



## **MOFFAT WATER SUPPLY CORPORATION**

5460 LAKEAIRE BLVD. TEMPLE, TEXAS 76502

PHONE (254) 986-2457 FAX (254) 986-2530

[www.moffatwatersupply.com](http://www.moffatwatersupply.com)

*“This institution is an equal opportunity provider”*

### **Notice of Annual Membership Meeting for Moffat Water Supply Corporation**

1. The Annual Membership Meeting (Meetings) for the Moffat Supply Corporation Will Be held at the Moffat Volunteer Fire Department, located at 5660 Lakeaire Blvd, Temple Texas. The meeting will start at 7:00 pm on Monday, the 15<sup>th</sup> day of January, 2018.
2. Members may request that items be placed on the agenda by contacting the Corporation’s office during regular business hours at least one week prior to the date of the meeting. No motions may be accepted or action taken on issues brought up at the meeting from the floor. All action items must have been included in the Notice of Member Meeting posted 72 hours in advance of the Member Meeting in accordance with the Texas Open Meetings Act.
3. Members will check in with the Election Auditor who will verify whether the member has already submitted a ballot. Those members who are voting at the meeting will be provided with a ballot.
4. Members who want to address the Board or the Membership must sign-in on separate sheet provided by the Presiding Officer indicating the topic they would like to discuss. Members will be given three minutes each to speak.

#### **Agenda for the Annual Membership Meeting**

1. Pastor Carl Love will offer the invocation (Prayer)
2. Pledge of allegiance
3. Presiding Officer calls the meeting to order at 7:00 PM
4. Presiding director makes a last call for submission of ballots.

5. Presiding director announces the total number of members present at the meeting and the total number of ballots received prior to the meeting. Presiding director will then announce that a quorum of the membership is present and that the meeting may proceed. Election Auditor will begin counting the ballots. The Election Auditor may appoint someone to assist in counting the ballots.
6. Presiding Officer will excuse the Election Auditor to count the Ballots in a separate area.
7. Reading and approval of the previous Annual Membership meeting Minutes by the Membership.
8. Update Reports
  - a. Auditor's report (Financials).
  - b. General Managers Report.
  - c. Board Presidents Annual report.
9. Public Forum: Comments from members who signed up to speak- Limited to three minutes each.
10. Election Results
  - a. Election Auditor provides the Presiding Officer of the Board of Directors with a written report of the election results for Directors positions.
  - b. Presiding Officer announces election results for Board of Directors.
  - c. In the case of a tie vote, resolve by drawing lots under the direction of the Independent Election Auditor.
  - d. The Election auditor will re-count ballots if necessary (requested by any member) and publicly announces the results.
  - e. Presiding officer introduces newly elected Directors and if no objections, declares them as Board members to immediately assume the position of directors.
11. Closing comments by president.
12. Meeting Adjourned

After adjournment of the annual meeting, The Presiding Officer will conduct a Regular Monthly Board Meeting to elect officers, appoint committees, and to discuss and possibly take action on items as specified on the posted agenda.

**“This institution is an equal opportunity provider”**