

Board Meeting Rules of Conduct

1. Meetings will begin promptly within 5 to 10 minutes of the designated start time and will take place quarterly (spring, summer, fall, and winter).
2. Only homeowners, the property manager, the Habitat for Humanity ex-officio board member and special guest speakers (approved by the Board) will be allowed to attend board meetings.
3. Homeowners may address the board in accordance with the following guidelines:
 - a. If a homeowner wishes to bring up a topic during the Open Forum, no later than noon on the Friday preceding the scheduled meeting date, homeowners must email their request and topic to the property manager.
 - b. Owners shall limit their presentation time during the meeting to three minutes.
 - c. A homeowner may speak only about the topic of discussion detailed in their request to be placed on the Open Forum agenda. Only general items that impact the community as a whole may be discussed during the Open Forum. Personal issues can be sent privately to the property manager via email.
 - d. Homeowners are welcome only as observers during the regular business meeting of the Board of Directors. However, they can submit questions or comments in the chat feature of Zoom and speak for up to three minutes.
4. Board members may not vote on issues raised during the Open Forum, but may meet in executive session to discuss matters brought up by a homeowner.
5. The agenda will include an assigned time period for discussion of each topic. The property manager will serve as the time-keeper.
6. No business will be discussed without a motion and a second from the Board of Directors. All Board members must vote orally and their votes are recorded in writing.
7. Only agenda items will be discussed at the board meeting.
8. Informational items will not be discussed at the board meeting, but will be included in the monthly board member packet that is sent by the property manager at least one week before the board meeting.
9. Board meetings will adjourn no later than two hours after the designated start time. If agenda items were not discussed by that time, they will be postponed to the following board meeting.

10. Material distributed at and discussions occurring during the board meeting are confidential until the minutes of that meeting are approved by the Board of Directors.
11. Draft meeting minutes will be recorded by the property manager and can be emailed upon request to any HOA member within 30 days of the board meeting.

Signed: _____ Date: _____
Member's Name, Board of Directors

Signed: _____ Date: _____
President's Name, Board of Directors

DISCLAIMER: This sample form and agreement is presented for informational purposes only and should not be relied upon for accuracy, completeness, or consistency with applicable law. The user is advised to check all applicable state and federal law before using this form, agreement, or parts thereof. Because certain forms have legal implications, it is recommended that downloaded versions of this form be reviewed with legal counsel prior to their use and that any modifications made by the user also be reviewed by legal counsel prior to their use.