

# Session 9

## SAMPLE RESOLUTION

Community Associations Institute

**[Insert Community Name]**

POLICY RESOLUTION NUMBER \_\_\_\_\_

### Relating to Rights and Responsibilities for Better Communities

**WHEREAS**, Section \_\_\_\_\_ of the Bylaws of \_\_\_\_\_ (“Bylaws”) assigns the Board of Directors (“Board”) all powers and duties necessary for the administration of the affairs of \_\_\_\_\_ (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

**WHEREAS**, Section \_\_\_\_\_ of the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, the Board has determined that it is in the best interests of the Association and the Association’s members to adopt *Rights and Responsibilities for Better Communities*.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts *Rights and Responsibilities for Better Communities*, as a guide to the relationship between the Association and its members.

[Insert Community Name]

RESOLUTION ACTION RECORD

Resolution Type: \_\_\_\_\_ No. \_\_\_\_\_

Pertaining to: \_\_\_\_\_

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

|                         | VOTE: |       |         |        |
|-------------------------|-------|-------|---------|--------|
|                         | YES   | NO    | ABSTAIN | ABSENT |
| _____<br>President      | _____ | _____ | _____   | _____  |
| _____<br>Vice President | _____ | _____ | _____   | _____  |
| _____<br>Treasurer      | _____ | _____ | _____   | _____  |
| _____<br>Secretary      | _____ | _____ | _____   | _____  |
| _____<br>Director       | _____ | _____ | _____   | _____  |
| _____<br>Director       | _____ | _____ | _____   | _____  |
| _____<br>Director       | _____ | _____ | _____   | _____  |

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

FILE:

Book of Minutes - 20

Book of Resolutions:

|                | Book No. | Page No. |
|----------------|----------|----------|
| Policy         | _____    | _____    |
| Administrative | _____    | _____    |
| Special        | _____    | _____    |
| General        | _____    | _____    |

Resolution effective date: \_\_\_\_\_