

**DRAFT RRRHOA Board Meeting Rules and Standards of Conduct Policy for 30-day review DRAFT
11 March 2024**

Overview: The goal and purpose of these Meeting Rules and Standards of Conduct is to encourage RRRHOA Member participation and foster an environment of mutual respect and cooperation as both Board members, RRRHOA Members, and guests of the RRRHOA participate in RRRHOA Board meetings. Except for Executive sessions, Board meetings are open to RRRHOA Members and a RRRHOA Member's representative designated in writing by that Member. All meetings shall be conducted in accordance with the most recent version of Robert's Rules of Order.

HOA Members and guests speaking at Board meetings:

1. The meeting agenda needs to be the priority of meeting.
2. The President will assign a time allotment for the HOA Members and guests to speak.
 - a. HOA Members and guests should plan to stop talking at the end of their time allotment.
 - b. If needed, HOA Members and guests may request additional time from the President, and the President may grant or deny more time.
 - c. Unused time from one HOA Member or guest cannot be given to another HOA Member or guest.
3. HOA Members and guests may speak at the meeting:
 - a. After being acknowledged by the President.
 - b. For up to 3 minutes after the Board has completed their discussion of an agenda item and before the Board votes on the agenda item.
 - c. For up to 3 minutes during the open forum/new business portion of the meeting.
 - d. For up to 15 minutes after requesting to be placed on the meeting agenda at least 3 days prior to the Board meeting, provided those materials are received at least 3 days prior to the meeting.
 - e. The time required to respond to Board questions is not counted against the HOA Member's or guest's allotted time.
4. HOA Members and guests must provide the following:
 - a. HOA Members and guests must be physically present at the meeting or logged on for a Zoom/WebEx type meeting. As a courtesy to the Zoom/WebEx meeting participants providing a video image would be appreciated.
 - b. Memes and/or filters may not be used by HOA Members or guests.
 - c. HOA Members or guests must identify themselves, their address, and identify themselves as being members of the RRRHOA (if applicable).
 - d. If an HOA Member or guest has material to submit and discuss with the Board, those documents must be submitted at least three days prior to the scheduled meeting date in pdf form so the Board can review and may be prepared to discuss the subject and ask questions to the HOA Member or guest. This can be sent through the USPS or if a request to send materials is sent through the website, and an email may be provided.
5. All audio, video, and media presentations during the meeting will be controlled by the Board and Officers.

Board Members speaking at meetings:

1. A Board member may request a time allotment from the President to speak on a topic or ask questions to an HOA Member or guest.
2. The President may set the time limit for the Board to discuss or debate any topic during a meeting. The President can also extend the time on any topic at the current meeting or into the next meeting if needed.
3. Board members addressed by an HOA Member or guest with a question will respond to the question or advise when a response will be provided.

Board Members, HOA Members, and guest conduct at meetings:

1. If the President provides a time allotment to a Board Member, HOA Member, or guest to speak, the expectation is the Board member, HOA Member, or guest will not be interrupted during that time slot except by the President for special circumstances.
2. Any Board Member, HOA Member, or guest who is disrespectful, disruptive, or interruptive during a meeting will get 1 warning maximum from the President prior to being removed from the meeting. Should the Board Member, HOA Member, or guest not comply, the meeting may be adjourned.
3. Any Board Member, HOA Member, or guest that threatens the Board, Board member(s), HOA Member(s), or a guest can be removed by the President with no prior warnings. Should the Board Member, HOA Member, or guest not comply, the meeting may be adjourned.