The formation of policies, guidelines and social norms takes place formally and informally in two principal ways:

- *** during <u>regular community meetings</u> when residents meet to discuss written proposals for new policies
- *** during occasional gatherings of the six "teams" whose responsibility it is to watch over our infrastructure, landscape, common house, social life, pool and finances.

Community meetings are held monthly or as need arises. It is hoped that all residents -- renters and owners - will attend. The current convener announces the meetings on the list serve approximately 3 weeks in advance and invites residents to submit agenda items. Most agenda items do not involve a change in policy, but we have a protocol in place for those that do: anyone can propose a new policy but he or she must introduce it formally to the community via a written proposal. The convener publishes an agenda 10 days in advance of the meeting, including the proposed new policy, if there is one. (Proposal forms plus detailed instructions for using them can be found on this website under Community Forms/Proposal Template.) This rule, of course, seeks to give everyone a chance to think about the proposal before the meeting. If the new policy is complex or potentially controversial, the sponsor(s) frequently call a Town Hall meeting a week or so before the meeting. (See the rationale and guidelines for Town Halls on this website.) In community meetings, all decisions are made by consensus, the rules for which are on this website. When an agenda item involves an expenditure, only owners can make the final decision and the owners of at least 16 different units must be present. Renters, however, can participate fully in the discussion.

The <u>six teams</u> are loosely organized and anyone can participate in a team's activities and/or attend its meetings -- dates and agendas for which are usually

announced on the list serve. Participants in team activities get "job share" hours for their work. Each team has a point person as well as a member with official "line item" authority who gives permission for spending money. Some teams' decisions will considerably affect the entire community and in such cases, team member bring the decision to a community meeting. Other times, teams' decisions either arise organically from their practice or are decided upon just by members of the team. Information about each team's responsibilities are included in this website. As the long lists suggest, in practice most teams are divided into sub-teams.