Innerarity Island HOA
The Rules of Order and Decorum for Board and Member Meetings
Revision 4 Draft

Florida Statute 720.303(2)(b): Applies to Board Meetings and allows for the discretionary expansion of member speaking rights by the board. Members may speak for 4 minutes on each agenda item.

Florida Statute 720.306(6): Applies to Membership Meetings and establishes a mandatory minimum speaking right for members. Members may speak for 3 minutes on each agenda item.

We will follow each of these requirements for the respective meeting types. Below are rules that will apply regardless of the meeting type.

Notices of Meeting

The following guidelines will be used to announce notices of meetings:

BOARD MEETINGS: According to Statute 720.303(2), notices of all Board and Membership meetings will be made a minimum of 48 hours in advance. The HOA will make these notices via the Innerarity Island HOA website at: https://liveinnerarityisland.org/ , the HOA App at: https://www.hoamessenger.com/ and on the bulletin board in the community park. Notices shall include the date, time and location of the Board and Membership meetings, as well as an agenda for each meeting that identifies the particular issues to be addressed.

ANNUAL MEETINGS/SPECIAL MEETINGS: According to Statute 720.306(5), The association shall give all parcel owners and members written notice of all membership meetings, which shall be mailed, delivered, or electronically transmitted to the members not less than 14 days prior to the meeting.

Members may petition to add items to the agenda for all Board and Annual meetings by providing documentation that twenty (20) percent of the total voting interest is requesting in order that a specific item of interest be added to the agenda.

Right to Speak

Members have the right to attend and speak at all Board and Membership meetings as specified above. Members are defined as property owners of lots and/or homes within the Innerarity Island community. Tenants, representatives, attorneys, relatives, or other non-members may only attend meetings with the permission of the Board.

Any member who wishes to speak must sign up prior to the start of the meeting. A sign-up sheet/form will be provided at least 15 minutes prior to the start of the meeting for members who wish to speak. For those attending via Zoom, the Board will ask if anyone wishes to speak and will be added to the sign up sheet/form.

Speaking Protocol

We will use Robert's Rules as a guide for all meetings. Members' addresses at Board or Membership meetings may only commence when a speaker is recognized by the meeting

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chairperson. If attending the meeting via Zoom, the speaker must turn on their camera. The Board meeting chairperson's determination shall be conclusive and final concerning whether a time limit is exceeded by any member.

To allow proper minutes at the beginning of an address, a member shall announce his or her name and the property address that they own.

Member comments regarding Association business should not be addressed to individual Directors or management staff, but rather to the Board as a whole. Comments about items that are not on the Board meeting agenda or extraneous conversations or remarks are inconsiderate to the Board and other association members, and they shall be ruled out of order by the chairperson.

Members addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed. Members who are not recognized by the Board President shall not be permitted to speak out of order.

Rules of Conduct for Members Attending Board and Annual Meetings

In order to facilitate a civil and productive meeting, all members of the Association attending Board and Member meetings shall observe these rules of conduct and decorum:

- Stamping of feet, whistles, yells or shouting, physically threatening conduct, interrupting without being first recognized by the meeting leader and/or similar demonstrations are unacceptable behavior and will be prohibited by the Board.

- While members may speak their opinions on Association business, personal attacks on Board members, other HOA members, and/or association staff, will not be tolerated. Use of swear words, racist comments or displays of disrespect for individuals are not permitted.

- Any Member or person who violates these procedures, or who disrupts, disturbs or otherwise impedes the orderly conduct of any Board Meeting shall receive a warning from the President or other person designated by the President (i.e., management or other officer). If, after receiving such a warning, a person persists in disturbing the orderly conduct of the meeting, the presiding officer may order that person to leave the Board or Member meeting. If that person does not comply with the order, the presiding officer may adjourn the meeting or take other action as appropriate.

Recording

Any parcel owner may tape record or videotape meetings of the board of directors and meetings of the members.

Although there are diminished privacy expectations during a board meeting within the community, dissemination of said recordings to any public social media platform, or anyone other than a member of the association, requires consent of individuals appearing in the video/audio recording as privacy rules may apply.

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