



2023 ANNUAL MEETING & ELECTIONS NOTICE

Annual Meeting

Our neighborhood Annual Meeting will take place on **Saturday, April 29 from 10:30a – 12:00p** at the Leisure Center Community Room (401 S. Pavilion Way). For reference, this is the same location as last year and in the building across from where the Farmer's Market takes place during the summer season.

In addition to reports and updates, we will be electing officers for the next year. We encourage you to consider running for office (see details below) as we anticipate some vacancies.

Meeting Agenda

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- Welcome and Introductions
- Special Guests
 - Mayor
 - Palm Springs Police Department
 - ONE-PS
 - Oswit Land Trust/Prescott Preserve
- Neighborhood Updates
 - President's Report
 - Treasurer's Report
 - LBH Modernism Week Tour Recap and 2024 Opportunity
- 2023-24 Elections
 - Volunteer Committee Opportunities

Neighborhood Party - Spring Fling

Our spring party will take place following the Annual Meeting on **Saturday, April 29 at 12:30p**. The party will take place at a home in the neighborhood. We will share the location as we get closer.

This will be a pitch-in. The neighborhood will provide the main dish, beverages, and paper products. We ask you to bring an item based on your street/location.

- **Compadre:** side dish
- **Roxbury:** side dish
- **Bedford:** dessert
- **Canon:** dessert
- **El Cielo:** side dish
- **The Palms:** dessert

Board of Directors and Elections (from Bylaws)

Section 1 The Membership shall elect the Officers by a simple majority vote at the annual Little Beverly Hills Neighborhood Organization membership meeting. Any member of the Organization may self-nominate for one office at the meeting. One member of each household within the Little Beverly Hills Neighborhood boundaries who attends the meeting will be provided with a ballot. Each property equates one vote. Only one vote for each board position may be given. Election to each contested position is by simple majority vote.

Section 2: The Officers are:

- President
- Vice President
- Secretary
- Treasurer
- Communications Facilitator

Section 3: The Officers shall serve a one-year term with no term limits.

Section 4: The President's role and responsibilities are:

- Preside over the annual membership meeting.
- Preside over the Board of Directors meetings.
- Assure that the Bylaws are enforced.
- Have signatory authority with the Treasurer.

- Initiate payments and reimbursements for Organization-related expenses, as approved by the Officers.
- Have authority to initiate any Organization-related expenditure for amounts less than \$250
- Prepare an annual report on the status of the Organization.
- Prepare an annual budget with the Treasurer.
- Oversee the planning and scheduling of Board of Directors meetings and the annual Membership meetings.
- Act as the Alternate representative for the Little Beverly Hills Neighborhood Organization on ONE-PS.

Section 5: The Vice President's role and responsibilities are:

- Act as the President during any absence of the President.
- Assist the President, as requested, in the execution of the President's duties.
- Represent Little Beverly Hills Neighborhood Organization on ONE-PS.

Section 6: The Secretary's role and responsibilities are:

- Record the minutes of the Board of Directors and the annual Little Beverly Hills Neighborhood Organization membership meeting.
- Transmit such minutes to all appropriate parties, the Board of Directors and make them available to members upon request.
- Prepare official correspondence.
- Notify all members and eligible members (property owners and residents) of the annual meeting at least thirty days in advance.
- Notify the Board of Directors of meeting times and location as set by the President at least fourteen days in advance of any Board of Directors meeting.
- Maintain the meeting sign-in sheets.
- Notify ONE-PS and the Palm Springs Office of Neighborhood Involvement of any changes of the Organization's Representative and Alternate to ONE-PS.
- Serve as agent for service of process of the Organization unless the Board of Directors has designated another person or entity to so act.

Section 7: The Treasurer shall:

- Receive and deposit monies.
- Pay all expenses approved by the Board and/or President.
- Maintain on-going bank records and make such records available to the President and Vice President on request.
- Maintain and make available a detailed current financial statement to the Board of Directors for distribution at Board meetings. Create and make available a detailed fiscal year-end financial statement for the annual membership meeting.

- Assist President in preparing an annual budget.
- Collect dues, if established, and maintain a list of all members who have paid.
- Open a bank account with the President for any funds received via donations, fund raising events, dues if established, etc.
- Prepare or have prepared the Organization's annual federal and state exempt organization returns and statements of information.

Section 8: The Communication Facilitator shall:

- Maintain a data base with address, e-mail and other contact information for all property owners and residents in the boundaries of the neighborhood.
- Develop strategic means to communicate meetings and other events to the neighborhood residents. These will include, but are not limited to, a mix of traditional mail and e-mail.
- Establish other means of communication, such as via social media or an internet site for the neighborhood.