

**INDIAN SPRINGS LANDOWNERS ASSOCIATION  
CONDUCT OF MEETINGS POLICY**

1. CONDUCT OF MEETINGS

1.1. PURPOSE

The purpose of this policy is to facilitate the efficient and orderly operation of all legal meetings of the Indian Springs Landowners Association, and to afford Owners an opportunity to provide input and comments on decisions affecting the community. The authority for this policy is the Declaration, Bylaws, and Articles of Incorporation of the Association and the Colorado Common Interest Ownership Act (CCIOA).

1.2. MEETINGS OF THE OWNERS OF THE ASSOCIATION

1.2.1. All meetings (ANNUAL MEETINGS AND EXECUTIVE BOARD MEETINGS) will generally follow the most current version of Robert's Rules of Order where items are not specifically addressed in the Policies, Procedures, Rules, or ISLA Governing Documents.

1.2.2. Meetings of the Association shall be called pursuant to the Bylaws of the Association.

1.2.3. In addition to any notice required in the Bylaws, notice of any meeting of the Owners or Board of Directors shall be conspicuously physically posted near the entry to Indian Springs, posted on the Indian Springs Landowners Association (ISLA) website, and transmitted via email to all Owners that have provided an email address and acknowledged acceptance to be notified by electronic means.

1.3. CONDUCT AND PROCEDURES AT MEETINGS

1.3.1. The President of the Association or designee shall chair all Owner meetings.

1.3.2. All Owners and persons who attend a meeting of the Owners will sign in, present any proxies, and receive ballots as appropriate (See section below regarding voting).

1.3.3. Anyone wishing to speak must first be recognized by the Chair. Should there be a large number of members wishing to speak on a topic, a speaking order will be established by the Chair or his/her designee.

1.3.4. Only one person may speak at a time.

1.3.5. Each person who speaks shall first state his or her name and parcel number.

1.3.6. Confine remarks to the merits of the pending question or topic.

1.3.7. Refrain from attacking a member's motives.

1.3.8. Address all remarks through the Chair.

1.3.9. Avoid the use of members' names.

1.3.10. Refrain from speaking adversely on a prior action not pending.

1.3.11. Refrain from speaking against one's own motion.

1.3.12. If you wish to read from reports or quotations, first obtain permission from the Chair.

1.3.13. Refrain from disturbing the Assembly.

1.3.14. Each person shall be given up to a maximum of five minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting.

1.3.15. No Executive or Annual Board Meeting may be audio, video, or otherwise recorded except by the Board to aid in the preparation of minutes.

1.3.16. Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.

1.3.17. The Chair may establish such additional rules of order as may be necessary from time-to-time.

1.4. OWNER INPUT

During all legal meetings of the Indian Springs Landowners Association, after a motion and second has been made on any matter to be discussed, but prior to a vote by the Directors, Owners present at such time shall be afforded an opportunity to speak on the motion as follows:

- 1.4.1. The Chair will ask those Owners present to indicate by a show of hands who wishes to speak in favor or against the motion. The Chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak. The Chair shall also announce the procedure for whom shall be permitted to speak, if not everyone desiring to speak will be permitted to speak.
- 1.4.2. Following Owner input, the Chair will declare Owner input closed and there shall be no further Owner participation on the motion at hand unless a majority of the Board of Directors votes to open the discussion to further Owner participation.

## 1.5. VOTING

All votes taken at Annual Owner meetings shall be taken as follows. Voting will be conducted using the following implements. The ISLA will use electronic balloting whenever possible. Members will receive notification of electronic ballot by email. If a member does not wish to use electronic balloting, they can request a paper ballot. Paper ballots will be provided in the meeting package.

## 1.6. VOTING METHODS

- 1.6.1. Proxy holders may vote on any issues during the meeting. Note: An owner must submit their own vote for any issues on the ballot.
- 1.6.2. Election to the Board shall be conducted by previously adopted amendment to Section 1, 2, and 6, of Article VII and Section 5, of Article X of the Indian Springs Landowners Association, Inc., Bylaws and Covenants.
- 1.6.3. The ballot shall contain no identifying information concerning the ballot holder.
- 1.6.4. All other votes taken at a meeting of the Owners shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice, unless otherwise required by law.
- 1.6.5. Written ballots shall be counted by a neutral third party (which excludes the Association's Board members and legal counsel) or by an Owner(s), who is not a candidate, selected randomly from a pool of two or more unit owners. The Chair shall specify the procedure for randomly selecting the Owner(s). Such procedure shall ensure that the Owner(s) selected is done so without being chosen by the Chair, Board of Directors, or candidates.
- 1.6.6. Electronic ballots are tabulated by the vendor and a report is provided. The report shows WHO voted, but not HOW they voted. This information is used to ensure the member has not submitted both an electronic and paper ballot.
- 1.6.7. The individual(s) counting the ballots shall report the results of the vote to the Chair by indicating how many votes were cast for each individual or how many votes were cast in favor and against any issue.

## 1.7. PROXIES

Proxies may be given by any Owner as allowed by the ISLA by-laws. All proxies shall be reviewed by the Association's Secretary or designee as to the following:

- 1.7.1. Notarized proxy form
- 1.7.2. Signatory's authority to sign for the unit owner
- 1.7.3. Authority of the unit owner to vote
- 1.7.4. Conflicting proxies
- 1.7.5. Expiration of the proxy

## 1.8. DEVIATIONS

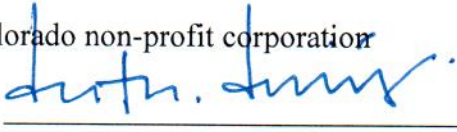
The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

1.9. PRESIDENT'S CERTIFICATION

The undersigned, being the President of the Indian Springs Landowners Association, Inc., a Colorado non-profit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on the 15 day of October, 2022 and in witness thereof, the undersigned has subscribed his/her name.

**INDIAN SPRINGS LANDOWNERS ASSOCIATION, INC.**

A Colorado non-profit corporation

By: , President