

HOA Meeting Checklist -- Rhode Island

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Rhode Island. This reflects Rhode Island has no comprehensive HOA/planned-community meeting statute. HOAs organized as nonprofits are governed by the Rhode Island Nonprofit Corporation Act, R.I. Gen. Laws Chapter 7-6. where it applies -- always verify against your governing documents, which may set a stricter rule. This is a governance aid, not legal advice.

PHASE 1 - BEFORE THE MEETING

DETERMINE MEETING TYPE

- | | |
|--|--|
| ☐ Annual / membership meeting | ☐ Regular board meeting |
| ☐ Special membership meeting | ☐ Special board meeting |

REVIEW GOVERNING DOCUMENTS

- | | |
|---|--|
| ☐ Declaration / CC&Rs | ☐ Confirm notice deadline & method
<i>Notice: 10-60 days unless articles/bylaws provide otherwise; special-meeting notice must</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 10% of votes by default; bylaws may provide otherwise. §7-6-21.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No general annual-meeting agenda requirement; a special meeting must state its</i> |

PREPARE & SEND NOTICE

- | | |
|---|--|
| ☐ Notice sent by required method
<i>Mail / hand delivery / electronic as bylaws permit</i> | ☐ Notice includes: election information (if applicable) |
| ☐ Notice sent within required window | ☐ Notice includes: proxy instructions (if applicable) |
| ☐ Notice includes: date, time, location | ☐ Affidavit / proof of notice prepared |
| ☐ Notice includes: agenda items
<i>No general annual-meeting agenda requirement; a special meeting must state its purpose(s)...</i> | |

Watch out: Do not copy last year's notice without checking whether the meeting involves an election, amendment, budget change, or director removal - those may require different notice language or a longer window.

BUILD THE QUORUM WORKSHEET

TOTAL VOTING INTERESTS

VOTES NEEDED FOR QUORUM

NOTICE SENT DATE

MINUTES RECORDER

QUORUM REQUIREMENT

10% of votes by default; bylaws may pro...

MEETING DATE / TIME

NOTICE METHOD

ELECTION REQUIRED?

Yes / No

VERIFY PROXIES (MEMBERSHIP MEETINGS)

- | | |
|---|---|
| ☐ Each proxy is signed | ☐ No conflicting / duplicate proxies |
| ☐ Each proxy is dated | ☐ Proxies logged in a proxy register |

☐ Each proxy identifies the meeting

☐ Proxy validity / expiration checked

R.I. Gen. Laws §34-36.1-3.10(b) (Rhode Island Condominium Law, "Voting — Proxies"):

☐ Proxy is from an eligible voting interest

ELECTION PREPARATION (IF APPLICABLE)

☐ Candidate eligibility confirmed

☐ Who counts ballots - identified in advance

☐ Nomination procedure followed

☐ Tie procedure established

☐ Voting method determined (secret / open ballot)

☐ Ballot / proxy forms prepared

PHASE 2 - AT THE MEETING

OPENING

☐ Call meeting to order - record exact time

☐ Identify presiding officer

☐ Confirm proof of notice

☐ Identify minutes recorder

ESTABLISH QUORUM -- BEFORE ANY VOTE

OWNERS PRESENT

VALID PROXIES

TOTAL REPRESENTED

REQUIRED FOR QUORUM

QUORUM ACHIEVED?

10% of votes by default; bylaws may pro...

Yes / No

If quorum is not met: do NOT conduct member business. Call the meeting to order, announce the quorum calculation, and follow the applicable adjournment procedure. In Rhode Island: For condominiums, the statute establishes a 20% member quorum unless the bylaws provide otherwise and a 50% executive-board quorum unless the bylaws specify a larger percentage. The statute does not provide a general reduced-quorum or reconvening procedure for a meeting lacking quorum.

CONDUCT THE MEETING

☐ Follow the prepared agenda

☐ Do not vote on matters outside the agenda

Especially amendments, assessments, director removal

☐ State each motion clearly before voting

☐ Do not conduct member business at a board meeting

☐ Record who made and seconded each motion

☐ Member speaking rights observed

Open meetings: No HOA-specific open-board requirement was verified.

☐ Record the exact vote count and result

EXECUTIVE / CLOSED SESSION (BOARD MEETINGS)

☐ Valid statutory basis identified before closing

☐ Entry time recorded in minutes

☐ Exit time recorded in minutes

☐ Formal vote (if any) taken in open session after reconvening

☐ Post-session summary entered in minutes where required

Executive session is not a general privacy button. "We'd rather discuss this privately" is not a statutory basis. In Rhode Island, permitted categories: No HOA-specific statutory categories were verified.

IF NO QUORUM -- ADJOURNMENT

☐ Quorum calculation announced and recorded

☐ Motion to adjourn made and passed

☐ New date / time / place announced or noted for re-notice

☐ All proxies and attendance records preserved

☐ Adjournment procedure followed

For condominiums, the statute establishes a 20% member quorum unless the bylaws provide otherwise.

ADJOURNMENT

☐ Motion to adjourn made

☐ Adjournment time recorded

☐ Ballots / proxies retained

Do not discard - needed if results are challenged

PHASE 3 - AFTER THE MEETING

DRAFT MINUTES -- PROMPTLY

☐ Association name, meeting type, date, time, location

☐ Presiding officer and minutes recorder identified

☐ Proof of notice recorded

☐ Quorum calculation recorded

Owners present + valid proxies = total represented vs. required

☐ Each motion stated precisely

☐ Maker and seconder of each motion

☐ Vote count and result for each motion

☐ Election results recorded

☐ Executive session entry / exit times and any required summary

☐ Adjournment time recorded

Minutes are an official record, not a transcript. Record what was decided, not every word spoken. Avoid personal commentary. Good example: "Motion by Smith, seconded by Jones, to approve the landscaping contract for \$12,000. Passed 4-1." Bad example: "There was a long discussion and people seemed pretty divided."

RECORDS & FOLLOW-UP

☐ Minutes approved at next appropriate meeting

☐ Ballots and proxies retained

Minutes retention: No specific statutory meeting-minutes retention period was verified.

☐ Records available for member inspection as required

☐ Any required post-meeting notices sent

e.g. election results broadcast, assessment notices

☐ Action items assigned with owner and deadline

☐ Next meeting date confirmed and calendared

RHODE ISLAND QUICK REFERENCE

Governing statute	Rhode Island has no comprehensive HOA/planned-community meeting statute. HOAs organized as nonprofits are governed by the Rhode Island Nonprofit Corporation Act, R.I. Gen. Laws Chapter 7-6.
Member meeting notice	10-60 days unless articles/bylaws provide otherwise; special-meeting notice must state purpose(s). §7-6-19.
Agenda in notice	No general annual-meeting agenda requirement; a special meeting must state its purpose(s). §7-6-19.
Member quorum default	10% of votes by default; bylaws may provide otherwise. §7-6-21.
Proxy rules	R.I. Gen. Laws §34-36.1-3.10(b) (Rhode Island Condominium Law, "Voting — Proxies"): "A proxy terminates one year after its date, unless it specifies a shorter term." A unit owner may not revoke a proxy except by actual notice of revocation to the meeting's presiding officer; an undated proxy is void, and a proxy purporting to be revocable without notice is void.
If quorum fails	For condominiums, the statute establishes a 20% member quorum unless the bylaws provide otherwise and a 50% executive-board quorum unless the bylaws specify a larger percentage. The statute does not provide a general reduced-quorum or reconvening procedure for a meeting lacking quorum.

Board meetings open	No HOA-specific open-board requirement was verified.
Board meeting notice	No HOA-specific board-notice window was verified.
Board quorum default	Majority of directors, but never less than one-quarter of the directors fixed/stated. §7-6-25.
Executive session	No HOA-specific statutory categories were verified.
Minutes retention	No specific statutory meeting-minutes retention period was verified.
Citation	R.I. Gen. Laws §§7-6-19, 7-6-21, 7-6-25. A proposed statewide RI Homeowners' Association Act (H 8273) was not confirmed as enacted law and should not be treated as current law.

These reflect statutory defaults for Rhode Island and apply only when your governing documents do not specify otherwise -- your declaration and bylaws generally control. This checklist is a governance aid, not legal advice. For contested elections, amendments, director removal, or disputed voting rights, have the association's attorney review the procedure before the meeting.