

## Meeting Conduct Rules

\_\_\_\_\_ Homeowners Association

### Policy Statement for Open Forum and Board Meeting Conduct

The Board of Directors (Board) welcomes resident/owner attendance at Board meetings to observe business matters that take place involving the HOA. We value the insights, input from all owners, and ask that you respectfully adhere to the following Policy adopted by the Board.

The Board is a policy governance Board. This means that we establish policies to guide our decision-making ability in order to be accountable to our owners and maintain the community of our HOA.

In order to give you an opportunity to address the Board, and in compliance with Civil Code § 4930, we've set aside a period of time at the beginning or ending of each meeting (called Open Forum or Homeowners Forum).

At the meeting we ask you to document your issue(s) by completing the Request to Address the Board form. This will assist us in tracking and following up on your issue(s) so it can be resolved.

The procedure to participate in Open Forum is simple:

1. Complete the Request to Address the Board form at least four days before the meeting.
2. Raise your hand to be recognized by the Chair of the meeting, (usually the Board President).
3. State your concern in clear simple terms, and please limit your comments to three minutes.
4. If someone else has already stated the concern, but you have something else to add to the concern already expressed, then please raise your hand to be recognized; however, due to time restraints, the Board President may limit participation to once per owner.
5. Please don't interrupt others while they are speaking.
6. Maintenance related items are to be directed to the Property Manager (Manager). The Open Forum is not the correct venue to report maintenance items affecting only your unit.
7. Please realize that while Open Forum is a time for you to express an opinion or concern to the Board, you may not receive an immediate response or decision. The Board will take your concerns into consideration, but may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item discussion, and as determined by the Board.
8. If you would like an item to be considered by the Board as a future agenda item for a decision, please submit your request or suggestion in writing at least three weeks before the

next regularly scheduled board meeting to the Manager. If you only wish to verbally address the board, your written input can be received up until four days before the Board meeting. (Note: The Board may be unable to make decisions on items until they have completed the proper research and considered their findings).

9. Anyone attending the meeting or addressing the Board is requested to behave in a civil and polite manner. Negative behavior, such as screaming, shouting, use of obscenity or profanity, threats of violence against any person or their property or any other bullying behavior, will not be tolerated. Should this kind of behavior occur, a police report might be filed. The offending party will be asked to leave the meeting and if they refuse to do so, the Board President may adjourn the meeting.

**Understanding Board Meeting Conduct:**

1. The Board meeting is a meeting of the Board members (Directors) of the HOA.
2. As owners, you have a vested interest in your HOA, and you elected the Directors to take care of those interests. Owners are welcomed to attend the business portion of the meeting but do not participate in the discussions or action taken by the Board unless specifically requested to do so by the Board.
3. Business matters come before the Board when a motion is made and seconded. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Directors (and management, if needed).
4. When discussion has been completed on the motion, the Directors then vote on the motion before them.

Thank you for your cooperation and adherence to this Open Forum policy.

**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.