

**DREAMING SUMMIT HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**RESOLUTION REGARDING
RULES OF CONDUCT AND MEETING PROTOCOLS
FOR OPEN MEETINGS OF THE BOARD OF DIRECTORS**

Welcome to the Dreaming Summit Homeowners Association Board of Directors Meeting. The purpose of these meetings is to conduct the business of the Association. In order to run an efficient and timely meeting, the Board requests your assistance in adhering to the following **Rules of Conduct** and **Meeting Protocols**.

The Board would like to take this opportunity to advise those in attendance that an open Board Meeting is for the Board to hear, discuss, or deliberate upon any item of business scheduled to be heard.

An open Board meeting is open to all Members of the Association and any person designated by a Member in writing as the Member's representative under ARS § 33-1804. For purposes of these rules, Members and designated representatives will be referred to as Members. An opportunity will be provided to Members to comment on items prior to a vote by the Board. An opportunity will also be provided for Members to bring new items to the Board's attention. From time to time, the Board in its discretion may recognize non-Members to be heard at open Board meetings, such as tenants, residents and vendors.

RULES OF CONDUCT

1. Please be courteous and respectful to all attendees, the Board of Directors, and representatives from the Association's Management Company.
2. Please do not interrupt any attendee, the Board of Directors, or representatives from the Association's Management Company when they have been given the floor by the President and are speaking.
3. When making comments, please be considerate of other attendees, the Board of Directors, and representatives from the Association's Management Company.
4. Disruptive behavior is not permitted at open Board meetings. Disruptive behavior includes but is not limited to: interrupting the meeting process, making remarks out of turn, taking over meeting, dominating discussion, excessive arguing, using profane language, or making threats or physical contact.

What may occur if an attendee is not adhering to the Rules of Conduct?

- A. The President may warn such offender and call them to order.
- B. The Secretary may document the breach of order including the name of the offender and the nature of the disruption in the minutes.
- C. If the offender continues the disruptive behavior, the offender may be asked to leave the meeting.
- D. If the offender refuses to leave, the Board may have the offender removed, or the meeting may be adjourned or postponed as deemed appropriate by the Board.

MEETING PROTOCOLS

Members are encouraged to attend open Board meetings and are provided two opportunities to address the Board of Directors. From time to time, the Board may recognize non-Members to be heard at Board meetings, such as tenants, residents, or vendors.

Agenda Items

The Board President will announce an item on the agenda. The Board will then discuss the item with each other. If a motion is made to action and seconded, the President will ask for further discussion by the Board members and will allow the following before the vote.

- The Board at its discretion will provide for a reasonable number of Members to speak on each side of the item being heard (within the time frame allowed).
- A Member who has signed in, when given permission to speak by the President, will state their name, or;
- A Member who has signed in, when given permission to speak by the President, will stand and approach the front of the room, state their name, and;
- The Member will be given a period of three minutes to speak related to the item being heard, and;
- At any time, the President at his discretion may close comments/input from the Members.

Open Forum

The purpose of the open forum is for the Members to present ideas, make comments, or pose questions to the Board regarding items which are not listed on the meeting agenda.

- The President at his discretion will provide for a reasonable number of Members to present ideas, make comments, or pose questions to the Board regarding items which are not listed on the meeting agenda (within the time frame allowed).
- A Member who has signed in, when given permission to speak by the President, will state their name, or;
- A Member who has signed in, when given permission to speak by the President, will stand and approach the front of the room, state their name, and;
- The Member will be given a period of three minutes to introduce an item not listed on the meeting agenda.
- After the Member has addressed the Board, the Board may determine to take the item under advisement or take action on the item as appropriate, or;
- The Board may choose to make comment, discuss, debate or provide information/clarification on the item raised, or;
- The Board may direct the item to a Board member, the Association's Management Company, or Committees for further follow-up outside of the Board meeting.
- At any time, the President at their discretion may close comments/input from the Members.