

ALTA MESA UNIT 11 (TOWN SQUARE) HOMEOWNERS' ASSOCIATION DECORUM FOR OPEN BOARD AND MEMBER MEETINGS

Approved on May 31, 2023

Pursuant to A.R.S. 33-1804, the Board has adopted the following rules of decorum during meetings:

General Conduct for the Members Attending Board and Member Meetings

Members of the association attending Board and member meetings shall observe these rules of conduct and decorum.

- ❖ Stamping of feet, whistles, yells or shouting, physically threatening conduct, interrupting without being first recognized by the meeting leader (including if member comments are permitted outside of the open forum) and/or similar demonstrations are unacceptable behavior and will be prohibited by the Board.
- ❖ Members of the Association wishing to provide documents to the Board shall hand them to the Community Manager for the Board's review after the meeting. Due to time constraints, it may or may not be possible for the Board to review any documents from Members during Board meetings. The decision as to whether documents can be reviewed will be solely in the discretion of the Board.
- ❖ Only members of the Association may attend meetings. A member may designate someone to represent them at an Association Board meeting, providing they submit, in writing, such designation to the Property Management company that has been retained by the HOA, at least 24 hours prior to the Board meeting.
- ❖ Any audio or video to be presented must be submitted to the HOA at least 24 hours in advance of the meeting.
- ❖ Any Member or person who violates these procedures, or who disrupts, disturbs or otherwise impedes the orderly conduct of any Board Meeting shall receive a warning from the President or other person designated by the President (i.e., management or other officer). If, after receiving such a warning, a person persists in disturbing the orderly conduct of the meeting, the presiding officer may order that person to leave the Board or Member meeting. If that person does not comply with the order, the presiding officer may adjourn the meeting or take other action as appropriate.

Members of the Association addressing the Board

Purpose of Open Forum. Board provides opportunities for the members to address the Board as a whole in order to listen to the Members' opinions regarding matters within the authority of the Association during regular and special open Board meetings.

- ❖ Member comments should not be addressed to individual Directors or management staff, but rather to the Board as a whole regarding Association business.
- ❖ While the Members may speak their opinions on Association business, personal attacks on Directors or management staff, use of profanity, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Board.
- ❖ Member comment periods provide members with the opportunity to be heard, express concerns and request action on matters pertaining to our HOA community. At its discretion, the Board may (1) briefly respond to statements made or questions posed by a person speaking at a meeting and or ask a question for clarification, (2) make a brief announcement, or (3) make a brief report on the person's own activities, whether in response to questions posed by a member or based upon the person's own initiative. The Board strives to answer member questions and time allotted for a member's comments may be used for questions. However, due to time constraints or the nature of certain questions, it may not be possible to answer some questions. When possible, most questions that are not answered during Member comments will be taken and the Board is committed to providing members a timely response, by Email, phone or mail, with any answer/information the Board can provide.

Speaker Time Limits

In the interest of facilitating the Board's conduct of the business of the Association, Members who wish to address the Board during the meeting shall have three (3) minutes each, unless the Board allows additional time if available during a meeting based upon scheduling, the agenda, and attendance.

- ❖ Speakers may concede any part of their allotted time to another speaker.
- ❖ Each speaker shall limit his/her remarks to the specified time allotment.
- ❖ The Board President or other designated person shall consistently utilize a timing system which provides speakers with notice of their remaining time to complete their comments, such as a raised hand indicating 30 seconds remaining.
- ❖ In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time, and it shall be proper for the Board President to request that a spokesperson from the group be selected, and if additional matters are to be presented by another member of the group, to limit the number of speakers.
- ❖ The Board President may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied.