvest Hosts RV club that enjoyed our clean restrooms, proximity to the beach and said that they would return.

I've received several comments about why the maintenance staff will be posted at the front of the Park during the evening and after dark. I wanted to make certain that people understand that once the office closes for the day and other workers go home we are often left with a single employee to take care of and monitor the Park. Sometimes they are waiting by the front entry for guests to arrive with their RVs, or to keep an eye on who is entering the property without an RV. Occasionally, they will have to ward off trespassers trying to get inside our pool area or restrooms, usually teenagers or riff raff. That particular location up front is best suited to do that kind of security work. They are providing a valuable service, along with the other tasks that they take care of for everyone's benefit (especially the dirty jobs).

Comment from Aaron Cartwright – Yesterday afternoon I got a call from a guest with reservations for June, and she was confirming that someone would be available to help them park their RV with the forklift because they know how difficult it can be. Her next question was how to get ahold of someone when they arrive after-hours, and her assumption from a previous stay was that a maintenance worker would be near the front entry by their cart. I think that is a great example of what our guests are expecting when they stay regularly.

I would like to promote the monthly meetings more and boost attendance to receive greater participation and feedback from the members than before. I have some fresh ideas and I will be working with Aaron on possibilities like free raffles during the monthly meeting for those that attend, or utilizing professionals to visit with us and educate on concerns like smoke/carbon monoxide detection to promote safety and well-being.

A big thanks to the Beach Social Club for the great work they're doing today in preparation for the Mother's Day BBQ this afternoon. I think Brenda has some exciting news on some events coming up soon.

Comment from Brenda Critzer (Locker 166) – Yes, we are going to have a ribbon cutting ceremony next month on the Board meeting day to celebrate the new décor in the Magnolia Center. Please remember to pause the meeting for a bit and head over to the ceremony for pictures and to help promote the Park on social media and publications!

April 2025 Guest Survey Comments: *Please refer to the attached comments at the end of this document.*

Park Maintenance – Manuel Silva

The training that Darin mentioned was conducted by a representative from a janitorial company based in Fresno, EnviroClean. It was specifically about how to use the KaiVac cleaning system that the Park owns. If Aaron doesn't mind, I would like him to highlight more about that experience.

Comment from Aaron Cartwright – It was a great experience, and as someone that has used the KaiVac before I think the biggest benefit was seeing how a complete expert uses the machine. Watching his demonstration helped me understand a lot of things that I was doing wrong, even things like placement of the machine and the distance needed to use the spray gun efficiently without splashing. Another example was our overuse of a water drying agent that was much more than necessary because we were taught incorrectly; he explained the correct dosage for the job. I would like to thank Manual for the recommendation; everyone got a lot from it.

Rules and Regulations – John Watkins

As we review our rules in the Fall, as always, we will work to eliminate unnecessary rules as much as possible. I think this summer we are going to receive a bit of complaints about the dog owners that visit the Park and leave a mess; our staff will need to have a harder heart about it, even with people that live here. Otherwise, the staff is doing a great job of compassionate enforcement of the rules; I just don't think that dogs should qualify.

Manager's Report – Aaron Cartwright

Happy Mother's Day to all our wonderful mothers in the Park! We wouldn't be here without you.

The biggest improvement since last month is the beautiful new mural at the Magnolia Center by Scott from Artcolab. A huge thanks is in order to Brenda and Nataly from the Beach Social Club for negotiating an excellent price for the work, and for contributing half the cost as a donation back to the Park. We have received nothing but good feedback on the mural from our members and guests, and I hope it is the start of something new for us.

A smaller improvement since April is a suggestion I had for a better way to store and display the puzzles and games for kids in the clubhouse. We used an open cabinet previously, and it always looks cluttered and disorganized at a glance, and we've stored them in the kitchen cabinets, which is a bit too much out of sight and out of mind. I found a nice sideboard with storage that fits right in with the rest of the décor and holds our entire puzzle and game collection perfectly while still being visible and looking organized. It's just a little thing but it helps!

Also, I designed new signs for the traffic cones we leave at reserved RV spaces after-hours that clearly state a site is reserved for someone because we are expecting a guest. I hope it will cut down on some confusion in the evening and deter other guests from parking cars or trucks in spaces that appear empty but are actually reserved for a good reason.

Lastly, there was a visit yesterday from our Good Sam's Club inspector to verify the condition of the Park meets their standards for affiliation. She had a large and detailed criteria for the grading system. I am very pleased to report that our recreational facilities scored a 9 out of 10, and our restrooms and showers scored 10 out of 10. She did break my heart on

our visual appearance and environmental quality; we only ranked 6.5 out of 10. This was because we lack trees, grass, wide spaces and we are close to homes and businesses unlike more visual pleasing campgrounds. Thankfully, we still qualify based on that score, and I appreciated her detailed explanation of the areas we are lacking.

Reportable Actions – Dale Critzer

None.

Old Business

1. Roads – Manuel Silva

The Board is continuing to evaluate the overall health of our roadways, and what it will cost to repair them in the coming years. I'm picking up right where Don left off as maintenance director and supplementing a lot of the work that he put into the process already. I will look forward to inviting Darin to assist as well with the roads in addition to other projects.

Comment from Don Smith – The roadwork will go in phases and with the new paving machines it shouldn't impact RVers too much their vehicles are encroaching on the street, maybe just a little push backwards or mill around it. The concrete gutters will be replaced too, and the base is insufficient to where that will be removed too. Because of the poor substrate, gravel is going to be added and compacted before the asphalt. Like Manuel said, it's a lot to evaluate!

2. Golf Carts – Manuel Silva

As I mentioned, I am working alongside Darin on the potential of purchasing new golf carts for our maintenance employees. There are good products and prices out there at places locally in Morro Bay, and I think that we can present the Board with nice options to get better vehicles for the staff; it has been overdue.

Comment from Paul Gutierrez (Locker 63) – Let's make sure we are still getting all the utility features we need, like towing capability and a good cargo bed with a dump capability. Saving a buck may not be worth losing all those features. I would suggest getting all 4 carts and being done with it, before the tariffs kick in.

New Business

1. Park Reviews – Frank Polehonki

I visited Yelp recently, and unfortunately our scores online aren't as good as I would like them to be. We have about 55 reviews on the page, and I noticed that many of them are quite old. It's not a true reflection; the Park has changed since then and I think we run our business better now and take great care of our guests. I did my part and left a nice review with my feedback on the Park, and I would really appreciate it if our other members could do the same. We've worked hard to make many nice improvements recently, with the pool, restrooms and clubhouse or the new mural in the picnic area. I think that we can pitch in and raise our Yelp and Google ratings to help promote the Park and encourage people to try our accommodations instead of the other RV parks nearby. Please get some current, positive comments to entice good business for us as we're looking to make big improvements like the roads every dollar counts!

2. Clubhouse Furniture – Aaron Cartwright

Lorena had approached me about updating the furniture in the clubhouse from a usability and safety standpoint. The café furniture we have here is really nice and has held up well, but it is so heavy and inconvenient to move safely. We regularly need to move all these tables and chairs for meetings or special events, at least once a month, and I know that I have hurt myself doing so. I would like to think about utilizing lighter tables and chairs that can fold up and stack easily so people will have an easier time moving things around. We can move the café furniture upstairs since the conference room is more a static area with less need to rearrange it regularly. The folding tables that are already upstairs can move

into storage for the Beach Club and Park events. The new furniture is from Uline, who makes good products that are generally very durable; the catch is that we are losing the nicer aesthetics of the café furniture, but I think the gains for safety and ease of use are worth it. All that being said, I would appreciate consideration of the proposal since it would cost around \$3,500.

John Watkins made a motion to approve the purchase of new tables, chairs and tablecloths for the clubhouse, up to a limit of \$4,000, seconded by Darin Batty.

Member's Comments

Debbie Kindell (Locker 466) – Regarding the new carts and helping people when the office is closed, I think that we should get nice stickers or signage for them to highlight that someone is an employee. I know that I've gotten stopped before on my cart because people thought I work here! I like the new Holiday RV T-shirts we have for sale, and it would be nice to see the maintenance employees in their uniforms more often. Lastly, I think we should charge pet owners a fee for their animals to encourage them to act more responsibly and clean up after their pets.

Joelyn Lutz (Locker 369) – Terri Polehonki asked me to ask the maintenance employees to clean the tile around the swimming pool and spa please. Also, about the dogs, I think it might be a good idea to place signs in the flowerbeds that remind people to clean up after their pets because they are being watched; maybe it will make them think twice!

Reply from Darin Batty – Yes, Mike cleaned the pool tile on Thursday, and I can see that gunk is already coming back in a small section. It's a constant battle after people use the spa or pool because of the oils, lotions, soaps and skin cells that we lose after swimming. But we are aware of it, and I'm asking Aaron to try a few new products to try and combat it while keeping themselves safer, as opposed to crouching and bending above the tile to reach with the hands.

Monika Harris (Locker 350) – Please keep the budget in mind when you are thinking about spending money on golf carts or furniture. I wouldn't like to see the rates go up a lot because we are spending money that we don't have.

Al Polehonki (Locker 152) – I've heard that the maintenance employees used their golf carts to move the KaiVac machine from the restrooms to the pool, by dragging it. After seeing the machine's wheels, it doesn't look like being dragged along would keep it in working order.

Joelyn Lutz (Locker 369) – About Aaron's girlfriend that works, Autumn, what are her duties here? A bunch of us were asking. Any specifics or times please?

Reply from Aaron Cartwright – Yes, if you've ever seen her working here before, she is a housekeeper, so she cleans. She is usually needed twice weekly while the Park is slower. Her duties are to clean the restrooms, clubhouse, kitchen, clubhouse restrooms, office, office restroom, laundry restroom and other cleaning as needed, like sweeping outdoors. She's tasked with cleaning fixtures, including items like showers, toilets, sinks, floors, windowsills, countertops, walls, tables, etc. Try and visualize is that she sanitizes and cleans the things that people use and touch continuously in the Park.

Board Member's Comments

None.

Meeting adjourned at 10:07 am

Respectfully Submitted,

Dale Critzer

Board of Directors – Secretary

Cc

Aaron Cartwright

Park Manager

Guest Survey Comments from April 2025

- Enjoyed my stay
- Everyone was really helpful and kindness. Place was really clean. We enjoyed every moment
- Jessica and guys on forklifts ROCK--I luv this place
- The park is always well maintained and very clean. The staff including in the office and outside staff are always very pleasant and take pride in what they do.
- Thank you! We look forward to returning some day
- Just stayed overnight.
- Thank you Jennifer and staff
- The spa was really gross. You felt slimy after you got out. It definitely needs to be cleaned. Also don't clean the bathrooms at 8:30am which is prime time for people to use them. Two days in a row they were being cleaned in the morning when people wanted to use them. The old schedule of cleaning them in the afternoon worked much better
- See you again!
- The maintenance crew who helps you park are wonderful. Spots are a bit tight though not leaving a lot of room to park. Overall, great and clean facilities.
- Great place with a great staff
- Our favorite place to stay!!
- Every time we go to Holiday RV Park, we feel like staff go out of their way to make sure everything is in order to make our stay comfortable and convenient! An extra special thanks to Jennifer for making this happen! Give that girl a raise!
- The maintenance staff is very helpful and polite. The Laundry and Shower/Bathrooms are very nice and always clean.
- A personal shout out to the office staff. We had an issue with our RV and both the maintenance team and office immediately and efficiently assisted us and provided services outside the Park to fix the problem. Very much appreciated.
- Great office staff and maintenance is always friendly.

All Motions

Dale Critzer made a motion to approve the minutes of the April 2025 meeting, seconded by Talley Snow.

Roll Call: Dale Critzer, Darin Batty, Lorena Lemus, Frank Polehonki, Manuel Silva, Don Simth, Talley Snow, and John Watkins. Mark Schieber was absent.

Talley Snow made a motion to pay the bills and payroll for the month of April 2025, seconded by Dale Critzer.

Roll Call: Dale Critzer, Darin Batty, Lorena Lemus, Frank Polehonki, Manuel Silva, Don Simth, Talley Snow, and John Watkins. Mark Schieber was absent.

John Watkins made a motion to approve the purchase of new tables, chairs and tablecloths for the clubhouse, up to a limit of \$4,000, seconded by Darin Batty.

Roll Call: Dale Critzer, Darin Batty, Lorena Lemus, Frank Polehonki, Mark Schieber, Manuel Silva, Don Simth, Talley Snow, and John Watkins.

Lorena Lemus made a motion to adjourn to executive session, seconded by Dale Critzer.

Roll Call: Dale Critzer, Darin Batty, Lorena Lemus, Frank Polehonki, Mark Schieber, Manuel Silva, Don Simth, Talley Snow, and John Watkins.

4:56 PM

06/11/25

Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

May 2025

	May 25	May 24	\$ Change
Ordinary Income/Expense			
Income			
Non TOT Taxable Revenue			
7200 · Members Dues	15.50	722.00	-706.50
7212 · Late Checkout	280.00	230.00	50.00
7214 · Weekly Rent-No Tax	15,554.00	20,293.68	-4,739.68
7216 · Daily Rents No tax	300.00	0.00	300.00
7220 · Monthly - Members	23,743.72	25,852.00	-2,108.28
7231 · Snowbird - Non-Members	6,781.99	5,401.02	1,380.97
7234 · Snowbirds - Members	1,484.00	162.00	1,322.00
7242 · Member Daily - Non taxable	18,582.40	14,845.44	3,736.96
7245 · Mobile Home Rental Income	425.00	800.00	-375.00
7295 · Washer & Dryer	2,718.33	3,654.52	-936.19
7310 · Parking Fee	1,101.00	1,084.00	17.00
7311 · Member Promotional	55.80	0.00	55.80
7320 · Water Commission	26.56	43.33	-16.77
Total Non TOT Taxable Revenue	71,068.30	73,087.99	-2,019.69
TOT Taxable Revenue			
7210 · Non-Member Daily	43,185.83	28,321.70	14,864.13
Total TOT Taxable Revenue	43,185.83	28,321.70	14,864.13
7620 · Escapee- 15% Discounts	-1,282.64	-491.40	-791.24
7640 · FMCA/Camp CA - 10% Discounts	-798.92	-542.80	-256.12
7650 · Military/LE Discount - 15%	-410.10	-481.65	71.55
7660 · Long Weekend Discount	-236.66	-266.83	30.17
9920 · Credit card transaction fee	1,496.40	1,311.19	185.21
9921 · Golf Cart Fee	480.00	380.00	100.00
Total Income	113,502.21	101,318.20	12,184.01
Gross Profit	113,502.21	101,318.20	12,184.01
Expense			
Business Promotional Costs			
8450 · Dues & Subscriptions	329.00	0.00	329.00
9055 · Website Expense	182.54	50.00	132.54
Total Business Promotional Costs	511.54	50.00	461.54
Computer IT Dept			
9056 · Software	186.13	807.25	-621.12
9062 · IT Service Labor	1,828.21	6,604.07	-4,775.86
Total Computer IT Dept	2,014.34	7,411.32	-5,396.98
Meetings & Events			
9092 · Monthly Meeting Expenses	356.22	318.89	37.33
9650 · Travel (Not Meals)	745.92	40.20	705.72
Total Meetings & Events	1,102.14	359.09	743.05
Professional Development			
9365 · Seminars and Meetings	366.90	0.00	366.90
Total Professional Development	366.90	0.00	366.90
Professional Fees			
9120 · Accounting & Auditing	2,500.00	2,500.00	0.00
9130 · Legal Fees	497.35	0.00	497.35
9170 · Directors Expense	874.02	1,316.29	-442.27
Total Professional Fees	3,871.37	3,816.29	55.08

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06/11/25

Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

May 2025

	May 25	May 24	\$ Change
8201 · Bank Fees & Charges			
8240 · Credit Card Processing Costs	1,091.95	1,177.35	-85.40
8250 · Bank Charges	25.00	0.00	25.00
Total 8201 · Bank Fees & Charges	1,116.95	1,177.35	-60.40
8425 · Employee Appreciation	109.29	0.00	109.29
8439 · Taxes			
9070 · Property Tax	0.00	-210.08	210.08
Total 8439 · Taxes	0.00	-210.08	210.08
8600 · Utilities			
8260 · Cable Television (Park)	5,762.54	5,407.90	354.64
8650 · Garbage	3,711.11	2,745.26	965.85
8660 · Gas	2,983.87	2,221.45	762.42
8670 · Water & Sewer	4,525.00	4,421.92	103.08
8680 · Electric	14,389.51	14,320.52	68.99
9600 · Telephone & Internet	312.50	409.92	-97.42
Total 8600 · Utilities	31,684.53	29,526.97	2,157.56
8700 · Insurance Expense			
8702 · Insurance - General Liability	8,019.53	5,833.00	2,186.53
8770 · Insurance - Employee Health	2,441.45	2,182.71	258.74
8771 · Insurance - Employee Life	22.50	16.00	6.50
8772 · Insurance - Employee Vision	319.36	319.36	0.00
8790 · Insurance - Worker's Comp	0.00	621.00	-621.00
Total 8700 · Insurance Expense	10,802.84	8,972.07	1,830.77
9001 · Payroll			
9060 · Payroll Tax	2,131.57	1,586.58	544.99
9075 · Payroll Service Fees	616.50	681.59	-65.09
9350 · Salary & Wages	27,255.12	18,333.04	8,922.08
9352 · Hiring Expenses	0.00	190.19	-190.19
Total 9001 · Payroll	30,003.19	20,791.40	9,211.79
9002 · Repairs & Maintenance			
8152 · Golf Carts	0.00	250.00	-250.00
9003 · Pest Control Services	105.00	100.00	5.00
9020 · Pool/Spa Regular Maintenance	0.00	1,206.54	-1,206.54
9030 · General	0.00	585.40	-585.40
9031 · Landscaping	0.00	127.15	-127.15
9032 · Electrical	0.00	0.00	0.00
9035 · Clubhouse	0.00	434.34	-434.34
9081 · Water Salt Softner	73.61	80.54	-6.93
Total 9002 · Repairs & Maintenance	178.61	2,783.97	-2,605.36
9050 · Office Expenses			
9037 · Timeclock Machine & Software	30.00	30.00	0.00
9051 · Office Expense	359.34	409.27	-49.93
9052 · Office Supplies	617.39	1,932.86	-1,315.47
9059 · Printing, Copy Expenses	337.66	242.25	95.41
9071 · Customer Amenities	0.00	0.00	0.00
9100 · Postage & Delivery	109.68	618.40	-508.72
Total 9050 · Office Expenses	1,454.07	3,232.78	-1,778.71

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06/11/25

Cash Basis

Holiday RV Park

Profit & Loss Prev Year Comparison

May 2025

	May 25	May 24	\$ Change
9370 · Supplies			
9023 · Janitorial Supplies	561.93	0.00	561.93
9024 · Small Tools	0.00	0.00	0.00
9026 · Park & Grounds Supplies	2,176.09	1,043.32	1,132.77
9027 · Laundry Supplies	0.00	450.17	-450.17
9371 · Clubhouse Supplies	735.61	706.35	29.26
Total 9370 · Supplies	3,473.63	2,199.84	1,273.79
9400 · Safety & Security			
9401 · Fire Prevention	0.00	0.00	0.00
Total 9400 · Safety & Security	0.00	0.00	0.00
Total Expense	86,689.40	80,111.00	6,578.40
Net Ordinary Income	26,812.81	21,207.20	5,605.61
Other Income/Expense			
Other Income			
9870 · Interest Income	1.80	14.77	-12.97
Total Other Income	1.80	14.77	-12.97
Other Expense			
9820 · Foreclosure Expenses	0.00	0.00	0.00
9911 · Garnishment Payable	0.00	0.00	0.00
9922 · Interest Expense	1,632.12	1,632.12	0.00
Total Other Expense	1,632.12	1,632.12	0.00
Net Other Income	-1,630.32	-1,617.35	-12.97
Net Income	25,182.49	19,589.85	5,592.64

4:57 PM

06/11/25

Cash Basis

Holiday RV Park

Balance Sheet Prev Year Comparison

As of May 31, 2025

	May 31, 25	May 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1001 · Cash Accounts			
1010 · Petty Cash	200.00	200.00	0.00
1030 · Cash on Hand	800.00	800.00	0.00
1040 · Bill Changer	500.00	500.00	0.00
1050 · Mechanics-Operating Acct - 0802	105,179.84	77,990.46	27,189.38
1060 · Mechanics-Laundry Room - 7211	21,723.09	22,082.07	-358.98
1063 · Mechanics- Dues Account - 6422	124,594.74	57,751.80	66,842.94
Total 1001 · Cash Accounts	252,997.67	159,324.33	93,673.34
1065 · Reserves			
1070 · Mechanics Emergency Reserves	1,865.06	151,934.74	-150,069.68
1075 · Mechanics CIM Reserves	55,686.10	53,073.32	2,612.78
1076 · First Citizens CD	201,622.87	0.00	201,622.87
Total 1065 · Reserves	259,174.03	205,008.06	54,165.97
Total Checking/Savings	512,171.70	364,332.39	147,839.31
Accounts Receivable			
11000 · Accounts Receivable	-16,554.00	-14,321.50	-2,232.50
Total Accounts Receivable	-16,554.00	-14,321.50	-2,232.50
Other Current Assets			
2010 · A/R Member Dues	-1,965.50	-1,965.50	0.00
2301 · Deposit-Workers Comp	1,557.60	1,557.60	0.00
2400 · Prepaid Insurance	53,090.64	61,936.38	-8,845.74
2410 · Prepaid Expenses	8,208.00	8,208.00	0.00
2460 · Prepaid IncomeTaxes	17,344.00	55,174.00	-37,830.00
2461 · Prepaid Expenses Annual Meeting	1,050.00	1,050.00	0.00
2462 · Prepaid Holiday Dinner	500.00	500.00	0.00
3150 · Deposits - Other	41,370.00	41,370.00	0.00
Total Other Current Assets	121,154.74	167,830.48	-46,675.74
Total Current Assets	616,772.44	517,841.37	98,931.07
Fixed Assets			
Electrical Upgrades			
4044 · Electrical Phase 1	141,996.13	141,996.13	0.00
4045 · Electrical Phase 2	37,527.00	37,527.00	0.00
4046 · Electrical Phase 3	49,008.16	49,008.16	0.00
4047 · Electrical Phase 4	28,357.00	28,357.00	0.00
4048 · Electrical Phase 5	25,183.57	25,183.57	0.00
4049 · Electrical Phase 6	544.00	1,202.00	-658.00
Electrical Upgrades - Other	14,840.00	0.00	14,840.00
Total Electrical Upgrades	297,455.86	283,273.86	14,182.00
4015 · Clubhouse Improvements			
4019 · Other FF&E	5,620.00	5,620.00	0.00
Total 4015 · Clubhouse Improvements	5,620.00	5,620.00	0.00
4038 · Office Remodel			
4036 · New Office Furniture	4,141.19	4,141.19	0.00
Total 4038 · Office Remodel	4,141.19	4,141.19	0.00

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06/11/25

Cash Basis

Holiday RV Park

Balance Sheet Prev Year Comparison

As of May 31, 2025

	May 31, 25	May 31, 24	\$ Change
4039 · Improvements			
4034 · Magnolia Center Refurbish	17,995.44	16,227.00	1,768.44
4035 · Outside Lighting	5,458.00	5,458.00	0.00
4040 · Improvements Prior to 2015	326,558.55	326,558.55	0.00
4042-1 · Capital Improvements 2017	51,113.97	51,113.97	0.00
4042 · Capital Improvements (2014)	8,768.55	8,768.55	0.00
Total 4039 · Improvements	409,894.51	408,126.07	1,768.44
4052 · Pool & Spa Upgrades			
4030 · Pool Chair Lifts	7,387.00	7,387.00	0.00
4050 · Spa	10,898.00	10,898.00	0.00
4053 · Pool Construction	103,582.36	103,582.36	0.00
4054 · Pool Furniture	8,225.68	8,225.68	0.00
4055 · Pool Re-Wiring	1,291.00	1,291.00	0.00
4056 · Pool Heaters	19,180.00	19,180.00	0.00
4057 · New Pool Cover (020117)	6,290.00	6,290.00	0.00
4052 · Pool & Spa Upgrades - Other	3,383.63	3,347.64	35.99
Total 4052 · Pool & Spa Upgrades	160,237.67	160,201.68	35.99
4058 · Submersible Pump (2)	18,767.00	18,767.00	0.00
4059 · Buildings			
4021 · Pre Construction 2020 - 10/31	18,777.48	18,777.48	0.00
4051 · CIP	38,052.62	38,052.62	0.00
4059 · Buildings - Other	1,708,474.00	1,708,474.00	0.00
Total 4059 · Buildings	1,765,304.10	1,765,304.10	0.00
4070 · Laundry Facility	58,452.59	54,838.59	3,614.00
4080 · Equipment			
4081 · Laptop	1,800.71	1,800.71	0.00
4082 · Office Equipment	4,577.29	4,577.29	0.00
4080 · Equipment - Other	63,603.48	63,603.48	0.00
Total 4080 · Equipment	69,981.48	69,981.48	0.00
4090 · Vehicles	59,126.24	18,631.89	40,494.35
4200 · Intangibles	13,554.00	13,554.00	0.00
4350 · Accumulated Amortization	-5,343.00	-5,343.00	0.00
4999 · Accumulated Depreciation			
4220 · Accum Depr. - Building	-112,504.00	-112,504.00	0.00
4230 · Accum Depr- Pool Chair Lifts	-7,387.00	-7,387.00	0.00
4240 · Accum Depr - Improvements	-270,911.00	-270,911.00	0.00
4241 · Accum Depr- Land Improvements	-24,362.00	-24,362.00	0.00
4242 · Accum Depr- Capital Improve	-3,654.00	-3,654.00	0.00
4250 · Accum Depr-Spa	-4,493.00	-4,493.00	0.00
4253 · Accum Depr- Pool	-50,300.04	-50,300.04	0.00
4260 · Accum Depr - Furniture & Fixtur	-7,791.06	-7,791.06	0.00
4270 · Accum Depr-Washer/Dryer	-27,918.00	-27,918.00	0.00
4280 · Accum Depr - Equipment	-46,325.40	-46,325.40	0.00
4290 · Accum Depr - Vechicles	-18,632.00	-18,632.00	0.00
4300 · Accum Depr - Phase 1	-54,826.08	-54,826.08	0.00
4301 · Accum Depr - Phase 2	-13,760.04	-13,760.04	0.00
4302 · Accum Depr - Phase 3	-17,425.00	-17,425.00	0.00
4303 · Accum Depr - Phase 4	-28,356.96	-28,356.96	0.00
4304 · Accum Depr - Phase 5	-23,924.00	-23,924.00	0.00
4305 · Accum Depr - Submersible Pumps	-977.96	-977.96	0.00
4306 · Accum Dep - Phase 6	-329.00	-329.00	0.00
Total 4999 · Accumulated Depreciation	-713,876.54	-713,876.54	0.00
5000 · Mobile Home-Furniture & Fixture	62,033.81	62,033.81	0.00
Total Fixed Assets	2,205,348.91	2,145,254.13	60,094.78
TOTAL ASSETS	2,822,121.35	2,663,095.50	159,025.85

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06/11/25

Cash Basis

Holiday RV Park

Balance Sheet Prev Year Comparison

As of May 31, 2025

	May 31, 25	May 31, 24	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	-0.01	-0.01	0.00
Total Accounts Payable	-0.01	-0.01	0.00
Credit Cards			
Home Depot - 3600	-4,392.79	1,639.61	-6,032.40
Mechanics Bank CC	0.00	6,100.24	-6,100.24
Total Credit Cards	-4,392.79	7,739.85	-12,132.64
Other Current Liabilities			
5001 · Snowbird Deposits	4,884.16	4,884.16	0.00
5002 · Mobile Home Security Deposit	-11.96	-11.96	0.00
5030 · Accrued Payroll	8,118.96	8,118.96	0.00
5032 · Accrued Compensated Abs	4,801.73	4,801.73	0.00
5037 · Loan - Westwood Capital	152,575.75	250,495.38	-97,919.63
5040 · Gift Certificate Payable	-157.50	-157.50	0.00
5170 · T.O.T. Payable	17,751.19	-10,249.58	28,000.77
5240 · Corp Income Tax Payable	616.00	616.00	0.00
5250 · Garnishments	1,023.70	1,023.70	0.00
5300 · Deferred Tax Liability	23,200.00	23,200.00	0.00
5325 · Calsavers	-707.66	-494.24	-213.42
5400 · Payable to the State of CA	36,280.78	36,280.78	0.00
Total Other Current Liabilities	248,375.15	318,507.43	-70,132.28
Total Current Liabilities	243,982.35	326,247.27	-82,264.92
Total Liabilities	243,982.35	326,247.27	-82,264.92
Equity			
6800 · Capital Contributions	32,300.00	32,300.00	0.00
6900 · Retained Earnings	2,425,652.88	2,191,447.44	234,205.44
Net Income	120,186.12	113,100.79	7,085.33
Total Equity	2,578,139.00	2,336,848.23	241,290.77
TOTAL LIABILITIES & EQUITY	2,822,121.35	2,663,095.50	159,025.85

Holiday RV Park

Occupancy By Site Type

From 01 May 2025 To 31 May 2025

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue	Nett Revenue	Gross Avg (RevPOR)	Nett Avg (RevPOR)	Avg LOS	Conf %	Occupants
Expand / Collapse All																	
Back-in 33-39ft Site (30 Amp)	Days	39	1209	0	825	384	28.64	68.24	860.20	0.00	34,631.18	34,631.18	41.98	41.98	7.37	0.00	204.5
Back-in 33-36ft Site (30/50 Amp)	Days	43	1333	0	947	386	21.53	71.04	1,098.86	0.00	28,703.66	28,703.66	30.31	30.31	7.12	0.00	247.5
Back-in 36-39ft Site (30 Amp)	Days	8	248	0	194	54	19.05	78.23	112.64	0.00	4,724.08	4,724.08	24.35	24.35	6.06	0.00	67
Back-in 36-39ft Site (30/50 Amp)	Days	47	1457	0	1110	347	17.10	76.18	728.92	0.00	24,912.86	24,912.86	22.44	22.44	7.12	0.00	325
Narrow 30-34ft Back-in Site (No Slides - 30 Amp)	Days	15	465	0	211	254	18.15	45.38	244.08	0.00	8,438.21	8,438.21	39.99	39.99	4.22	0.00	96
700s 41-50ft Back-in Site (30/50 Amp)	Days	4	124	0	43	81	37.61	34.68	431.20	0.00	4,663.87	4,663.87	108.46	108.46	2.87	0.00	32
Pull-Thru 70-73ft Site (30/50 Amp)	Days	15	465	0	106	359	13.20	22.80	479.03	0.00	6,140.00	6,140.00	57.92	57.92	4.24	0.00	49
Monthly	Days	39	1209	0	1209	0	21.63	100.00	0.00	0.00	26,145.79	26,145.79	21.63	21.63	31.00	0.00	78
Grand Total:		210	6510	0	4645	1865	21.25	71.35	3,954.93	0.00	138,359.65	138,359.65	29.79	29.79	8.27	0.00	1099

Holiday RV Park

Occupancy By Site Type

From 01 May 2024 To 31 May 2024

Description	Period	Site	Avail	Maint	Used	Unused	RevPAR	Occ %	Discount	Taxes	Gross Revenue	Nett Revenue	Gross Avg (RevPOR)	Nett Avg (RevPOR)	Avg LOS	Conf %	Occupants
Expand / Collapse All																	
Back-in 33-39ft Site (30 Amp)	Days	39	1209	0	772	437	21.27	63.85	678.28	0.00	25,720.64	25,720.64	33.32	33.32	7.08	0.00	202
Back-in 33-36ft Site (30/50 Amp)	Days	43	1333	0	847	486	17.61	63.54	470.32	0.00	23,472.05	23,472.05	27.71	27.71	6.78	0.00	233
Back-in 36-39ft Site (30 Amp)	Days	8	248	0	161	87	16.70	64.92	70.55	0.00	4,142.45	4,142.45	25.73	25.73	4.88	0.00	71
Back-in 36-39ft Site (30/50 Amp)	Days	47	1457	0	1059	398	16.13	72.68	571.72	0.00	23,507.88	23,507.88	22.20	22.20	6.97	0.00	312
Narrow 30-34ft Back-in Site (No Slides - 30 Amp)	Days	15	465	0	179	286	17.32	38.49	125.90	0.00	8,052.88	8,052.88	44.99	44.99	5.42	0.00	67
700s 41-50ft Back-in Site (30/50 Amp)	Days	4	124	0	59	65	33.29	47.58	233.20	0.00	4,127.47	4,127.47	69.96	69.96	4.21	0.00	30
Pull-Thru 70-73ft Site (30/50 Amp)	Days	15	465	0	110	355	8.03	23.66	264.45	0.00	3,732.31	3,732.31	33.93	33.93	5.24	0.00	44
Monthly	Days	39	1209	0	1209	0	21.68	100.00	0.00	0.00	26,209.33	26,209.33	21.68	21.68	31.00	0.00	78
Grand Total:		210	6510	0	4396	2114	18.27	67.53	2,414.42	0.00	118,965.01	118,965.01	27.06	27.06	8.36	0.00	1037

Holiday RV Park

Occupancy By Rate

From 01 May 2025 To 31 May 2025

Description	Total Res	Available Nights	Used Nights	% Total of Report Reservations	% Used Against	Gross Revenue	Nett Revenue	% of Total Reports
Expand / Collapse All Groups								
Board Meeting	5	6510	10	0.22	0.15	0.00	0.00	0.00
Member Daily (No Charge)	222	6510	1913	41.18	29.39	135.43	135.43	0.10
Member Rate (Non-Prime)	33	6510	246	5.30	3.78	11,313.29	11,313.29	8.18
Member Rate (Prime)	4	6510	17	0.37	0.26	1,064.38	1,064.38	0.77
Mid-Week Special	1	6510	4	0.09	0.06	243.88	243.88	0.18
Monthly	40	6510	1240	26.70	19.05	26,783.65	26,783.65	19.36
Non-Member	204	6510	911	19.61	13.99	90,495.17	90,495.17	65.41
Parking	40	6510	132	2.84	2.03	1,091.20	1,091.20	0.79
Snowbird (Non-Member)	10	6510	148	3.19	2.27	6,243.41	6,243.41	4.51
Snowbird P/T (Non-Member)	3	6510	24	0.52	0.37	989.24	989.24	0.71
Grand Total:	562	6510	4645	100.00	71.35	138,359.65	138,359.65	100.00

NOTE: Revenue figures represent Tariff Quoted For all reservations. Sundries, Periodic And Repeat Charges are Not included. Rooms marked as maintenance are not counted as available on this report unless you have chosen the option 'Include Maintenance in Avail for Occupancy' under Property Information. Day use reservations are Not counted As used unless you have chosen the Option 'Include Day Use in Used for Occupancy' under Property Information.

Holiday RV Park

Occupancy By Rate

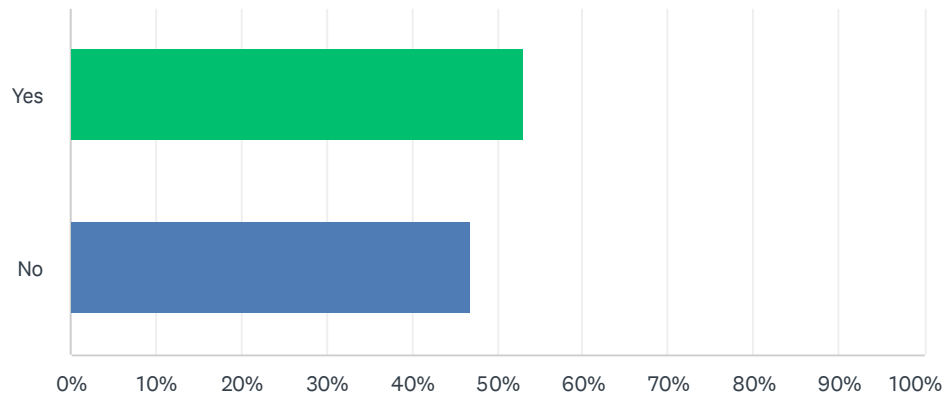
From 01 May 2024 To 31 May 2024

Description	Total Res	Available Nights	Used Nights	% Total of Report Reservations	% Used Against	Gross Revenue	Nett Revenue	% of Total Reports
Expand / Collapse All Groups								
Board Meeting	5	6510	14	0.32	0.22	0.00	0.00	0.00
Member Daily (No Charge)	228	6510	1822	41.45	27.99	100.00	100.00	0.08
Member Rate (Non-Prime)	35	6510	369	8.39	5.67	17,421.48	17,421.48	14.64
Member Rate (Prime)	2	6510	8	0.18	0.12	809.56	809.56	0.68
Mid-Week Special	6	6510	20	0.45	0.31	1,241.36	1,241.36	1.04
Monthly	40	6510	1240	28.21	19.05	26,891.33	26,891.33	22.60
Non-Member	157	6510	649	14.76	9.97	64,602.23	64,602.23	54.30
Parking	44	6510	121	2.75	1.86	1,200.00	1,200.00	1.01
Snowbird (Non-Member)	6	6510	111	2.53	1.71	4,915.88	4,915.88	4.13
Snowbird P/T (Non-Member)	3	6510	42	0.96	0.65	1,783.17	1,783.17	1.50
Grand Total:	526	6510	4396	100.00	67.53	118,965.01	118,965.01	100.00

NOTE: Revenue figures represent Tariff Quoted For all reservations. Sundries, Periodic And Repeat Charges are Not included. Rooms marked as maintenance are not counted as available on this report unless you have chosen the option 'Include Maintenance in Avail for Occupancy' under Property Information. Day use reservations are Not counted As used unless you have chosen the Option 'Include Day Use in Used for Occupancy' under Property Information.

Q1 Is this your first visit?

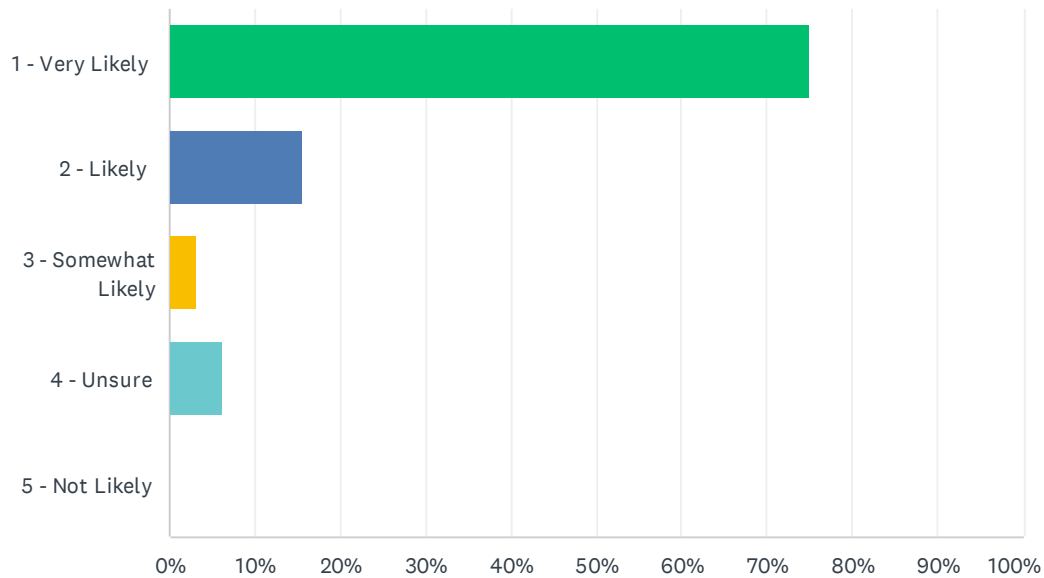
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	53.13%	17
No	46.88%	15
TOTAL		32

Q2 How likely would you be to stay at this Park again?

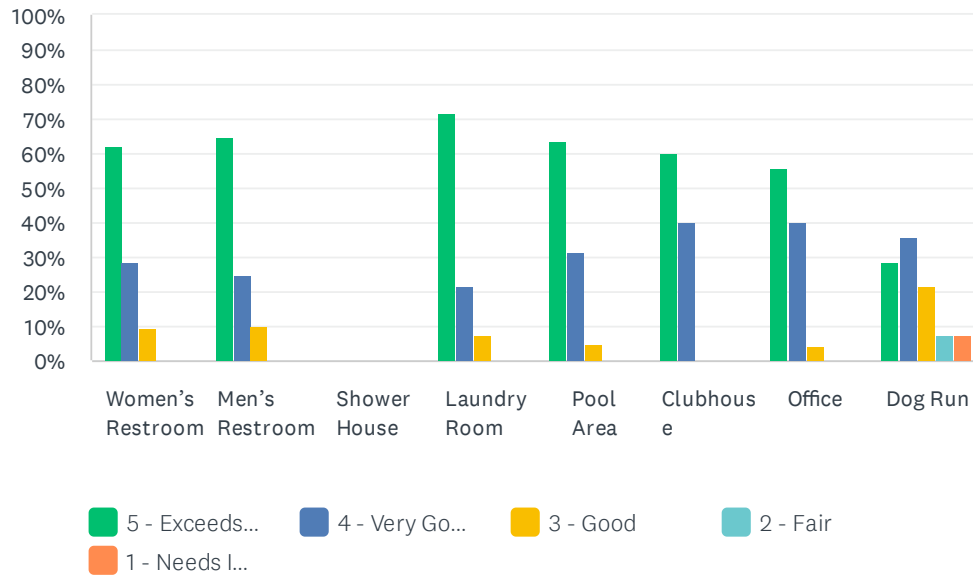
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 - Very Likely	75.00%	24
2 - Likely	15.63%	5
3 - Somewhat Likely	3.13%	1
4 - Unsure	6.25%	2
5 - Not Likely	0.00%	0
TOTAL		32

Q3 If you used the following facilities, please rate their cleanliness from 1 - 5 , with "5" exceeding your expectations:

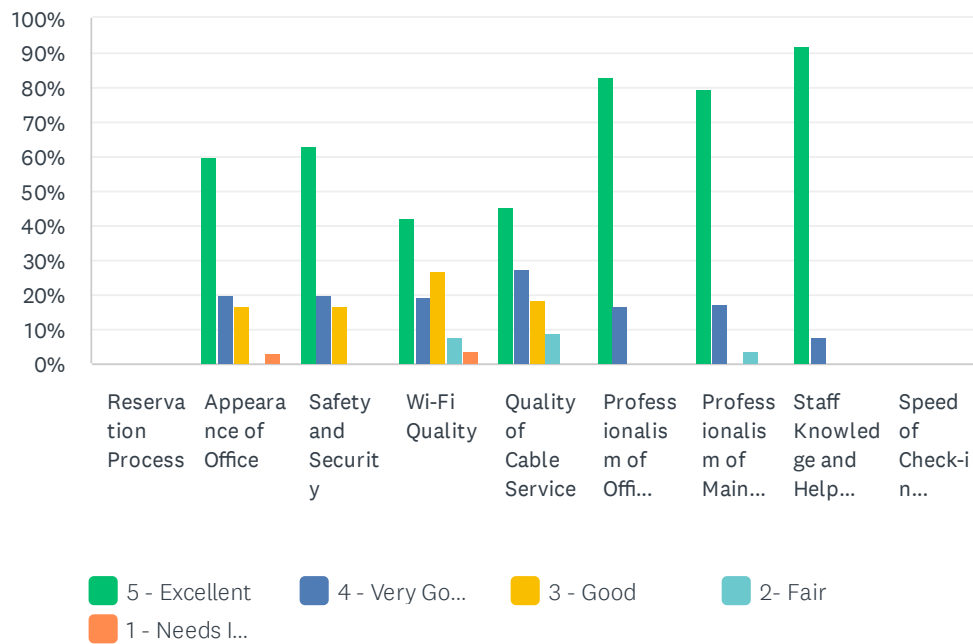
Answered: 29 Skipped: 3



	5 - EXCEEDS EXPECTATIONS	4 - VERY GOOD	3 - GOOD	2 - FAIR	1 - NEEDS IMPROVEMENT	TOTAL	WEIGHTED AVERAGE
Women's Restroom	61.90% 13	28.57% 6	9.52% 2	0.00% 0	0.00% 0	21	1.48
Men's Restroom	65.00% 13	25.00% 5	10.00% 2	0.00% 0	0.00% 0	20	1.45
Shower House	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Laundry Room	71.43% 10	21.43% 3	7.14% 1	0.00% 0	0.00% 0	14	1.36
Pool Area	63.64% 14	31.82% 7	4.55% 1	0.00% 0	0.00% 0	22	1.41
Clubhouse	60.00% 9	40.00% 6	0.00% 0	0.00% 0	0.00% 0	15	1.40
Office	56.00% 14	40.00% 10	4.00% 1	0.00% 0	0.00% 0	25	1.48
Dog Run	28.57% 4	35.71% 5	21.43% 3	7.14% 1	7.14% 1	14	2.29

Q4 Please rate your satisfaction with our Park's services:

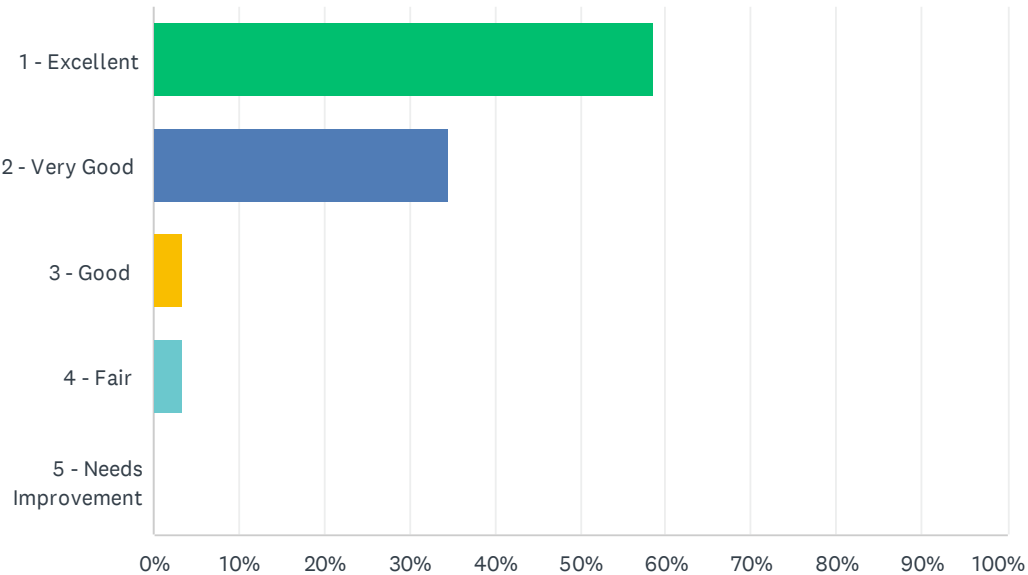
Answered: 30 Skipped: 2



	5 - EXCELLENT	4 - VERY GOOD	3 - GOOD	2- FAIR	1 - NEEDS IMPROVEMENT	TOTAL	WEIGHTED AVERAGE
Reservation Process	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Appearance of Office	60.00% 18	20.00% 6	16.67% 5	0.00% 0	3.33% 1	30	1.67
Safety and Security	63.33% 19	20.00% 6	16.67% 5	0.00% 0	0.00% 0	30	1.53
Wi-Fi Quality	42.31% 11	19.23% 5	26.92% 7	7.69% 2	3.85% 1	26	2.12
Quality of Cable Service	45.45% 10	27.27% 6	18.18% 4	9.09% 2	0.00% 0	22	1.91
Professionalism of Office Staff	83.33% 25	16.67% 5	0.00% 0	0.00% 0	0.00% 0	30	1.17
Professionalism of Maintenance Staff	79.31% 23	17.24% 5	0.00% 0	3.45% 1	0.00% 0	29	1.28
Staff Knowledge and Helpfulness	92.31% 24	7.69% 2	0.00% 0	0.00% 0	0.00% 0	26	1.08
Speed of Check-in Process	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00

Q5 Please rate your overall satisfaction with your most recent stay at Holiday RV Park:

Answered: 29 Skipped: 3



ANSWER CHOICES	RESPONSES	
1 - Excellent	58.62%	17
2 - Very Good	34.48%	10
3 - Good	3.45%	1
4 - Fair	3.45%	1
5 - Needs Improvement	0.00%	0
TOTAL		29

Q6 Do you have any other comments, questions, or concerns? Please include your contact information if you wish to be contacted by Park Management.

Answered: 21 Skipped: 11

#	RESPONSES	DATE
1	The staff is outstanding!!! Being unable to park or exit by ourselves was unusual which would be the only downside and reason for choosing a different park but the help we received was professional and appreciated	5/29/2025 10:49 AM
2	I was at site 113 and there's a big group of people right across from us 211, 212 and a few more. They're up all night way past 11pm and again talking very loudy at 6:30am, very inconsiderate of other campers that would love to sleep in for a little bit.	5/27/2025 3:28 PM
3	When the women's bathroom was just cleaned the bathroom products were not filled. Only 1 of 3 had paper towels and 2 of 4 sinks had soap. Other than that, we loved our stay. The staff is very friendly and super helpful.	5/27/2025 11:25 AM
4	Office staff was amazing!!!! Very easy and very nice. Easy check in and out. Very glad we chose Holiday. Can't wait to comeback. Mario Santos talks very highly of you guys and he was not missing a beat.	5/26/2025 6:10 PM
5	That was my first time at the park. I love how they helped you park or parked for you. I just wish the list to stay wasn't so long.	5/26/2025 4:15 PM
6	We felt that the spaces were packed in a little tight. John & Dalila Dowd (360)796-4001	5/26/2025 2:51 PM
7	Love staying here, but; the parking is so tight that you must park in your campsite and that takes away from the charm.	5/26/2025 2:13 PM
8	We really appreciated that we could stay a few extra days in Pismo. Jennifer was amazing and went over and beyond to find us a spot. The staff was very friendly! Thank you!	5/26/2025 11:05 AM
9	My first visit, did find it a little cramped but the parking service for my trailer was a big help and was stress free. Great location and conveniently close to everything.	5/25/2025 6:54 PM
10	Thank you! Special team serving at a special place!	5/23/2025 11:33 AM
11	As far as we are concerned Holiday RV is the only place to stay in Pismo. We love coming here. Good job everybody. Your hard work and effort on behalf of the guests really pay off.	5/21/2025 10:21 AM
12	Him we noticed the landscaping had been spruced up and looked very nice. Last time we stayed the pool restroom was dirty and remained dirty. But the middle park restrooms are always clean. We didn't use the park WIFI cable this trip, THe WIFI was iffy when a ot of people were using it. The cable TV was good last time. We love the park, the staff is terrific, perfect location for us, friendly people.	5/20/2025 6:33 PM
13	Hats off to Kim in maintenance! Huge help thank you Kim!	5/20/2025 10:27 AM
14	Appreciate the location accommodations due to my walking ability. Everyone was friendly and helpful. Appreciate the office and bathrooms are not overly scented. We had a lovely 29th anniversary weekend with you and look forward to returning again. Thank you all.	5/19/2025 12:36 PM
15	Staff very professional	5/19/2025 12:35 PM
16	We left because we had people come in that were loud kids yellingplaying music slamming doors til after 12:30 am. Very disrespectful and rude. The park was great til last night. Could not sleep dog wouldn't rest because of all the red wreck.	5/16/2025 11:08 AM
17	Wi-Fi kept going in and out due to congestion.	5/14/2025 7:54 AM
18	Great place near beach will stay agian	5/12/2025 11:44 AM

19	We enjoyed the cleanliness and respect of the park and staff. We love the location, we walk everyday to restaurants and beach!! Already looking forward to our next stay.	5/8/2025 6:53 AM
20	Always enjoy the friendliness and helpfulness of the staff.	5/6/2025 1:41 PM
21	We always have a perfect stay!	5/5/2025 5:52 PM



Snowbird Application Procedures – 2025

Please turn in your completed Snowbird application on August 1, 2025. **The office doors will open at 7 am.**

If you need help completing an application, the office staff is available to assist you before August 1, 2025.

Please line up in front of the office before 7 am to enjoy priority over people arriving later. Applicants in line before 7 am will be considered “Group 1.”

At 7 am, a Board Member will arrive to establish two distinct groups. All applicants that line up after 7 am will have less priority and will be considered “Group 2.”

All applicants that apply via email or fax will have less priority than “Group 1,” but more priority than “Group 2.” All applicants are responsible for verifying that their application was submitted at the appropriate time (Midnight—7am on August 1, 2024); Holiday RV is not responsible if applications are not received by fax and email services. Please include a valid reason for not submitting your application in person.

Approval of Snowbird applications is subject to the Board of Directors and manager’s decision because spaces are limited. A variety of factors affect this decision:

- Snowbird rental history – returning Snowbirds vs. new applicants
- Tenure of membership
- Standing with the Park – dues payment history and rental payment history
- Total length and width of RV
- Personal conduct and observation of the rules and regulations
- Cleanliness of RV and lot
- Duration of requested Snowbird reservation
- Members receive priority over non-members

Incomplete applications will not be accepted.

This means the completed application must include a copy of:

- **Current RV registration**
- **Copy of current RV insurance, including declarations of a minimum *\$100,000 liability coverage***
- **Copy of applicant’s photo ID, along with IDs of any listed persons residing with you**
- **1 Color photo of RV**

As a business, Holiday RV Park reserves the right to refuse service to anyone.

Applying does not guarantee anyone to a Snowbird rental, even members.

Space requests, based on availability, are considered in the decision-making process but cannot be guaranteed.

100 South Dolliver Street • Pismo Beach, CA 93449

Ph. 805-773-1121 • 1-800-272-3672 • Fax: 805-773-6712 • E-mail: info@holidayrvpark.org • www.holidayrvpark.org



Rental Application for 2025 – 2026 Snowbird Season
(9/15/25 – 4/15/26)

Staff Use Only:

Member / Non-Member

Group:

Approved / Not Approved

Applicant:

First & Last Name: _____

Locker # (if Member): _____

Address: _____

Holiday RV Park (100 S. Dolliver St.) is NOT accepted as an address; all applicants listing that address will be declined.

Phone #: _____

Driver's License # / State / Expiration Date: _____

Previous Landlord Name & Phone #: _____

List 2 References (Name, Address, Phone Number)

1.) _____

2.) _____

RV Information:

Please provide *accurate* information on your RV, including the total length from bumper-to-bumper / hitch

RV Year / Make / Model: _____

Motorhome: _____ 5th Wheel: _____ Travel Trailer: _____ Total RV Length: _____ # of Slideouts: _____

RV License Plate #: _____ Registration Expiration: _____

Requested Arrival Date: _____ (No earlier than 9/15/25)

Requested Departure Date: _____ (No later than 4/15/26)

Preferred Site / Lot: _____ ***Not Guaranteed!**

Placement/lot will be determined based on RV size and is subject to availability

Current or Returning Snowbird: Y / N

Applicant agrees that the information provided in this rental application is true and accurate to their best knowledge. Changes to the information provided (RV size, length of stay, etc.) may result in HRVP Management reserving the right to deny applicant a reservation or terminate their Snowbird rental agreement.

Applicant Signature: _____

Date: _____

Snowbird Rental Applications are due on August 1, 2025!

Rental Application for 2025 – 2026 Snowbird Season

(9/15/25 – 4/15/26)

List name(s) / age of all persons residing with you – limit 4 persons total per RV:

Name(s)	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all pets – limit 2 pets per RV:

Type (Dog, Cat, Bird, etc.)	Weight	Breed
_____	_____	_____
_____	_____	_____

List all vehicles:

Vehicle Make	Model	Year	Color	License Plate
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The following documents must be attached to this Rental Application in order to be considered complete by HRVP Management. Please be prepared to provide these documents on August 1, 2025:

- Copy of current RV registration
- Copy of applicant's photo ID, along with IDs of any listed persons residing with you
- Copy of current RV insurance, including declarations of a minimum *\$100,000 liability coverage*
- 1 Color photo of your RV

Applicant agrees that the information provided in this rental application is true and accurate to their best knowledge. Changes to the information provided (RV size, length of stay, etc.) may result in HRVP Management reserving the right to deny applicant a reservation or terminate their Snowbird rental agreement.

Applicant Signature: _____

Date: _____

Snowbird Rental Applications are due on August 1, 2025!

All Snowbird rental applications are subject to HRVP Board of Directors and Management approval. Completed application does not guarantee any guest to approval or a reservation.

Snowbird Applicant Rules and Regulations Checklist

By initialing the following, applicant agrees the following rules and regulations will be abided by, failure to do so will result in fines or termination of any rental agreement. For further information, applicant should refer to the rental agreement or the Holiday RV Park rules and regulations. Applicant must initial all terms and conditions.

1. Renter is responsible for all financial obligations to the Park stated in their rental agreement for the *full duration of the rental term listed* _____
2. All rental agreements are non-negotiable once signed and cannot be altered. _____
3. No “member free days” may be used for the Snowbird rental term _____
4. Any change in RV must be approved by Management. If you purchase a different/new RV and it does not fit into your assigned lot, your rental agreement may be terminated _____
5. You may not move your RV to another lot without permission from Management _____
6. Management reserves the right to move your RV to a comparable lot _____
7. Management reserves the right to inspect your lot at any time _____
8. Maintain the cleanliness of your RV & lot _____
9. RV, belongings and vehicles must fit in the assigned lot boundary lines _____
10. All sewer hoses must be elevated & secured, PVC sewer connection recommended _____
11. If you have maintenance issues, please notify the Park office _____
12. Any RV repair within the Park must be approved by Management _____
13. Do not park vehicles in empty lots; additional parking for a fee is subject to availability _____
14. The speed limit in the Park is 5 mph _____
15. Pets must be on leash while outside of your RV _____
16. All guests must check in at the Park office _____
17. Guests staying five (5) days or more must be approved by Management _____

Applicant agrees that the information provided in this rental application is true and accurate to their best knowledge. Changes to the information provided (RV size, length of stay, etc.) may result in HRVP Management reserving the right to deny applicant a reservation or terminate their Snowbird rental agreement.

Applicant Signature: _____

Date: _____

Snowbird Rental Applications are due on August 1, 2025!

Message Center Sign with Posts - Green



[More Images](#)

Post instructions, directories or maps at parks or on camp trails.

- Shatterproof, clear plastic windows with lock.
- Thick 1/4" corkboard.
- Recycled plastic frame and post are weather and graffiti resistant.
- [Push Pins](#) available.

SPECIFY COLOR:



MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
				1	3+		
H-2857G	Message Center Sign w/ Posts	43 x 6 x 100"	124	\$920	\$895	■ Green ▾	<input type="text" value="1"/> ADD

SHIPS VIA MOTOR FREIGHT

[Additional Info](#) [Parts/Accessories](#) [Shopping Lists](#) [Request a Catalog](#)

SHIPMENT - SPECIAL HANDLING:

- Will not fit on standard liftgate.
- Must be removed from shipping carrier with a forklift or other suitable lifting device.
 - Note: Other items on the same order may also be impacted.

DIMENSIONS:

- Sign Without Post: 38 x 5 x 29" (L x W x H)
- Post: 3 1/2 x 3 1/2 x 84" (L x W x H)
- Cork (Overall): 33 7/8 x 23 3/4" (W x H)
- Depth from Cork to Inner Window Panel: 2 3/8"

RECYCLING:

- Recycled Content: 100%

INSTALLATION:

- Recommended Inground Depth: 34"

SPECIFICATIONS:

- UV Protectant
 - Does not need to be sealed, painted, or stained; cannot rot.

Availability: [In Stock](#)

Unit Weight: 124 lbs.

[Instructions](#)

[Email Item](#)

Country of Origin: USA

good sam

Marketing Proposal



Submitted to:



Prepared by:

Brendan Wahe

Serving the campground community for over 50 years.

Our Members are Your Customers.



70%

Choose Good Sam Campgrounds over
other campgrounds

\$100K

Average annual income

95%

Own an RV

52%

Travel via towable

43%

Travel via motorhome

53%

Spend 24+ days camping annually

88%

Plan to take 2 or more trips per year

65%

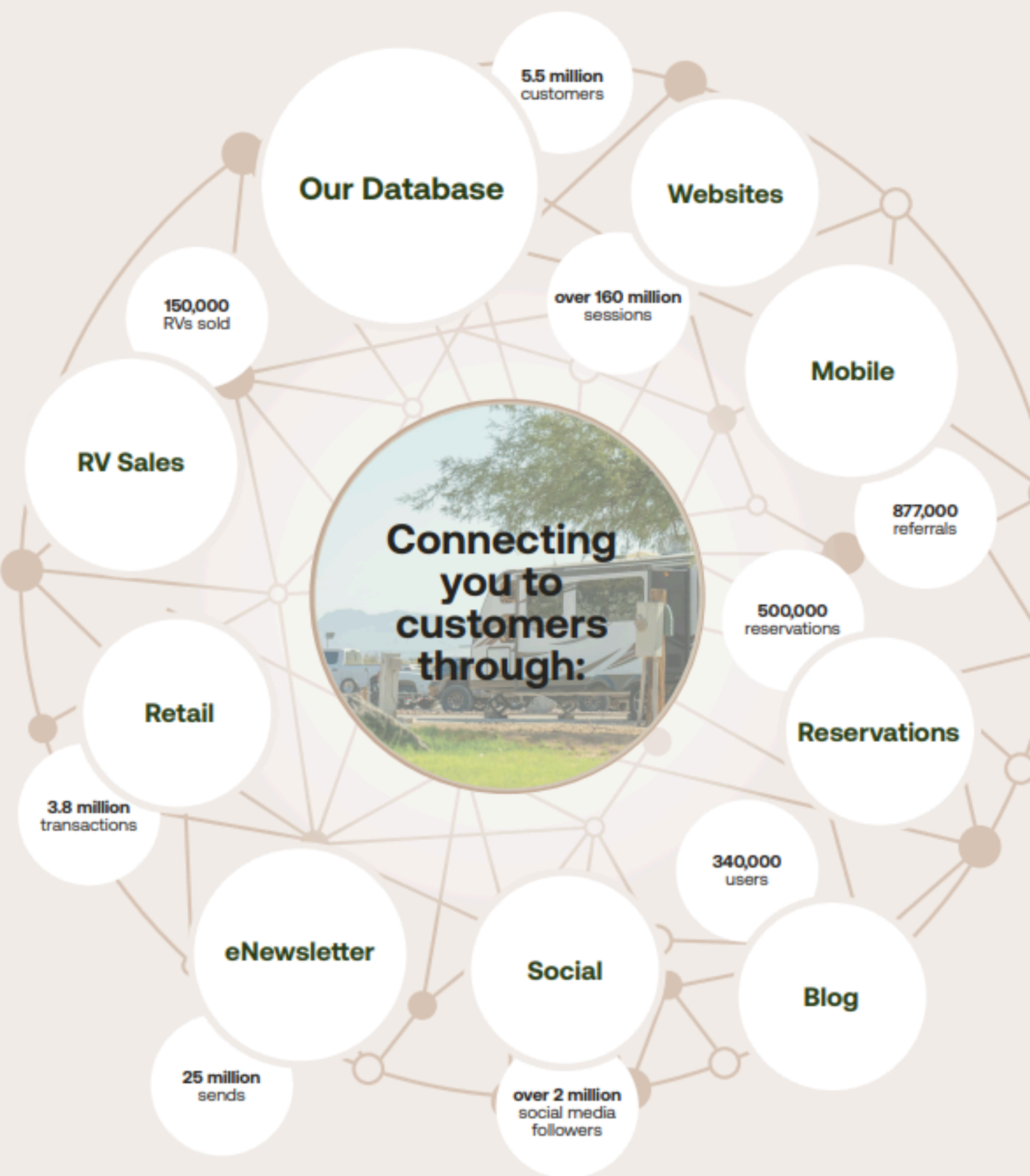
Select camping locations from
appealing photos

Note: All data & statistics are based on Good Sam & Camping World surveys, marketing initiatives, websites, and databases.

good sam

good sam

The power of Good Sam.



Good Sam Profile.

[← Back to search results](#)

21

Sundance RV Resort

13502 N Frontage Rd, Yuma, AZ 85367

1

6

★ ★ ☆ ☆ ☆ (Reviews)

7

5

Good Sam Rating ⓘ

Facility	Restrooms	Appeal
9.5	10 ★	9.5

View 12 Photos

4

17

15

From \$58 / night

Save 10% at this location

Open all year

Book now

View Website 14

See activities 16

View park map

Watch video 13

Facebook 15

THE MOST FUN IN THE SUN!

Resort is located in the scenic Foothills area of Yuma, Arizona where the beauty of the desert can be enjoyed while still close to shopping, medical facilities and a brief drive to old Mexico.

20

CALAM RESORTS

888-940-8969

Learn More 11

Members save more

Good Sam Members **SAVE 10%** at over 2,000 Good Sam RV Parks and Campgrounds nationwide.
Not a member? [Join Now](#)

About

Address

13502 N Frontage Rd
Yuma, AZ, 85367

Coordinates:

32.688950, -114.403200

Contact

928-342-9203

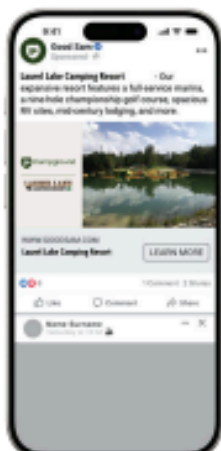
sundance@cal-am.com

10

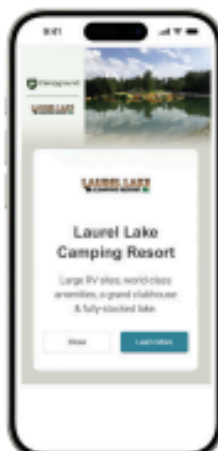
Cards Accepted

Paid Media

Our paid media services help to expand your reach to the most valuable audience by accessing exclusive audiences backed by the largest database of RVers, paid members and new RV buyers to the RV community.



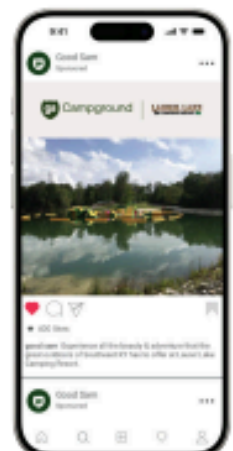
Facebook



Google Display



Instagram Story



Instagram Ad

Good Sam Profile.

Boating Fun.

Adventures are just a click away

Explore by category



Destination Deals

Campgrounds or locations with money-saving offers



Adventure Seekers

Campgrounds or locations with or near hunting, tours, guides, fishing, or hiking



Snowbirds

A collection of snowbird-friendly RV resorts along America's Sunbelt



Boating Fun

Campgrounds or locations with or near marinas, lakes, rivers, or fishing



Family Camping

Campgrounds catering to families



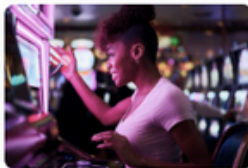
Rentals & Glamping

Campgrounds with on-site rentals, cabins, lodges, tiny houses and more



Lots & Park Models

Campgrounds with lots or park models for sale



Roll the Dice

Campgrounds or locations with or near casinos



Attractions & Entertainment

Things to see and do, golfing and more



Work Camping Jobs

Discover job opportunities at campgrounds

Boating fun

For boating enthusiasts looking for RV campgrounds with access to boat marinas and camping, boat launches, boat rentals, and on-the-water recreation.



Filter by
Minnesota

Minnesota



gs Stony Point Resort RV Park & Campground Cass Lake, MN

Enjoy summer boating fun here on Cass Lake

Lake frontage on a sandy beach with no weeds, rocks, or sudden drop offs. You can rent all kinds of fun watercraft from us, including canoes, paddle boats, aqua bikes, pontoons and boats. BYO boat too - we have ramps!

[View Website](#) | 218-335-6311

Adventure Seekers.

Adventures are just a click away

Explore by category



Destination Deals

Campgrounds or locations with money-saving offers



Adventure Seekers

Campgrounds or locations with or near hunting, tours, guides, fishing, or hiking



Snowbirds

A collection of snowbird-friendly RV resorts along America's Sunbelt



Boating Fun

Campgrounds or locations with or near marinas, lakes, rivers, or fishing



Family Camping

Campgrounds catering to families



Rentals & Glamping

Campgrounds with on-site rentals, cabins, lodges, tiny houses and more



Lots & Park Models

Campgrounds with lots or park models for sale



Roll the Dice

Campgrounds or locations with or near casinos



Attractions & Entertainment

Things to see and do, golfing and more



Work Camping Jobs

Discover job opportunities at campgrounds

Adventure seekers

Experience the great outdoors and new adventures. Find RV campgrounds with access to tours, ATV trails, scenic hiking, hunting, fishing, and more.



Filter by
Minnesota

Minnesota



Lebanon Hills Campground
Apple Valley, MN

Exciting adventure for everyone!

Bring a fishing pole, mountain bike, in-line skates, canoe, kayak, paddleboard or hunting gear and experience all the adventure you can imagine within minutes of your campsite. The activities are endless & fun for all ages!

View Website | 651-480-7773

August 26' - Featured Placement.

Theme:
Adventures

Exposure:
3.2 million

Ex: Sun Outdoors
Pigeon Forge



[Find campgrounds](#)[Become a member](#)[Rent an RV](#)

CAMPGROUND OF THE MONTH

Golden Village Palms RV Resort

Hemet, CA

The largest luxury RV resort in CA, offering an abundance of 5-star amenities. Enjoy three free-form pools, 10 professional pickleball courts, a tournament-level shuffleboard complex, a sand volleyball court, and much more.

Explore Golden Village Palms RV Resort

FEATURED CAMPGROUNDS

Sun Outdoors
Pigeon Forge
Sevierville, TN

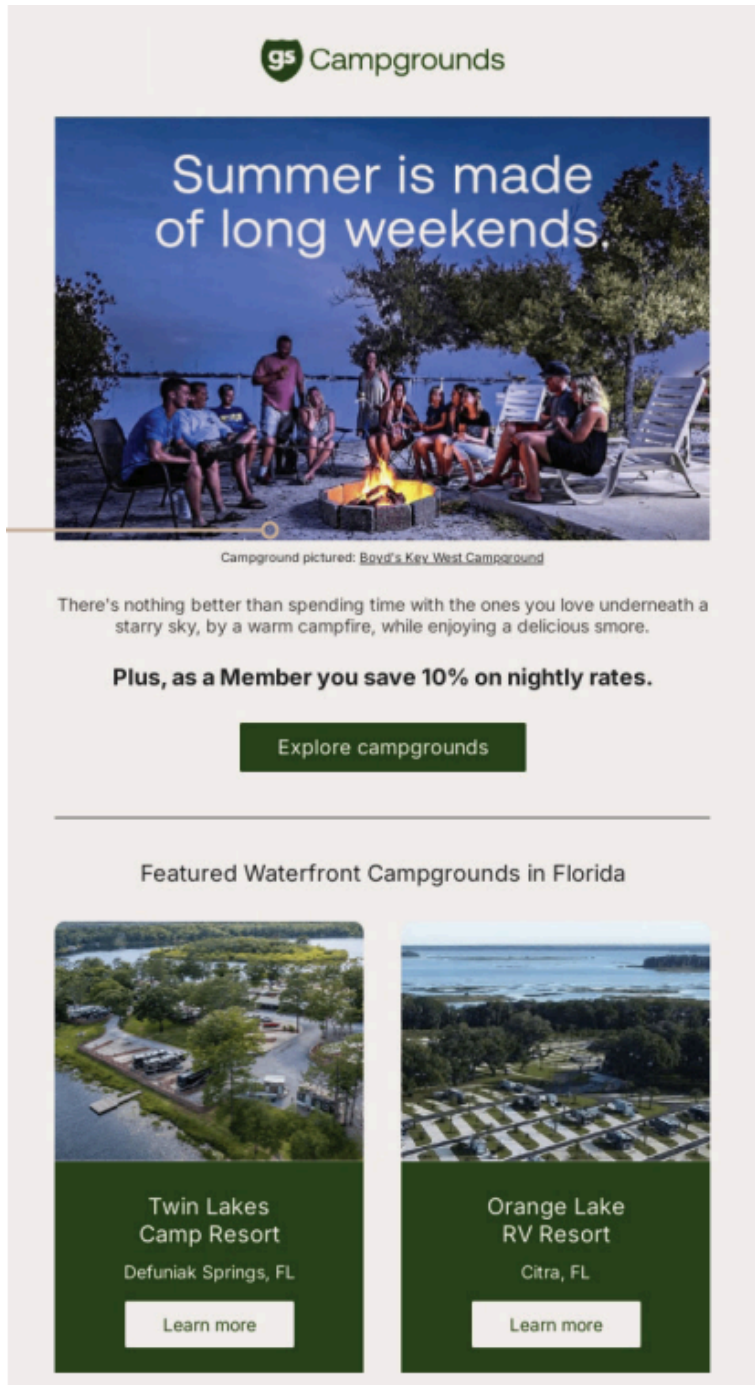
Explore Sun Outdoors

Water's Edge
RV Resort
Willis, TX

Explore Water's Edge

Specialty Placement Email Upgrade: Hero Placement.

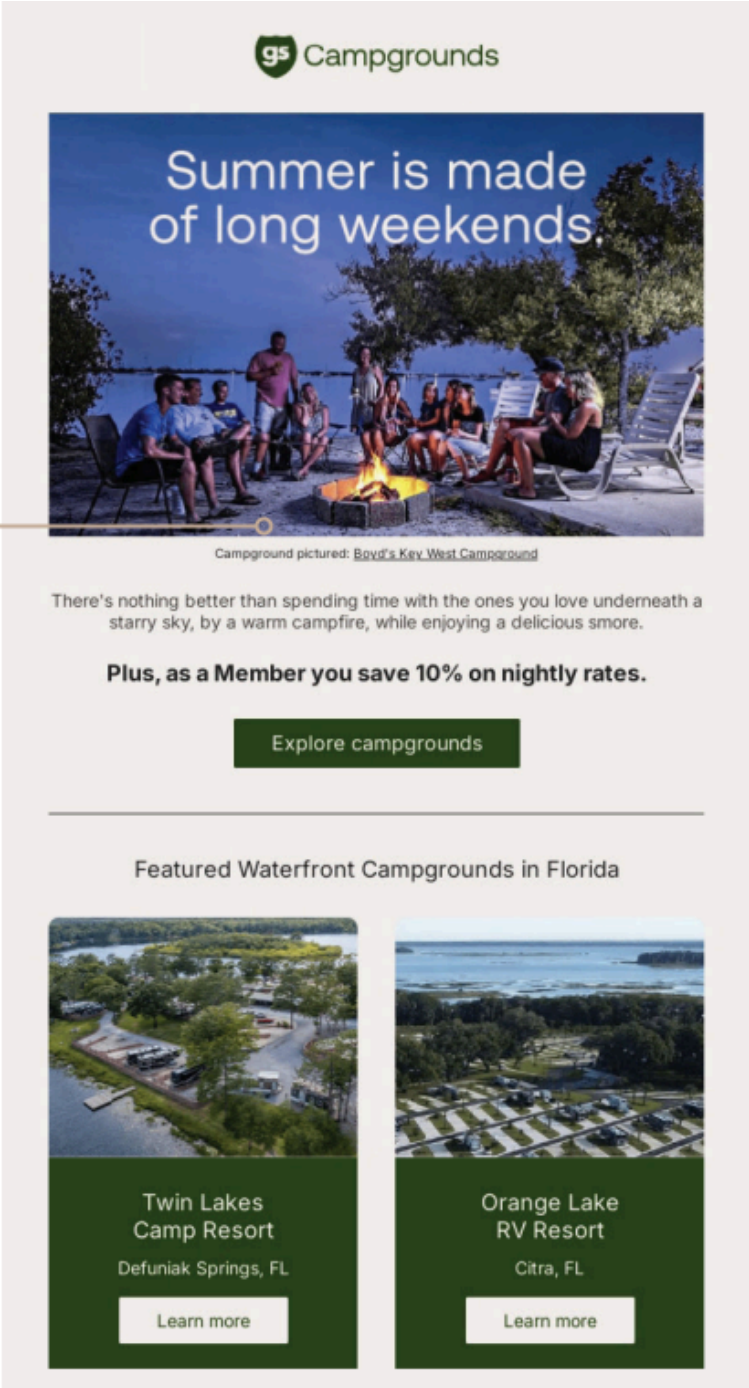
Ex: Boyd's Key West Campground.



November Deployment to 150k in Pacific Northwest region, highlighting family camping parks.

Specialty Placement Email

Upgrade: Featured Placement.



Ex: Twin Lakes Camp Resort

November Deployment to 150k in Pacific Northwest region, highlighting family camping parks.

Paid Media Example.






Good Sam

Sponsored

Library ID: 876993744398758


Fort Walton Beach RV Park - Featuring pull-through & back-in sites, it's family & pet-friendly with top amenities: laundry, clean restrooms, showers, free cable & Wi-Fi. Close to beaches, shops & dining!

 gs Campground | 



www.goodsam.com

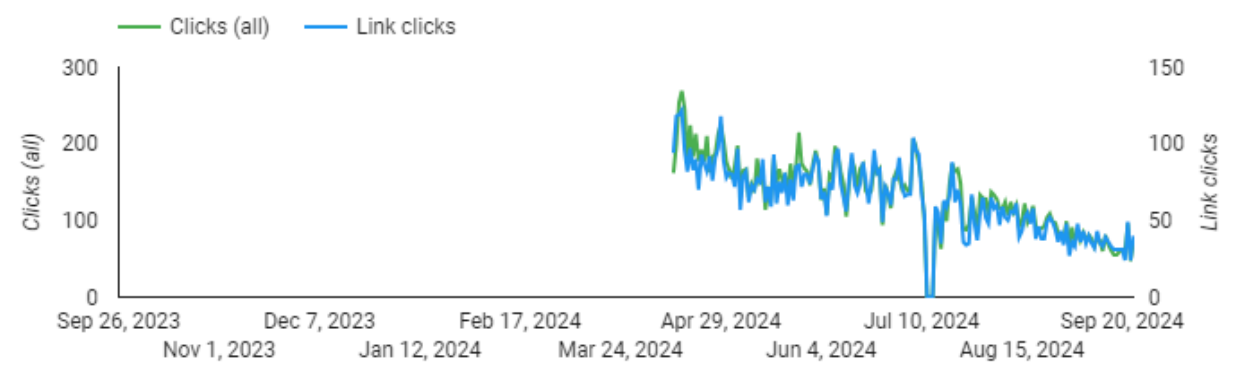
Fort Walton Beach RV Park

 Fort Walton Beach, FL - Top Rated Good Sam Campground!

[Book Now](#)

Paid Media Stats.

Impressions 415.0K	Engagement 22.1K	Clicks 10.5K
-----------------------	---------------------	-----------------

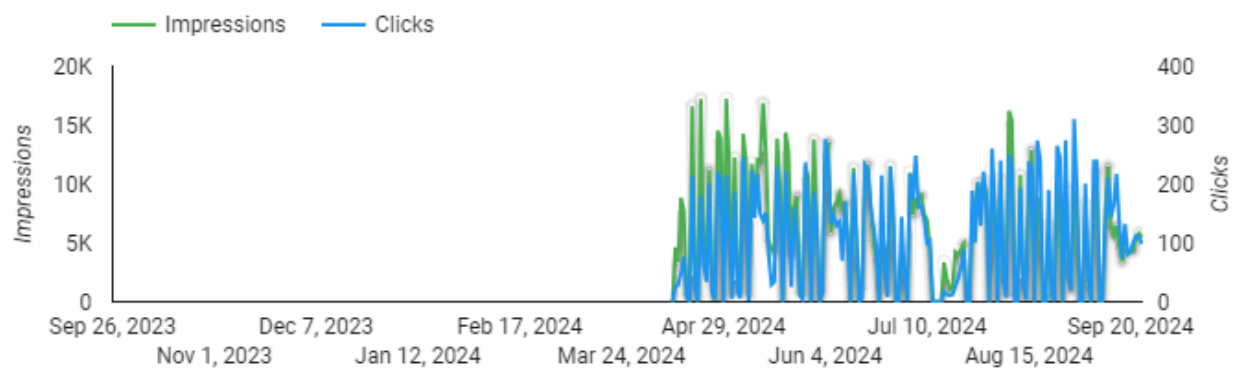


Facebook Campaigns

by Impressions, Engagement, Clicks

Campaign name ▾	Impressions	Clicks (all)	Link clicks
	171,497	7,042	3,313
	243,467	15,074	7,223

Impressions 984.6K	Clicks 17.7K
-----------------------	-----------------



Google Campaigns

by Impressions, Clicks

Campaign ▾	Impressions	Clicks
	361,128	7,706
	623,441	9,958

Follow-Me Ad.

36 results found
within 50 mi of Shelby, Iowa

Shelby, IA, USA

Search

Sort by

Featured

gs On-Ur-Wa RV Park

Onawa, IA

★★★★☆ (40 reviews)

CLOSE TO INTERSTATE 29 IN ONAWA, IA

Beautifully kept RV park with large shade trees, 44 easy access, full hookup sites with 30/50 amp service & 34 pull-thru's. Clean laundry/restrooms. Convenient to food & gasoline. So for a Pleasant Stay-Visit On-Ur-Wa!

Good Sam Rating

Facility

Restrooms

Appeal

9

10 ★

10

On-Ur-Wa

4.5/5.0

From \$43 / night

View Website

View details

A Country RV Park

Bakersfield, CA

Learn More

Book Instantly

Sunset at Blue Oasis RV Park-Onawa

Onawa, IA

☆☆☆☆☆ (0 reviews)

Facility

Restrooms

Appeal

8.5

9.5 ★

9

From \$49 / night

View details

POWERED BY SPOT2NITE

Anyone who clicks on your profile will have your ad follow them around our website afterwards.

Example: “A Country RV Park”

good to go.
Since 1966

The right package for you.

Good Sam Affiliate - good package.

Products	Pricing
Good Sam Affiliation	1,295
Boating Fun	345 (Comped)
Adventure Seekers	345 (Comped)
45-Day Paid Media	1,945
Total Value	3,930
Discounts	690
Total Investment	3,240
Down Payment	810
Monthly Payment	202.50

***Discounts are only valid on this proposal until 6/30**

The right package for you.

Good Sam Affiliate - better package.

Products	Pricing
Good Sam Affiliation	1,295
Boating Fun	345 (comped)
Adventure Seekers	345 (comped)
Adventure Seekers Email	700 (comped)
On the Water - Featured	1,545
90-Day Paid Media	3,345
Total Value	7,575
Discounts	-1,390
Total Investment	6,185
Down Payment	1,546.25
Monthly Payment	386.56

***Discounts are only valid on this proposal until 6/30**

The right package for you.

Good Sam Affiliate - Best Package.

Products	Pricing
Good Sam Affiliation	1,295
Boating Fun	345 (comped)
Adventure Seekers	345 (comped)
Adventure Seekers Email - Hero 26'	2,100
On the Water - Featured Newsletter 26'	1,545
90-Day Paid Media	3,345
Follow Me Ad - 12 Month	2,245 - 1,245
Total Value	10,365
Discounts	-2,625
Total Investment	7,740
Down Payment	1,935
Monthly Payment	483.75

*Discounts are only valid on this proposal until 6/30

ROBERT'S RULES

of ORDER QuickStudy



Introduction

- Published in 1876, *Robert's Rules of Order* was originally written by U.S. Army Brigadier General Henry Robert
- Robert wanted to write a manual for parliamentary procedure after presiding over a church meeting for which he felt he was woefully unprepared
- In his work, Robert discovered that people from different regions of the country have different ideas of parliamentary procedure, resulting in organizations focused more on the procedure and less on the substance of their work
- As a result of his *Rules of Order*, people could belong to many organizations without needing to learn new procedural rules at every new organization

• *Robert's Rules of Order* are based on those used in the U.S. House of Representatives (*Jefferson's Manual*), but adapted for smaller organizations and societies

NOTE: "Parliamentary law" is not actual law in the sense that it is not codified or used in a court proceeding; instead, "parliamentary law" and *Robert's Rules of Order* should be seen less as binding on an assembly and more as a set of strong guidelines an assembly can mold to its own needs

Robert intended his *Rules of Order* to be adopted by organizations, assemblies, and clubs to use as their parliamentary, or procedural, authority; following the procedures for adopting bylaws then, these *Rules of Order* become binding upon the organization to establish its procedural rules of order

Preliminaries

Kinds of Assemblies

Deliberative assemblies convene meetings; they are groups of people who come together with a common agenda: **the meeting**; the different types of deliberative assemblies are:

- Mass meetings:** Open and unorganized meetings with a purpose defined by the meetings' sponsors (e.g., political or social rallies)
- Conventions:** Meetings of delegates chosen to enact or debate decisions affecting a large group of people (e.g., the meetings by political parties to choose their nomination for the U.S. presidency)
 - Legislative bodies:** Lawmaking bodies chosen by a group of people for a fixed period of time (e.g., Congress)
- Boards:** Administrative or managerial bodies with an assigned, specific function (e.g., a Board of Trustees of a university)
- Committees:** Bodies that are usually very small and subordinate to an assembly or board (e.g., a congressional committee)

Mass Meetings

A special kind of meeting that is publicized and open to the public is a **mass meeting**; it usually takes on a "town hall meeting" format; to prepare for a mass meeting, the sponsors must:

- Choose who they prefer as a chairperson
- Choose who calls the meeting to order and nominates the chairperson
- Choose who should be nominated for secretary and by whom
- Decide the rules that will be proposed for the meeting
- Choose who makes the initial speech opening the meeting and explaining its purpose
- To conduct business, the assembly at the meeting should adopt **resolutions**; these resolutions may be drafted before the meeting, or the assembly can appoint a committee to draft the resolutions at the meeting

Conventions

A **convention** is an assembly of **delegates**, or representatives of the assembly or constituency, sitting as a single body and acting in the name of the larger group; an assembly may call a convention any time the bylaws authorize the assembly to call one; the bylaws that govern a convention should outline:

- The authorization for a periodic convention
- The powers and duties for the convention and the delegates
- The quorum for the convention
- The voting members
- Qualifications for the delegates and alternates and their election
- Anything the convention needs for its organization and operation

A **caucus** is a meeting the delegates hold before the actual convention where they decide how they will deal with certain procedural matters of the convention

Planning a convention requires a lot of preparation that usually starts months in advance; the established society should create committees for the convention to help organize the convention; usually the organization needs:

- A credentials committee**, which performs the following duties:
 - Distributes information for attending the convention
 - Distributes information for being a delegate
 - Examines all applications to verify the eligibility of the members who wish to be delegates
 - Compiles the list of eligible members
 - Arranges for registration to take place at the convention, usually starting one or two days before the convention starts
 - Handles registration
 - Prepares the committee's first report
 - Continues until the convention ends
- A committee on standing rules**, which drafts rules for the convention, including:
 - Parliamentary rules
 - Rules for conducting business at the convention
 - Any other non-parliamentary rules that the committee feels should be added
- A program committee**, which plans the schedule of meetings, proceedings, and convention events
- A convention arrangements committee**, which makes the arrangements for the site of the convention and any hotel arrangements for the members
- A resolutions committee**, which screens all the main motions that are about to come in front of the convention

Legislative Bodies

A **legislative body** is a constitutionally established public body of representatives chosen by an electorate for a fixed term of office, charged with making laws; each legislative body is specific to its own laws, procedural rules, and decorum; therefore, *Robert's Rules of Order* does not delve into the parliamentary procedure of legislative bodies

Boards & Officers

A **board** is the administrative and judicial body of the assembly with the power to act on behalf of the organization; usually the members of the board are elected or appointed

Officers are leaders of an assembly and are usually elected; there are three main officers that are essential to an organized group, especially a large group:

- President or chairperson**, although if the president is acting as the chairperson for the meeting, he/she is referred to as the chairperson
- Vice president**, who serves as the president or chairperson, if needed
- Secretary**, who keeps the minutes (or notes) of each meeting and is the records keeper for the assembly

The president or chairperson has many important duties in running the meetings and the assembly; they include:

- Opening a meeting on time and calling it to order
- Announcing the order of business and keeping to the stated order
- Recognizing members to speak on the floor
- Keeping tabs on voting procedures and announcing the legitimate results of each vote
- Refusing to honor frivolous motions and ensuring that all members act with decorum
- Handling business in the most efficient way possible
- Deciding questions of order and responding to members' questions about parliamentary procedure
- Authenticating his/her signature
- Properly adjourning the meeting



Committees

Committees, or bodies of one or more elected or appointed people who consider, investigate, or take action on specific matters, can take many forms:

- **Ordinary committee:** A small number of people to whom the assembly gives a specific task, such as the Senate Judiciary Committee, which is charged with vetting Supreme Court candidates
 - **Committee of the whole:** A whole assembly charged with acting as an ordinary committee; this is usually used only in larger legislative assemblies, when a motion to commit passes
 - **Standing committee:** Committees that continue to exist, such as a committee created by the bylaws
 - **Special committees:** Committees that stop existing when they finish the task they were assigned; an example is the Watergate committee, which investigated President Nixon
- Committees are created through the bylaws or through a main motion; there are various methods of appointing or electing members to the committee:
- **Election by ballot**, where the assembly nominates the committee members and votes according to a ballot

- **Nominations from the floor**, where the assembly nominates the committee members without the secrecy of ballot voting
 - **Nominations by the chair**, if the chairperson has special knowledge and judgment about the committee's tasks
 - **Appointment by adoption of a motion naming members to a committee**, where the assembly adopts a motion to create the committee that includes the committee members' names
- Committee meetings follow the same parliamentary procedure as do the larger assembly meetings, including the rules outlined in the bylaws

Committee of the Whole

A **committee of the whole** and its alternate forms are procedural devices that allow the full assembly to consider a matter deeply as a committee would

- A **committee of the whole** is usually used in larger assemblies; any voting results are used as recommendations to the assembly and not as a final decision of the assembly

- A **quasi-committee of the whole** is usually used in medium-sized assemblies; the voting operates the same as in a committee of the whole, except that the chairperson of the assembly remains as the chairperson of the committee
 - **Informal consideration** is best suited for a small assembly; it lifts the formal speaking and debating requirements
- Even though a committee of the whole (or quasi-committee of the whole) acts like the general assembly, important exceptions include:
- Committees of the whole cannot create subcommittees or comment on another committee's work
 - Appeals from the decision of the chair must be directly voted on
 - Debate can be closed or limited by the assembly only before going into committee of the whole
 - Committees of the whole cannot order roll call or ballot votes
 - Committees of the whole cannot impose disciplinary measures; they may only report the facts to the assembly
 - Committees of the whole cannot adjourn or recess

NOTE: Permanent Society = Club = Organization = Assembly; *Robert's Rules of Order* uses these terms interchangeably

Starting a Permanent Society

Organizing a **permanent society** starts much the same way as a mass meeting, but the invitations are limited to interested people; anyone may organize a permanent society, and the organizer should choose the interested people to begin the organization; at the first organizational meeting, the proposed members should accomplish these tasks:

- Elect temporary officers
 - Adopt a resolution to form an organization or society
 - Provide background information for the organization or society
 - Give opinions as to the direction the organization should take
 - Introduce and adopt a motion to form a committee to draft bylaws
 - Introduce and adopt a motion to fix the meeting dates and times for the report of the bylaws committee
 - Introduce and adopt a motion authorizing the bylaws committee to reproduce copies of the complete draft for everyone
- At the second organizational meeting, the members should:
- Read and approve the minutes from the first meeting
 - Receive the report from the bylaws committee
 - Read each article and section from the bylaws
 - Vote to adopt the bylaws
 - Decide the date and time for the next meeting

Combining or Ending Organizations

- When two existing organizations wish to combine, they may **merge**, where one organization loses its independent identity, or **consolidate**, where each organization keeps its independent identity, and they form a new organization to absorb the two organizations' assets and liabilities
- When an organization ends, it **dissolves**; an incorporated organization must dissolve according to the laws of the state in which it is incorporated, through a resolution

Procedural Rules & Bylaws for All Types of Organizations

Assemblies and organizations need **procedural rules** to guide parliamentary procedure; the different kinds of rules assemblies and organizations can adopt are:

- **Corporate charters:** Legal instruments needed for incorporating an assembly or organization under the laws of a particular state
 - **Constitution/bylaws:** A society's own basic rules for itself as an organization, such as its name, purpose, and committees
 - **Rules of order:** Rules of parliamentary procedure for running ordinary business while in meetings
 - **Standing rules:** Rules for the administration of the organization instead of parliamentary procedure
- Bylaws** are the rules that the organization uses for its own administration; usually an organization appoints a committee to draft the bylaws before implementation; the basic way to structure bylaws is:

- **Article 1 – Name:** Describes the name of the organization if not already done in a corporate charter or constitution
 - **Article 2 – Object:** Describes the society's objective and the reason behind its creation
 - **Article 3 – Members:** Describes the different types of members, qualifications for membership, and any dues or fees that must be paid
 - **Article 4 – Officers:** Describes the officers, their duties, and how the officers will take their office
 - **Article 5 – Meetings:** Describes the dates and times for regular meetings or how the assembly will schedule meetings
 - **Article 6 – Executive Board:** States which offices are included in the executive board, delineates the powers of the board, and describes any rules for the board to conduct its business
 - **Article 7 – Committees:** Establishes standing committees as well as their functions and procedures
 - **Article 8 – Parliamentary Authority:** Describes the process through which the organization adopts its rules of order
 - **Article 9 – Amendment of Bylaws:** Describes the procedure for amending the bylaws
- Organizations may always add additional articles if needed to describe the duties of officers, financial obligations, etc.

Amending Bylaws

Bylaws are amended through the main motion **amend something previously adopted**, the procedure for raising the motion is the same as any other motion except:

- The bylaws may specify any special rules for the motion's adoption, although the bylaws must include notice and a two-thirds vote for adoption of the amendment
- The notice of the motion for amendment must limit the permissible primary and secondary amendments
- The organization cannot reconsider affirmative votes on the motion to amend the bylaws
- Even though the motion is a main motion, other main motions may be pending at the same time for changes to the bylaws

Depending on the length of the bylaws, the organization amends them through:

- **Isolated changes**, made by motion, could include multiple changes in one motion
- **General revisions**, made by substituting a whole new revised set of bylaws if the revisions are extensive enough

The procedure for considering many amendments at one time is the same as amending a motion by seriatim, or by paragraph:

1. The assembly is given notice of each individual amendment, even if two or more are competing
 2. The chairperson organizes each amendment as though the assembly were to fill in the blanks of the bylaws
 3. The chairperson reads the first submission, and it is explained by its proponent
 4. The chairperson then asks if there is any debate on the amendment
 5. Once debate has ended, the assembly votes on the amendment
 6. Once all amendments have been voted upon, the chairperson opens the entire document for amendments, and the process starts over if needed
 7. Once all amendments are made and included, the chairperson presents the amended rule and asks for a vote for the entire document
 8. The assembly votes on the entire document
- Amendments to bylaws take effect immediately upon adoption; the bylaws should specify the margin by which an amendment must win

Procedures for Conducting a Meeting

Major vocabulary terms for meetings:

- **A meeting** is an assembly of members in a single room to conduct business
- **A session** is a series of connected meetings for a single order of business or agenda
 - A **recess**, taken in the middle of a meeting, is a short break having no effect on the business of the meeting, after which the meeting is resumed where it left off
- **An adjournment** ends a meeting
- **An adjournment sine die** ends a session or a series of meetings

The assembly and its bylaws decide how many meetings and sessions to hold and their frequency; when a meeting ends, the assembly should decide when and where to hold the next meeting.

Assemblies must finish any pending business before adjourning a session; the assembly in the following session is not tied to any business that was not discussed in the previous session.

There are different types of meetings an assembly can hold:

- A **regular meeting** is a meeting held on the date and time specified in the bylaws to discuss any business that arises within the scope of the assembly
- A **special meeting** is a meeting that is not held at the regular time and date to deal with urgent business that cannot wait until the following regular meeting
- An **adjourned meeting** is one that continues the previous session or special meeting, taking up the business that was interrupted at the adjournment of the last meeting
- An **annual meeting** is a meeting held once each year, usually to give the various reports of officers and committees
 - An **executive session** is a secret meeting for executive business
 - A **public session** is the opposite of an executive session and must be open to the public, even if the public is not a member of the assembly

Starting a Meeting

To start a meeting, the chairperson of the meeting must **call the meeting to order** by taking his/her position (usually at the front of the room) and saying, "The meeting will come to order"; once the chairperson calls the meeting to order, the meeting can begin on the **order of business**; this order is usually:

1. Reading and approval of minutes
2. Reports of officers, boards, and committees
3. Reports of special committees, or committees appointed to exist for a specific task
4. Special orders, or business that has a special priority, such as committee reports left over from the previous meeting
5. Unfinished business and general orders, or business left over from the previous meeting
6. New business

Meeting business is usually handled with **motions**; to bring a motion before the assembly, the steps are:

1. The member must be recognized by the chairperson, usually by standing and waiting to be called upon
2. He/she then makes the motion by saying, "I move to..."
3. Another member seconds the motion, saying, "Seconded"
4. The chair repeats the motion; at this time, the motion is **pending**, or open to discussion

Motions usually made at the beginning of meetings are:

- **Call for the orders of the day**, in which the assembly adopts its agenda or order of business
- **Fix the time to which to adjourn**, where the assembly decides when the meeting will end and sets a time for the next meeting

Minutes

The **minutes** are the record of the meeting's procedures and what was accomplished at the meeting; minutes generally include:

- The name of the assembly and the kind of meeting
- The date and time of the meeting
- Who was present at the meeting and who operated as the chairperson
- The approval of the previous meeting's minutes, if needed
- All main motions, their topics, and who proffered them
- Whether the main motions were approved or denied and the number of votes for each side
- All secondary motions when needed for clarity or completeness
- All notices of motions
- All points of order and appeals and their dispositions
- When the meeting adjourned

Reports

Reports of officers are reports of an officer's administrative duties; examples of these reports include:

- **Reports of executive officers**, which usually contain information or recommendations for actions
- **Treasurer's reports**, which report on the financial state of the organization
- **Reports of other officers**, which are usually made annually and for informational purposes only

Reports of boards and committees are official statements formally adopted by the body as information for the assembly (e.g., a report of the committee for drafting the bylaws would include drafts of the bylaws); the reports must contain only information that has been legally agreed to in the board or committee meeting

Quorum

To hold a meeting and conduct business, there must be a **quorum**, or a certain number of members present, at the meeting; the number is usually a percentage of the total members and can be fixed by the assembly or by rules

If a quorum does not exist at a meeting, the meeting must immediately adjourn, as all business completed without a quorum would be illegal

Decorum in Debate

Once there is a quorum and the chair calls the meeting to order, members can be recognized for motions:

1. To obtain the floor, the member must stand and address the chairperson by saying, "Mr./Madam Chairperson"
2. The chairperson recognizes the member by saying the member's name
3. The member may then introduce a motion for **debate**; the general rules of debate are:
 - The speaker must be recognized by the chairperson before speaking
 - The speaker cannot usually speak for more than ten minutes unless the members decide otherwise



- Members should not speak more than twice on a motion
- The chairperson cannot close debate before every member who wishes to speak is able, within a reasonable period of time
- Everyone must adhere to **decorum**, carrying on the debate in an orderly manner without personal attacks on other members

Members can adhere to decorum by:

- Confining their statements and remarks to the merits of the pending question and not outside the scope of the question
 - Not attacking a member's motives for speaking for or against or presenting a motion
 - Addressing all statements and remarks through the chairperson
 - Addressing the speaker or the chairperson correctly (never use "you," but always refer to the speaker or the chairperson in the third person)
 - Avoiding the use of members' names
 - Not speaking adversely on a prior action that isn't pending and has already been finalized
 - Refraining from speaking against his/her own motion
 - Reading from reports or quotations only without objection or with permission; a member may read from reports or quotations with the chairperson's permission as long as no other member objects
 - Continuing to stand when the chairperson addresses him/her directly during an interruption
 - Refraining from disturbing the assembly during debate
- The chairperson has guidelines for decorum as well:
- The chairperson always refers to him/herself in the third person
 - When reporting in his/her presidential capacity, the chairperson may speak of him/herself as "Your President"
 - The chairperson does not refer to a member's name, only referring to him/her in the third person (e.g., "Will the speaker...")
 - The chairperson may refer to a member by name when assigning the floor, however
 - The chairperson must not participate in the debate except through the vice president

Recognition Preference

The preference rules for recognizing a member when there is a debatable question pending on the floor are:

1. A member can stand to give previous notice of a different motion
2. The member who presents the motion and who has not yet spoken on the motion, including:
 - The reporting member's motion to implement a recommendation from a committee report
 - The member who moved to un-table a motion that was previously laid on the table
 - The member who made a motion to reconsider
3. Members who have not yet spoken on the question; if everyone who wishes to speak on the question has, members may speak again

4. The chairperson should recognize alternating opinions on the question or motion
The preference rules for recognizing a member when there is no debatable question pending on the floor are:

1. A member assigned to offer a motion or an important prearranged main motion
2. When a set of motions is presented in a series, the member presenting the motions has preference to present each motion in turn
3. A member who offers a similar motion to one that the assembly voted down at the member's suggestion
4. A member may be recognized over a member offering a main motion when a member rises:
 - To move to reconsider and enter on the minutes
 - To move to reconsider a vote
 - To call up a motion to reconsider
 - To give previous notice
 - To move to un-table an issue

Members cannot interrupt each other, except in some urgent situations:

- A call for the orders of the day when they are not followed
- Raising a question of privilege
- Raising a point of order, brought by a member who believes the chair has breached the parliamentary rules
- The chair calling to a member's attention that he/she is not observing the speaking rules
- Calling for a separate vote on a set of resolutions on different subjects that were included in one motion
- A request that requires an immediate response
- An appeal
- An objection to the consideration of a question
- A division of the assembly

At the end of the interruption, the member who has the floor regains it when the chairperson asks him/her to stand to regain his/her position on the floor

Assemblies may set their own rules for debate in their bylaws; some general guidelines that assemblies should use when creating their debating rules are:

- Speeches should be no longer than ten minutes each
- The member speaking should immediately conclude his/her speech when the chairperson rises
- If the member needs only a minute more for his/her speech, the chairperson need not dismiss the member immediately
- No member should speak more than twice per question per day
- Members are not allowed to yield their unelapsed time to another member to allow one member a particularly long speech
- Merely asking a question or making a brief suggestion is not speaking in debate and should not be counted against a member for his/her daily speech limit

Motions

Main Motions

Original main motions are motions that bring a substantive question to the assembly for debate and action; these are different from **incidental main motions**, which are motions dealing with the procedure of the assembly, like the **call for the orders of the day** motion

Characteristics of main motions:

- Every other motion takes precedence over the main motion
 - Main motions cannot be applied to any other motions
 - They must be seconded
 - There can be only one main motion on the floor at a time
 - They are debatable, amendable, and can be reconsidered
 - They mostly require a majority vote
- After a member brings a motion to the assembly, the assembly must either consider the motion or dispose of the motion; to fully consider a motion:
- The assembly debates the motion, unless no one in the assembly wants to debate the motion
 - The chairperson puts the motion to a vote
 - The chairperson announces the results of the vote

10 Easy Steps for Making Motions

1. The member asks permission from the chairperson for the floor
2. The chairperson grants permission
3. The member makes the motion, stating, "I move to..."
4. The chairperson asks for any seconds
5. Members may stand and call out "Second," or they may simply call out "Second"; if there is no second, the motion fails immediately
6. If there is a second, the chairperson states the question of the motion; this opens debate
7. The assembly debates the motion; during this time, the motion may be amended or tabled for further debate at a later time
8. When debate is finished, the chairperson puts the motion to a vote
9. The chairperson counts the votes
10. The chairperson announces the votes and enacts or defeats the motion

Subsidiary Motions

There are different types of motions; **subsidiary motions** deal with the original main motion, such as:

- **Postpone indefinitely**, which kills the original main motion without a direct vote on it
- **Amend**, which modifies something in the main motion before the assembly acts on the motion (**NOTE**: The assembly must agree to amend the motion and then agree on the amendment before the amendment can be thought of as the main motion)
- **Commit or refer**, which assigns the motion to a committee for investigation or a report
- **Postpone definitely**, which puts off the question until an expressed time
- **Limit or extend debate**, which either shortens or lengthens the time for debate on a motion if the assembly needs it
- **Previous question**, which closes debate and amendments, bringing the assembly to a vote on the motion
- **Lay on the table**, which interrupts the current business to introduce urgent business immediately

Subsidiary motions have four characteristics that make them subsidiary:



- These motions always apply to motions and do something to them, or change their status
- They may be applied to any main motion
- They fit an order of preference (as listed previously)
- They may be applied at any time from the point when the chairperson states a question upon which they may be applied to the time when the question is voted upon

Privileged Motions

Privileged motions do not relate to any business, but they take precedence over everything else in the assembly; these motions include:

- **Call for the orders of the day**, which need not be seconded
- **Raising a question of privilege**, which permits an emergency motion or question dealing with the rights and privileges of the members
- **Recess**, which gives the assembly a short break
- **Adjourn**, which closes the meeting
- **Fix the time to which to adjourn**, which sets the time for the meeting to end

Privileged motions are privileged because they take precedence over debate to deal with urgent procedural matters; they take the order of preference as listed previously

Incidental Motions

Incidental motions do not necessarily relate to business but answer questions of procedure with regard to motions; they are in order only when they are legitimately incidental to another pending motion or to other business at hand, at which point they take precedence over any other pending motions; they must be decided before business can continue; these motions include:

- **Point of order**, which asks the chairperson for a ruling and enforcement of the rules when a member thinks the rules were broken, which need not be seconded
- **Appeal**, which takes away a decision from the chairperson and gives it to the assembly if a member thinks the chairperson's decision was wrong
- **Suspend the rules**, which suspends the rules when the assembly wants to do something it cannot do without breaking the rules
- **Objection to the consideration of a question**, which avoids a main motion if the assembly thinks the motion should have never come before it
- **Division of a question**, which separates different parts of a question or motion that can stand on their own
- **Consideration by paragraph or seriatim**, which permits debate on different parts of a long motion or question without putting the different parts into question
- **Division of the assembly**, which requires the chairperson to take a vote by each member rising to give his/her vote

- **Motions relating to nominations**, which must be raised if the bylaws do not outline mechanics for nominations and an election
 - **Request to be excused from duty**, which relieves the member from an obligation he/she holds
- While the incidental motions look like subsidiary motions, none of the incidental motions has all four characteristics of the subsidiary motions; it should be noted that each incidental motion is applicable only in the specific period of time in which it is raised; generally, incidental motions deal with procedural questions arising out of:
- Another pending motion
 - Another motion or business item that:
 - The motion attempts to introduce
 - Has been made but not yet repeated by the chairperson
 - Was just pending

Requests and inquiries are special types of incidental motions that connect to the business at hand; they include:

- **Parliamentary inquiry**, which directs a question on parliamentary procedure or the organization's rules to the chairperson, which need not be seconded
- **Point of information**, which requests information from the chairperson about the matter at hand, which need not be seconded
- **Request for permission to withdraw or modify a motion**, which asks the chairperson for permission to withdraw or modify a motion already stated by the chairperson
- **Request to read papers**, which asks the chairperson for permission to read excerpts from his/her papers, which is not usually allowed in debate

Motions That Bring a Question Again Before an Assembly

Motions that bring a question again before an assembly are special motions that do not fit anywhere else; they include:

- **Take from the table, or un-table**, which takes up a motion or an order of business that was earlier laid on the table
 - **Rescind**, which takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted
 - **Amend something previously adopted**, which modifies a motion, amendment, bylaw, section, or paragraph that was presented and adopted if rescinding is too much
 - **Discharge a committee**, which takes a matter out of a committee's hands before they have made a report on their findings so the assembly may act on it or the matter may be dropped
 - **Reconsider**, which prompts the assembly to reconsider a motion that was adopted earlier that day, but new information or a changed situation makes it clear that the true will of the assembly would not be followed with the previous course
- The reason why these motions are separate is because they relate to the following principles of parliamentary procedure:
- During a session or meeting when the assembly decides a question, it cannot be brought up again except through special circumstances
 - When an assembly disposes of a question without finally acting on it, no similar or conflicting motion that would restrict the assembly in acting on the first motion may be introduced
 - Changing something the assembly already adopted requires more than what was necessary to adopt it in the first place

Enacting Motions

For an assembly to enact or approve the motion, the assembly needs to vote on it; usually a majority of votes is needed to enact or approve the motion; however, certain motions require a two-thirds majority of voters to approve the motion; these include motions that:

- Suspend or modify a rule of order
- Prevent the introduction of a question for consideration
- Close, limit, or extend the limits of debate
- Close nominations, polls, or otherwise limit voting
- Take away membership or an office

Special Note on Amendments

Amending a motion (or the bylaws) modifies the wording of the motion; the motion to amend:

- Must always be germane to the motion, meaning the assembly cannot amend a motion that is not pending
- Does not modify the motion if the amendment fails
- Can be applied to any main motion, but it cannot be applied to itself
- Must always be seconded
- Is out of order when another motion has the floor
- Is debatable when the motion that is being amended is debatable; if the motion is not debatable, then the motion to amend is not debatable
- May be amended, but secondary amendments are not allowed
- Requires a majority vote
- Can be reconsidered
- When applied to a main motion, takes precedence over the main motion and the motion to postpone indefinitely but gives way to all other motions
- When applied to a non-main motion, takes precedence over the motion that it seeks to amend but gives way to any other motion that would take precedence over the motion

Improper amendments include amendments that:

- Are not germane to the motion
- Have the effect of rejecting the main question
- Have the effect of repeating a question the assembly has already decided
- Change one parliamentary procedure into another
- Change the form of another amendment
- Strike out enacting words, such as "resolved"
- Are frivolous, or do not otherwise follow the rules of decorum
- Make the motion or question incomprehensible or incoherent
- Would convert the motion to an improper form
- Change the preamble of a resolution without finally amending the subsequent paragraphs or clauses

An amendment can take one of five forms:

- Inserts or adds words or paragraphs according to the following rules:
 - The motion for amendment must specify exactly where the words or paragraphs are to go by naming the words or paragraphs before and after the insertion
 - After words have been inserted or added, they cannot be removed unless there is a reconsideration or a new motion:
 - › to strike out the entire paragraph where the words were inserted or added
 - › to strike out a portion of the paragraph where the words were inserted or added
 - › to substitute an entire paragraph for the one in which the words were inserted
 - › to strike out a portion of the paragraph and enter in new words or a new paragraph that presents a different question

- If a motion to insert words is voted down, it may still be revived through a motion:
 - › to insert part of the words
 - › to insert part of the words in a different place
 - › to insert the same words in place of others
 - › to insert the same words in a different place where the effect will be different

- **Strikes out words or paragraphs** according to the following rules:
 - The motion must specify the location of the words
 - Only consecutive words may be struck out
 - If a motion to strike words fails, it may still be revived through a motion:
 - › to strike out only part of the words
 - › to strike out the words with some others
 - › to strike out all or a part of the same words and substitute them for others
 - › to strike out all or some of the same words together with some others and substitute them for others

- A motion to strike a paragraph may be open to a secondary amendment in any form that is available to striking words
- A struck-out paragraph cannot be inserted again unless the wording is changed to present a different question
- **Strikes out and inserts** according to the rules above
- **Substitutes**, also according to the rules above
- **Fills in blanks**, using one of three ways:
 - To fill a blank with a name, the chairperson takes nominations for the name and the assembly votes on them until one receives a majority
 - To fill a blank with an amount of money, the chairperson takes nominations for the amount and arranges the amounts so that the least acceptable amount is voted upon first
 - To fill a blank with a place, date, or number, use one of the above methods depending on the circumstances

When an amendment needs to be amended, or an amendment is applied to itself, a **secondary amendment**, or an amendment to the amendment, results

Voting

Putting the question is when a chairperson calls for a vote on a motion after clarifying to the assembly upon what they are voting; an assembly votes using the following methods:

- **Voice**, which is the usual method
 - **Rising**, which is used to determine the winner of an inconclusive voice vote
 - **Show of hands**, which is used instead of rising, usually in smaller groups
- The chairperson then counts and announces the vote:
- Usually a motion needs a simple majority to pass, but some need a two-thirds (66%) majority to pass, as explained previously



- The assembly can decide if there are restrictions on who may vote, such as limiting votes to only those present at the meeting, or using another ratio of winning votes to pass a motion
- All members have a right to **abstain**, or decline from voting, if they have a personal interest in the outcome of the vote
- If the motion passes, it passes immediately
- A chairperson may vote when his/her vote will affect the result, such as to break a tie, but a chairperson may not vote twice

Nominations & Elections

A **nomination** is a motion to elect a person to a position; the methods of nomination are:

- **The chair**, where the chairperson nominates the candidate
 - **From the floor**, where a member nominates the candidate
 - **Ballot**, where members may nominate other members for an office on a ballot (note that this is not the same as a petition election, as described below)
 - **Mail**, where members are too far away to meet together in one place; this acts much like a ballot nomination, but nominations are simply collected through the mail instead of in person
 - **Petition**, where a group of members may nominate someone by a petition
- Assemblies and organizations may have their own rules outlining how to run elections; some methods are:
- **Ballot election**, in which the assembly votes for the candidate on a ballot
 - **Viva-voce election**, in which the assembly votes for the candidate by a voice vote
 - **Roll-call election**, in which each member stands and states for which candidate he/she is voting
- Elected officers win their seats when they win the most votes; an elected officer takes his/her office immediately upon winning an election, unless the assembly's rules state otherwise

Disciplinary Procedures

- Disciplinary procedures should be outlined in the bylaws so that every member has notice as to the procedures; a fair disciplinary procedure includes:
- A confidential investigation by a committee to determine if further disciplinary action is warranted (**NOTE**: This committee does not have power, if not delineated in the bylaws, to compel a member to appear in front of it)
 - The committee prepares and presents a report on the investigation, either exonerating the member or recommending the charges for the guilty member
 - The accused is formally notified, and his/her rights are suspended for the duration of the trial
 - A trial, or formal hearing, on the charges at which the accused may appear to defend him/herself
 - The assembly reviews the committee's findings if the trial was not held in front of the assembly

The procedure for running the trial should include:

1. The chair directs the secretary to read the charges aloud to the committee or the assembly
2. The chair asks the accused how he/she would plead (guilty or not guilty)
3. If the accused pleads guilty, the trial ends
4. If the accused pleads not guilty, the trial proceeds in this order:
 - Opening statements by both sides
 - Witness testimony
 - Testimony of defense witnesses
 - Rebuttal witnesses for the organization or society
 - Closing arguments by both sides
5. The accused leaves the room when both sides finish their closing arguments
6. The committee or the assembly deliberate as to the guilt or innocence of the accused member
7. When deliberations are complete, the chair states, "The question before the assembly is: Is the member guilty of the specifications against him/her?"
8. The assembly or the committee members vote
9. Any punishment must be decided by a ballot vote, by a two-thirds margin
10. When voting is done, the accused is called back into the hall and the result is delivered

Ending a Meeting

A chairperson ends a meeting by **adjourning**, or closing the meeting, after all debate and business are finished; if there is unfinished business, the assembly may take it up at the next meeting; before a meeting ends, the assembly should decide the date and time of the next meeting if it is not already decided in the bylaws

Before adjourning, the chairperson must:

- Inform the assembly of any unfinished business to give the assembly the opportunity to finish it before adjourning
 - Make any important announcements
 - Make any motions to reconsider a previous vote if needed
 - Make a motion to reconsider and enter on the minutes
 - Give notice of a motion that will be presented at the next meeting if the motion is one that requires notice
 - Move to set a time for an adjourned meeting if there isn't one already scheduled
 - Formally state that the meeting "is adjourned"
- The motion to adjourn must, like all motions, be seconded and voted upon so that the chairperson cannot end a meeting without the assembly's consent
- If all business is finished and the preselected hour to adjourn has arrived, the assembly need not move to adjourn; the chairperson may ask, "Is there any further business?"; if there is none, the chairperson may then say, "Then I hereby adjourn this meeting"; the meeting is then adjourned

Form of Popular Motions

When you want to make a motion to...	You say...
Postpone indefinitely	I move to postpone the motion indefinitely
Amend	I move to amend the motion by...
Commit or refer	I move to commit/refer the matter to...
Postpone definitely	I move to postpone the motion to...
Limit or extend debate	I move to limit/extend the time for debate
Previous question	I move for previous question
Table	I move to table...
Un-table	I move to un-table...
Orders of the day	I move for the orders of the day
Question of privilege	I rise for a question of privilege
Recess	I move for a recess
Adjourn	I move to adjourn
Fix the time to adjourn	I move to fix the time to adjourn
Point of order	Point of order, Chairperson, (question)
Point of information	Point of information, Chairperson, (question)
Rescind	I move to rescind my motion
Reconsider	I move for a reconsideration of...
Vote	I move to vote on...
Nominate	I move to nominate...
Suspend the rules	I move to suspend the rules and...
Divide the question	I move to divide the question
Divide the assembly	I move for a rising vote

How to Use the Book

- Go to the table of contents and search for the action for which you need help (the table of contents does not list page numbers; it lists section numbers)
- Go to the section to which the table of contents directs you; *Robert's Rules of Order* is written in prose, so you will have to read the whole section to get a comprehensive idea of what it contains
- Each individual section is part of a larger section, so it is beneficial to read other sections in the subheading if you need more direction; this is especially helpful if you do not know when the topic you are researching arises during a meeting
- If you find yourself in a part of the rules that provides little guidance, do not worry—the rules assume that your assembly will write its own bylaws to fit its own purposes
- **NOTE**: *Robert's Rules of Order* can be superseded by your assembly's bylaws; so, if *Robert's Rules of Order* does not fit your assembly's processes, there is no need to change your assembly's rules to fit those outlined in *Robert's Rules of Order*

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