

Innerarity Island HOA
The Rules of Order and Decorum for Board and
Member Meetings
Approved February 27, 2024

Florida Statutes (Chapter 720.303) provides guidance for HOA meetings and encourages homeowners associations to adopt reasonable rules that ensure that the business of the Association is managed in a way that is efficient, effective and maintains order and decorum at all times. Member input on designated items at Board meetings is encouraged both in statute and by the Innerarity Island HOA Board. In order to ensure that all meetings provide for the efficient operation of the Association and facilitate a free exchange of ideas among the directors and Membership, the following Rules of Order shall apply to all Membership and Board Meetings of the Association.

Notices of Meeting

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

1. 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/> 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.
2. ANNUAL MEETINGS: According to Statute 720.306(5), The association shall give all parcel owners and members actual 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.

Note that 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.

Members have the right to attend and speak at all Board and Membership meetings. 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.

Right to Speak

Florida Statute 720 provides for the establishment of Board rules that limit the *frequency*, *duration* and *manner* of member statements. Therefore, in accordance with these statutes, the Innerarity Island HOA has adopted the following guidelines that will apply to all members who wish to speak at Board Meetings:

1. Only members (i.e. record owner/s of a lot in the development) have the right to speak at Board Meetings.

2. 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.
3. Members' addresses at Board meetings are limited to issues that directly concern items on the Board meeting agenda.
4. Members' addresses at Board meetings shall only be permitted during an "open forum" at the beginning of each Board or Annual meeting, unless otherwise noted on the Board meeting agenda or otherwise provided for by the Board. The Board reserves the right to limit the length of the Open Forum on a first-come, first-serve basis. The Open Forum is designed to allow members to speak to agenda items prior to Board discussion on each agenda item.
5. Members' addresses on agenda items at Board meetings may be up to three minutes for each item on the agenda; and up to three minutes for each item added to the agenda by member petition.
6. Once the open forum period is closed, members who have specific queries for clarification or additional commentary during the business part of the meeting may raise their hands to be recognized. The opportunity to ask questions or offer commentary is at the discretion of the Board and members must be recognized before addressing the Board. The three-minute time limit will apply and members may only speak once on each agenda item as it comes up, should the Board offer the opportunity. It should be noted that this opportunity should not be used to restate comments offered during the Open Forum, but should be used to pose additional queries for clarification, additional information or provide commentary based on new information. The Board agrees to apply this opportunity fairly and equitably. Otherwise, this restriction will be strictly enforced because the purpose of the board meeting is for the board members to conduct business and this can only be accomplished without frequent interruptions.
7. Time may not be yielded or assigned from one member to another or assigned from one topic to another.
8. The Board President may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied.

Speaking Protocol

1. Members' addresses at Board or Membership meetings may only commence when a speaker is recognized by the meeting chairperson and the speaker's three minutes will start at that time. The Board meeting chairperson's determination shall be conclusive and final concerning whether a time limit is exceeded by any member.
2. 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.
3. Each speaker shall limit his/her remarks to the agenda item specified, and may only utilize the time allotment provided. Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting.
4. Member comments should not be addressed to individual Directors or management staff, but rather to the Board as a whole, regarding Association business. 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.

5. 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:

1. 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.

2. 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.

3. 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.