

CARLTON PALMS CONDOMINIUM ASSOCIATION, INC.

**Rules and Regulations Regarding Unit Owner Participation at
Annual and Special Meetings of Members**

I. Definitions.

A. **Association** shall mean and refer to Carlton Palms Condominium Association, Inc.

B. **Meeting** shall mean and refer to any meeting of the Members of the association at which a quorum of Members is present to conduct association business. This term shall include within its meaning annual and special meetings, and the rules and regulations governing conduct by unit owners at a Meeting shall apply thereto.

C. **Recording** shall mean any capturing of the conduct or communications occurring at a Meeting on any medium, device, or instrument including, but not limited to, video cameras, tape recorders, dictaphones, smartphones, cellular phones, internet devices, or any other instrument which collects sound or images and stores those sounds or images digitally, electronically, or upon any other device or medium.

D. **Time Periods.** When computing time periods herein, the day of the event from which the designated period of time begins to run shall not be included, nor shall any intervening Saturday, Sunday, legal or public holiday. The last day of the period so computed will be included unless it is a Saturday, Sunday, legal or public holiday, in which event the period shall run until the end of the next day that is neither a Saturday, Sunday, legal or public holiday. Legal and public holidays as used herein shall be deemed to be those holidays specified in Chapter 683, Florida Statutes as amended from time to time.

E. **Unit** is as defined in the Florida Condominium Act, as amended from time to time.

F. **Unit Owner** is as defined in the Florida Condominium Act, as amended from time to time.

G. **Working Day** shall be deemed to mean a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a legal holiday as defined above, between the hours of 9:00 a.m. and 4:00 p.m., local time.

II. Unit Owner Conduct at Member Meetings

A. The Meetings of the Members of the Association are for the purpose of conducting association business. Persons who are not unit owners and therefore not Members of the Association are afforded no right to attend or participate in Meetings. In order for the Members to accomplish this purpose while also accommodating the ability of unit owners to speak to an item of noticed business, these rules and regulations shall govern the participation of unit owners at Meetings of the Members of the Association.

B. As permitted by Fla. Stat. §718.112, unit owners may attend all Meetings of the Members. Included within the right to attend such Meetings is the corresponding right to speak to any designated agenda item as contained on the agenda posted with the notice of Meeting.

C. For purposes of facilitating the efficient conduct of business by the Members while also accommodating the right of unit owners to speak to a designated agenda item, the Association shall maintain a sign-up sheet for unit owners wishing to speak to a designated agenda item which shall be posted in the same location on the condominium property as the notice and agenda for the board meeting. Any unit owner wishing to speak to a designated agenda item must affix his/her name to the sign-up sheet in advance of the Meeting, and identify which agenda item(s) the unit owner wishes to speak to. Each unit owner shall be permitted to speak once to a designated agenda item for no more than two (2) minutes per agenda item for which the unit owner has notified the Association in advance of the Meeting by use of the sign-in sheet. Notwithstanding anything herein, the cumulative period of time for all comments by unit owner as to any one designated agenda item shall not exceed thirty (30) minutes in total. The President or acting chair shall be authorized to allocate time accordingly in the event it appears there are more than fifteen (15) unit owners wishing to speak to any designated agenda item, and may in such instance reduce or limit the time a unit owner is permitted to

speak to a designated agenda item to a period of not less than one (1) minute.

D. The President or acting chair of a particular Meeting shall announce at the beginning of the Meeting when unit owners may speak to a designated agenda item. The President or acting chair of a particular Meeting shall permit unit owners to speak to a designated agenda item at the time that item is being discussed by the Members and prior to a vote of the Members upon that item.

E. Statements by unit owners at Meetings shall be restricted solely to agenda items and other matters that may properly come before the Members at a Meeting. No unit owner shall speak until recognized by the chair. A proxyholder is not afforded the opportunity to speak to an agenda item.

F. As permitted by Fla. Stat. §718.112, unit owners may record meetings of the Members subject to rules and regulations promulgated by the board of directors as well as the Division. The following rules shall apply in order for a unit owner to record Meetings of the Members.

a) Unit owners shall provide advance notice to the Association of a unit owner's intent to utilize recording equipment to record the Meeting. For purposes of complying with the advance notice requirement, unit owners shall complete the form maintained by the Association which shall be available to unit owners at any time and located where the notice and agenda of the meeting is posted on the condominium property. The form shall be provided to the Secretary of the association at the office located at 224 E. Garden Street, Suite 8, Pensacola, FL 32502 no later than 2:00 p.m. the day of the Meeting. The purpose of the rule is to facilitate the efficient and non-intrusive location of any recording equipment and to permit the Association to make accommodation therefor.

b) Recording equipment shall be assembled and placed in the location designated by the Association in advance of the commencement of the Meeting. A unit owner failing to comply with this rule shall not be permitted to assemble and locate recording equipment after the commencement of the Meeting.

- c) No unit owner may place a recording device or equipment on the surface area of any furnishing which the President or acting chair occupies.
- d) After the commencement of the Meeting, no unit owner may be permitted to move about the meeting room in order to facilitate the recording.
- e) Recording equipment which produces distracting sound or light emissions may not be utilized under any circumstances to record Meetings of the Members.

F. These rules are designed to permit unit owners to exercise the right to speak to a designated agenda item while permitting the Association by and through its Members to efficiently conduct the business of the Association. Unit owners must abide by these rules and exercise the right to speak to a designated agenda item in a civil and responsible manner. Unit owner's comments directed to address a designated agenda item do not include the right to harass, disparage, or direct personal comments or invectives directed to the directors or officers individually, the agents of the Association, or other unit owners. The right to speak to a designated agenda item necessarily suggests a relation between the subject of the comments and the item of business. Should a unit owner in the course of the comments diverge from speaking to the designated agenda item, or should the unit owner's allotted time to speak to a designated agenda item have expired, the President or acting chair may request the owner conclude the remarks or, if time remains, use the remaining allotted time to address the agenda item only. If the unit owner fails to do so, the President or acting chair may request the owner yield the floor which, if the unit owner fails to do, shall entitle the President or acting chair to suspend business until the owner has complied with these rules and regulations. If a unit owner has caused the President or acting chair to resort to these measures, the unit owner shall be deemed to have forfeited the right to speak to any additional designated agenda items which the unit owner may have identified for the particular Meeting.

III. Enforcement of Rules.

A. In addition to any statements or remedies herein, any violation of these rules shall be enforceable as any other rules violation.

B. Ejection.

1. Any person not a Member of the Association, or not lawfully holding the proxy of a Member, shall be prohibited from attending Owners Meetings and/or shall be ejected therefrom. Any person not a Member of the Association, or not lawfully holding a Power of Attorney for the unit owner to attend the board meeting, shall be ejected therefrom.

2. Any unit owner who fails to comply with these rules shall be subject to ejection in the sole discretion of the President or acting chair. The President or acting chair shall give any non-complying person one warning regarding ejection and thereafter may call for immediate ejection of that person, and the removal of any of their equipment, if any.

3. The President or acting chair of the Meeting may appoint a sergeant of arms who at the direction of the President or acting chair shall either remove the unauthorized person or contact a law enforcement representative to remove such person.

C. The board of directors of the Association may levy a fine against any person who fails to comply with these rules.

D. The Association reserves the right to amend these rules from time to time as deemed necessary.

E. The association may take any available legal action to enforce these rules in the manner permitted by the Florida Condominium Act, as amended from time to time.

Adopted the **10th** day of **October**, 2012 by the Board of Directors of Carlton Palms Condominium Association, Inc.