



Standing Rule for Executive Meetings on Member Attendance, Participation, and Decorum

1. General Attendance and Observation

- a. Members in good standing of the St Augustine South Improvement Association are welcome and encouraged to attend all scheduled Executive Board meetings as observers.
- b. While observing the meeting, members must remain silent and refrain from interjecting, commenting, or participating in Executive Board deliberations.
- c. Members may not speak during the general order of business unless explicitly called upon or requested to do so by the presiding officer (Chair).

2. Designated Member Comment Period

- a. **Time Allocation:** A specific period no more than 15 mins is designated for "Member Comments and Questions" shall be included on the meeting agenda.
- b. **Time Limit:** Members wishing to address the Executive Board may only do so during this designated time and are strictly limited to **two (2) minutes** of speaking time per a membership household. Members are encouraged to submit written comments.
- c. **Executive Board Response:** The Executive Board is not obligated to debate, resolve, or directly answer questions raised during this comment period at the current meeting. The Executive Board will listen, take note of the issues raised, and work to provide a timely and appropriate response after the meeting has concluded.

3. Interim Executive Board Meetings and Notice to Members

- a. **Interim Meetings:** As a not for profit corporation, the Executive Board of Directors may hold interim Executive Board meetings between regularly scheduled general meetings to manage the ongoing operational, administrative, legal, and personnel business of the Association.
- b. **Notice via Website:** Notice of these interim Executive Board meetings shall be officially provided to the membership by posting the meeting date and time on the Association's official website with at least 48 hours advance notice. Direct individual mailing or emailing of notices for these interim meetings is not required.

4. Executive Session

- a. **Criteria:** In rare circumstances, the Executive Board reserves the right to convene in a closed Executive Session to discuss sensitive, confidential, or

legally privileged matters. Typical reasons include, but are not limited to, personnel matters, pending litigation, or private contract negotiations.

- b. **Procedure:** Entering an Executive Session requires a formal motion, a second, and a majority vote by the Executive Board during a meeting.
- c. **Clearance of the Room:** Upon a successful vote to enter Executive Session, all non-board members must immediately vacate the meeting room unless they are asked to be retained. If the meeting is scheduled to continue after the closed session, members will be invited back inside once the Executive Session officially concludes.

5. Decorum and Warning System for Members

- a. **Rules of Conduct:** All attendees are required to maintain a respectful and professional demeanor. Interruptions, cross-talking, shouting, or disrespectful behavior toward the Executive Board or other members will not be tolerated.
- b. **First Infraction:** The Chair will issue a formal verbal warning, reminding the individual of the standing rules of decorum.
- c. **Second Infraction:** The Chair will issue a final verbal warning, notifying the individual that any further disruption will result in their immediate removal from the premises.
- d. **Third Infraction:** The individual will be explicitly directed to leave the meeting immediately.
- e. **Failure to Comply:** If an individual refuses to leave after being directed to do so, the Chair will immediately declare a recess. Should the individual continue to refuse to vacate the premises during the recess, the Chair will request assistance to ensure a safe and orderly environment before the meeting can resume.

Adopted June 3rd 2026 by Majority Vote of the Present Executive Board