

## **RULES AT MEETINGS**

April 1, 2011

Members of the homeowners' association have the right to attend and observe the business transacted at meetings, however they do not have the right to participate at meetings of the Board of Directors. The Board of Directors established rules enabling members to ask questions and make general comments on association business at the end of the meeting. In addition, the Chairman (or presiding officer) may call upon a homeowner during the discussion of an agenda item for additional input or comments. To formalize these rules, defuse controversy, prevent problems, and permit the Board of Directors to have regular and orderly communications, the following rules and regulations will govern membership participation:

1. Only members of the association will have the privilege of asking questions at the end of Board meetings, unless a proxy is appointed by the property owner specifying the date, time and place of the meeting where their appointee will be asking questions. This proxy notice must be in writing in the format outlined by the Association Attorney and delivered to the Chairman (or presiding officer) prior to the start of the meeting. If the member is then present and wants to make the presentation, then the member must notify the Chairman (or presiding officer) in writing prior to the meeting that the proxy has been voided. Only one individual, either the member or proxy, may make the presentation.
2. A time limit will be set by the Chairman (or presiding officer), at each meeting, taking into consideration the number of members wishing to speak, and normally limiting each member to three (3) minutes.
3. Once the member is recognized, all comments should be confined to a specific Agenda Item. The member should state their name, address, lot number and reference the specific agenda item, as posted prior to the meeting, to which he or she would like to make a comment. Comments and statements relating to personal motives and to personalities should not be made, and may be ruled Out of Order by the Chairman (or presiding officer).
4. If a member wishes to tape-record or videotape meetings of the association, they are subject to the following procedures: (a) Notify the Chairman (or Property Manager) in writing at least forty-eight (48) hours in advance, (b) The Chairman will announce to the membership that the meeting is being recorded, (c) If a videotape system is used, it must be installed prior to the commencement of the meeting, and not produce distracting sound or light, (d) If a tape, disk or any other type of recording is being made, the unit will be started at the beginning of the meeting and placed at the Board of Directors table. This will enable a better quality of recording with limited distractions. The recording device shall be turned off or placed on standby during any recesses or meeting breaks. No recording activity shall be initiated after the meeting has started.