

**Resolution of the La Buena Vida 2 Townhouse**  
**ADOPTING PROCEDURES FOR THE CONDUCT OF MEETINGS**

**SUBJECT:** Adoption of a policy and procedures for conducting Owner and Board Meetings.  
**PURPOSE:** To facilitate the efficient operation of Owner and Board meetings.  
**AUTHORITY:** Pursuant to A.R.S. 33-1804, the Declaration, Bylaws, and Articles of the Association  
**RESOLUTION:** The Association hereby adopts the following procedures regarding the conduct.

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OPEN MEETINGS ARE OF AND FOR THE ELECTED MEMBERS OF THE BOARD:

**Speaker Time Limits:**

Members cannot participate in any discussions, until...

- A MOTION has been made and seconded by the Board; the Board will each have 3-5 minutes to comment on the motion before it is opened to the members. If you wish to speak on this motion, raise your hand and wait to be called on to speak. Members are limited to 2 minutes for comments on the motion on the table. Once everyone has been given a chance to speak, the Board will take a vote. Once a vote has been decided, no further discussion will be permitted on that item.

A 10-minute time allotment will be provided at the end of the meeting for questions, comments or suggestions from members; comments are limited to items that are not on the current agenda. The Board will not act on an issue brought forward at the meeting. It may be placed on the agenda for the next meeting if agreed on by the Board.

**General Conduct for Board and Members:**

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

- Stamping of feet, whistles, yells or shouting, physically threatening conduct, interrupting the speaker, or haggling behavior will not be permitted.
- While 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.

All communication in this meeting is to be mutually respectful in nature and manner. The Board reserves the right to mute or remove members using vulgar language or yelling during meetings.

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For the Board of Directors

Date