How HOA Board Meetings Run: Call to Order, Quorum, Executive Session and Adjournment

Template

NOTICE OF EMERGENCY BOARD MEETING

[ASSOCIATION NAME]

An emergency meeting of the board of directors will be held:
Date: _____ Time: _____
Location or call-in details: _____

Reason the meeting cannot wait for regular notice (unforeseen event requiring immediate action):
_____

Matter to be decided: _____
No other business will be taken up.

Notice given on _____ by [mail / email / posting / telephone], as practicable.
Authority: [state statute or bylaws section] _____

Issued by: _____, Secretary Date: _____