

Board Meeting Protocol

Decorum

Robert's Rules of Order Newly Revised (12th edition, 2020):

Debate must be confined to the merits of the pending question. Speakers must address their remarks to the chair, maintain a courteous tone, and — especially in reference to any divergence of opinion — avoid injecting a personal note into debate. To this end, they must never attack or make any allusion to the motives of members.

[A member] must avoid personalities, and under no circumstances can he attack or question the motives of another member. The measure, not the member, is the subject of debate. . . . The moment the chair hears such words as “fraud,” “liar,” or “lie” used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.

Owners' Comments and Concerns

- Beginning of meeting
- Total of 15 minutes with 2 minutes per owner
- Written comments or questions submitted in advance of meeting and distributed to board members, if comment or question
 - will likely take more than the allotted time
 - is about the financial statements
 - is about draft minutes

Board Business

- Discussion limited to Board members
- When Board members have finished their discussion, a motion has been made and seconded, and before a vote, limited time for owner comments
- Final discussion by Board members
- Vote on motion

Adopted by the Board of Directors on May 21, 2025

Effective May 21, 2025