

## Guidelines for PRHOA Open Forum Meetings

Because the PRHOA Quarterly Meetings are limited in time and space and the Annual Meetings are limited in time, the Association will be offering an Open Forum Session for residents of Plantation Row. It is designed to allow residents the opportunity to voice their opinions and share ideas and viewpoints on issues that concern the Association. It will be open to all home owners who are current in their assessments.

Because it is not an official Board meeting, only one Board member is required to be present to preside. It will follow Robert's Rules of Order's parliamentary procedure. Anyone who plans to attend must let a Board member know 7 days in advance so that a venue with ample space can be selected to accommodate all who want to attend.

Because of the potential for time-monopolization, each participant will stand, give his or her name and then present his or her topic/viewpoint/idea within 5 minutes. The respondent will stand to give a 3 – 5 minute response. If there are multiple respondents, they will each have their turn. After all viewpoints are made, 10 minutes will be allotted for a back and forth discussion among the presenter, Board member and others who wish to participate. As much as possible, each topic should be distinct although some overlap may be inevitable. All present at the Session should adhere to the time limits. Each topic/viewpoint/idea will follow this same procedure.

It is intended to be productive and not a place to argue. It will be a forum to respect other viewpoints as well as others' rights to speak. Speakers should base their initial presentations and responses on facts and be as concise as possible.

Residents will be notified approximately a month in advance of the date and time of the Open Forum. The location will be decided after the number of attendees is determined.

*Carol Hutchins, Treas.  
Marilyn Thompson, VP  
Dana Kaur, Pres.*