

COLUMBINE KNOLLS SOUTH/ESTATES HOMEOWNERS ASSOCIATION

Conduct of Meetings Policy

The purpose of this document is to state guidelines to facilitate the efficient operation of Columbine Knolls South/Estates (CKS/E) Homeowners Association (HOA) meetings.

The Association hereby adopts the Procedure as follows:

Rules of Conduct and Order. All CKS/E HOA meetings shall be governed by the following rules of conduct and order.

- 1) The President of the Association or designee shall chair all meetings.
- 2) Anyone wishing to speak must first be recognized by the Chair.
- 3) Only one person may speak at a time.
- 4) Each person who speaks must be a homeowner within CKS/E and shall first state his or her name and home address. Any non-homeowner/visitor may be allowed to speak, on a case-by-case basis, at the discretion of the Board.
- 5) Any person who is represented at the meeting by another person, as indicated by a written and executed instrument, will be permitted to have such person speak for them.
- 6) Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.
- 7) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
- 8) Each person shall be given up to a maximum of three minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting.
- 9) All actions and/or decisions will require a first and second motion by the Board.
- 10) Once a vote has been taken, there will be no further discussion regarding that topic.
- 11) So as to allow for and encourage full discussion by CKS/E homeowners, Board members and HOA members, no meeting may be audio, video or otherwise recorded. Minutes of actions taken shall be kept by the Association.
- 12) Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order". Anyone who does not come to order will be requested to immediately leave the meeting.
- 13) The Board may establish such additional rules of order as may be necessary from time to time.
- 14) The meeting may be adjourned at any time deemed appropriate by a Board member motion, second and majority vote of the Board.

The undersigned, being President of the CKS/E HOA, certifies the foregoing Policy was adopted on December 8, 2011.

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Jo-Anné Anderson