

## **ABC Homeowners Association Policy Statement for Open Forum and Board Meeting Conduct**

The Board of Directors welcomes resident/owner attendance at Board meetings to observe business matters that take place involving the Corporation. We value the insights and input from all owners and ask that you respectfully adhere to the following Policy adopted by the Board of Directors.

The Board of ABC Association is a policy governance board. This means that we establish policies to guide our decision making ability in order to be accountable to our owners and maintain the community of ABC.

In order to give you an opportunity to address the Board, and in compliance with Civil Code Section 1363.05(i), we've set aside a period of time at the beginning of each meeting (called Open Forum). If time permits there will be a similar forum at the end of each meeting.

At the meeting we ask you to document your issue(s) by completing the *Request to Address the Board* form. This will assist us in tracking and following up on your issue(s) so it can be resolved.

### **The procedure to participate in Open Forum is simple:**

1. Complete the *Request to Address the Board* form at the meeting.
2. Raise your hand to be recognized by the Chair of the meeting, the Board President.
3. State your concern in clear simple terms, and please limit your comments to three (3) minutes
4. If someone else has already stated the concern, but you have something else to add to the concern already expressed, then please raise your hand to be recognized, however due to time restraints, the Chair may limit participation to once per owner.
5. Please don't interrupt others while they are speaking.
6. Maintenance related items are to be directed to the community manager. (Open Forum is not the correct venue to report maintenance items).
7. Please realize that while open forum is a time for you to express an opinion or concern to the Board, you may not receive an immediate response or decision. The Board will take your concerns into consideration, but may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item discussion.
8. If you would like an item to be considered by the Board to be a future agenda for a decision, please submit your request or suggestion in writing at least three weeks before the next regularly scheduled Board meeting. If you only wish to verbally address the Board, your written input can be received up until the day before the Board meeting. (Note: The Board may be unable to make decisions on items until they have completed the proper research and consider their findings).
9. Anyone attending the meeting or addressing the Board is requested to behave in a civil and adult manner. Negative behavior such as screaming, shouting, use of profanity, threats of violence against any person or their property will not be tolerated. Should this kind of behavior occur, a police report will be filed and the offending party asked to leave the meeting.

### **Understanding Board Meeting Conduct:**

1. The Board meeting is a meeting of the Directors of the Corporation.
2. As homeowners, you have a vested interest in your community, and you elected the Board members to take care of those interests. Owners are welcomed to attend the business portion of the meeting but do not participate in the discussions or action taken by the Board.
3. Business matters come before the Board when a motion is made, and seconded. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Board members (and Management, if needed).
4. When discussion has been completed on the motion, the Board then votes on the motion before them.

Thank you for your cooperation and adherence to this Open Forum Policy.

