What is a Proxy?

A proxy is a written authorization to act in place of another; in this case, to count as attendance toward a quorum for an owner unable to attend an annual or a special meeting where the business conducted requires a quorum. The proxy also enables the authorized proxy holder to vote on behalf of the absent owner.

Why do you need proxies to conduct an annual or a specific special meeting?

You do not need proxies to conduct an annual or special meeting - you need to have a quorum of the owners (present in person or by proxy) to conduct the meeting. The association's by-laws are their instructions on how to proceed and whether a quorum is necessary, depending on the business to be conducted. An annual meeting is held so owners can nominate a slate of candidates and vote to select a new board for the coming year.

What is a Special Meeting?

A Special Meeting is called when there is very important, specific association business that requires a quorum and vote of the membership as specified in the by-laws. A Special Meeting requiring a quorum may be a board member recall, passage of amendments or by-law changes. Gathering enough proxies insures a quorum so the meeting may be held and the business of the association conducted. Not all meetings require a quorum so it is good practice to consult the by-laws and confirm whether a quorum of the membership is required.

What constitutes a quorum?

In accordance with Florida Statutes, a quorum is established by the presence of 30% of the voting interests (owners) in person or by proxy. In the case of a Special Meeting to vote on amending the documents or a recall, 2/3 majority of the membership is required for passage.

What if an owner decides to attend the meeting after signing over a proxy?

If an owner attends the meeting the proxy is returned when the owner signs in before the meeting commences. Meetings must begin on time as designated in the official meeting notice (mailed the required number of days in advance). All owners must arrive early enough to sign-in before commencement of the meeting.

Why is it so important to hold an annual meeting each year?

The annual meeting is the community's opportunity to review the board's work from the past year. How were the financials handled? Is the community looking its best? What projects are in the works? How were the contracts awarded? These are questions that can be answered at the annual meeting. Then the voting interests of the community can best decide to keep or replace the directors.

Being a board member is strictly a voluntary position and not a part-time commitment. Most people join a board with good intentions. However, there have been incidents at communities where board members hire their own contacts or relatives as vendors or get on a board strictly to push for a personal agenda. This could present a conflict of interest. Any relationship with vendors must be disclosed. Board members must be held accountable to the membership for their actions. Annual meetings serve to keep the members informed and in control of their own community.