BMPOA Board Public Meeting Policy

1. Preamble

The Board of Directors has established this Public Meeting Policy in accordance with Association governing documents and state law. The Board wishes to establish clear expectations for behavior, protect the rights of all attendees, and maintain a civil environment free from disruption, harassment, or intimidation. This policy creates a systematic, balanced, and uniform protocol for public meetings, ensuring that all Members have adequate opportunity to voice their perspectives while maintaining order, mutual respect, and professional standards at the Association's regular, special, and annual meetings.

2. Structure of the Member Comment Period

- **Designated Time Only:** Member feedback is strictly confined to the designated "Member Comment Period" or "Open Forum" on the published agenda. Members may not interrupt Board business, debates, or votes outside of this period.
- **Sign-In Requirement:** Members wishing to speak must sign in prior to the call to order, providing their full name, lot/property address, and the topic they wish to address.
- **Time Limitations:** Each speaker is allocated a maximum of **three (3) minutes** to deliver their remarks.
- **No Pooling or Yielding Time:** Unused time may not be yielded or transferred to another speaker.
- **Agenda Content Limits:** For special meetings or meetings with a limited or specific agenda, the Board reserves the right to limit Member comments strictly to the topics listed on that meeting's published agenda.

3. Member Comment Period Rules of Decorum and Verbal Conduct

- **Addressing the Presiding Officer:** All comments, questions, and statements must be directed exclusively to the Presiding Officer, rather than to individual Board or committee members or other residents in attendance.
- **Prohibition of Personal Attacks:** Speakers must confine their remarks to the merits of Association business, operations, or policy. Personal attacks, insults, defamation, slurs, or questioning the personal motives of any volunteer Board member, employee, or neighbor are strictly prohibited.
- **Civil Tone and Demeanor:** Speakers must maintain a professional and courteous demeanor. Shouting, using profanity, or utilizing obscene or threatening gestures will result in an immediate warning or loss of the floor.

4. Audience and Attendee Decorum

- **No Disruption:** Members of the audience must remain quiet while the Board is conducting business and while other Members are speaking. Jeering, booing, clapping, interrupting, or calling out from the audience is prohibited.
- **Assigned Seating Areas:** Meeting attendees who are not members of the Board of Directors or designated speakers must remain seated in the designated audience seating area for the duration of the meeting. Wandering, pacing, roaming, and blocking means of ingress and egress in the meeting room while the meeting is in progress is prohibited. Attendees must remain seated unless entering or exiting the room, or when actively called upon by the Presiding Officer to approach the podium.
- **Electronic Devices:** All cell phones and electronic devices must be silenced or set to vibrate prior to entering the meeting room. Members must step out of the meeting room to make or take phone calls.

5. Right to Record Meetings

- **Statutory Right:** Any Member in good standing has the right to audio or video record any open portions of a Board meeting.
- **Non-Disruptive Placement:** Recording equipment must be set up in a manner that does not obstruct the view of attendees, block exits, or create a physical safety hazard. Equipment must be placed and active before the call to order.

6. Enforcement and Sanctions

The Presiding Officer is legally charged with maintaining meeting decorum and enforcing these rules impartially. Violations will be handled via the following progressive measures:

6.1 First Warning: The Presiding Officer will rule the individual out of order and state the specific rule being violated. If the violation occurs during public comment, the speaker's time clock will be paused during the warning.

6.2 Termination of Floor Time: If the individual persists in the disruptive behavior, the Presiding Officer will immediately terminate the individual’s speaking time and direct the individual to resume their seat.

6.3 Adjournment to Executive Session: If a Member or group of Members causes a severe disruption that stops or interferes with the Board’s ability to conduct business, the Board may vote to immediately enter a closed executive session in compliance with the Association’s Bylaws and Virginia law or to adjourn the meeting.

6.4 Removal from Premises: If an individual refuses to comply, or creates an active safety risk, or engages in harassing or threatening behavior that makes other attendees fearful, the Board may vote to recess the meeting and request that law enforcement remove the disruptive individual.