

Village Grande at English Mill Homeowners Association

PROCEDURE 111 - PRACTICES FOR CONDUCTING OPEN SESSION MEETINGS OF THE BOARD OF TRUSTEES

Revised: June 11, 2019

Effective Date: June 11, 2019

1.1 Subject - Adoption of a format to be used by the Board of Trustees in the conduct of Open Session Meetings of the Board of Trustees (“HOA Meetings”).

1.2 Purpose - To facilitate the efficient and appropriate operation of HOA Meetings and Board resolutions.

1.3 Authority - VGEM HOA Declaration of Covenants and Restrictions, Articles of Incorporation of the Association, By-Laws, and Federal, State and local law.

1.4 Scope - The Board of Trustees (the “Board”) of the VGEM HOA is responsible for convening an Open Session Meeting of the Board of Trustees to conduct the business of the community.

1.5 Responsible Party - Meeting Chairperson (normally the President).

1.6 Definitions - Unless otherwise defined in this policy, initially capitalized or terms defined herein shall have the same meaning. Use of the masculine gender shall be deemed to refer to the feminine gender and use of the singular shall be deemed to refer to the plural, and vice versa, whenever the context so requires.

1.7 Policy Statement - The Board supports the use of uniform practices in the conduct of VGEM Open Session meetings. These practices will ensure that community residents are informed in a proper and timely manner about the business operations of VGEM.

1.8 Policy - Open Session Meetings of the Board of Trustees shall be called pursuant to the By-Laws of the Association.

- a. All meetings will be conducted as deliberative assemblies in accordance with the parliamentary procedures defined in *Robert’s Rules of Order Newly Revised*. Board will have sole discretion to modify these procedures.
- b. The Association President or his/her designee shall chair all HOA Meetings.

- c. Residents will be given an opportunity to speak or comment on agenda items during the meeting prior to deliberation by the Board. Residents shall not speak until being recognized by the Chair and stating their name and address.
- d. Those addressing the Board shall be permitted to speak without interruption from anyone provided that these rules are followed:
 - (1) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting.
 - (2) Comments are to be relevant to the purpose of the meeting or issue at hand.
 - (3) Each person shall be given a maximum of three minutes to speak or to ask questions. Such time limits may be increased or decreased by the president or his/her designee but shall be uniform for all persons addressing the meeting.
 - (4) Each person may only speak once on any given agenda item.
 - (5) Yielding of time by a speaker to another individual is not permitted.
 - (6) Anyone disrupting the meeting, as determined by the president or his/her designee, shall be asked to "come to order." Anyone who does not come to order shall be requested to immediately leave the meeting.
 - (7) Failure to comply with these rules may result in a fine and/or loss of Clubhouse privileges in accordance with Article XII of the By-Laws of The Village Grande at English Mill Homeowner Association, Inc.

1.9 Deviations - The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.

1.10 Amendments - This policy may be amended from time to time by the Board.