



## **Meeting Courtesy & Code of Conduct Guidelines for all BOD and Membership Meetings**

The Laurel Lakes Association's governing documents makes no reference to the fact that owners have the right to speak at an open meeting of the Association. Since we do not have such a policy, the Board is instituting the governances of the HOA's By-Laws and will be using the parameters of the Florida HOA Statute 720 Section 306 (6) MEETING OF MEMBERS which states:

(6) RIGHT TO SPEAK. -Members and parcel owners have the right to attend all membership meetings and to speak at any meeting with reference to all items opened for discussion or included on the agenda. Notwithstanding any provision to the contrary in the governing documents or any rules adopted by the board or by the membership, a member and a parcel owner have the right to speak for at least 3 minutes on any item. The association may adopt written reasonable rules governing the frequency, duration, and other manner of member and parcel owner statements, which rules must be consistent with this subsection.

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Policy:

1. **SILENCE ALL CELL PHONES DURING A MEETING.**
2. Roberts Rules of Order shall govern all meetings per the Associations Bylaws.
3. All Members must sign in at the front door before the meeting and identify if they have a question to present to the Board of Directors (BOD) at the time which is allowed.
4. The Board of Director Member that is presiding over the meeting will open the floor for attending HOA Members to have questions or comments when the time is appropriate.
  - (a) This may be after a motion is carried on a specific proposal and before a vote is formally called or if a discussion is deemed to be open for general discussion which is not strictly a business decision on maintenance or projects which are already budgeted and approved.
  - (b) A second period of open discussion is after the formal BOD Business Meeting when there can be open discussion for general comments and ideas.
  - (c) Finally, if an owner has requested to present a specific question to a point that is on the agenda then the presiding BOD Member will allow this to be presented in a 3-minute period without interruption. The Board may then decide to answer the specific question at that time or respond later as appropriate depending on the depth of the question and if there is continued discussion.
5. The time which is allocated for attending HOA Members to speak is 3-minutes per agenda MOTION items. This allows the HOA Member to voice their concerns and suggestions



directly to the Board Members. The topic is to be relevant and pertinent to the discussion of the agenda item.

(a) The speaking opportunity is one time per motion agenda item and up to three minutes in duration. The Member must identify themselves and their address before presenting the question or comment to the Board. This allows for a clear documentation to the minutes and allows for a more direct communication with the Member and the Membership.

(b) The presenter must try to present the information clearly so that it can be heard by the Board and other Members.

(c) Open discussion between attending HOA Members may be disruptive and is not encouraged.

(d) The presiding Board of Director Member's responsibility is to maintain order and enhance the productivity of the meeting. At any time, he/she may deem it necessary to address the attending HOA Member and call an "out of order" to bring order back to the meeting. The discussion may be closed if necessary and tabled for a later discussion and the next agenda item will be addressed.

(e) The presiding Board of Director Member may close the meeting at any time if the meeting cannot be controlled and the Members cannot calm down or there is a feeling of possible aggression to another attending HOA Member or to any Board of Director.