

## Conduct Rules for RLPOA Board of Directors Meetings

1. The Board President or Acting President will lead the meeting following the Agenda.
2. Open Forum
  - a. Introduce yourself and state your address or lot number
  - b. State your comment or concern, limited to 2 minutes
  - c. If you need more than 2 minutes submit your concern as an agenda item at the next Board Meeting under the “New Business” category.
  - d. Do not expect an answer for questions that require research, direction, process, or procedures.
  - e. Understand that the Board may not have an immediate answer.
  - f. Be prepared to provide proof to substantiate your comment or claim.
3. At all times be civil and respectful in tone of voice and words.
4. The President directs the conversation and speaks for the Board. He/she may call on another Director for assistance or clarity.
5. No-one may speak unless invited or called upon by the President.
6. No-one may interrupt in any form, argue, or attempt to “add value” unless called upon by the President. This is true regardless of whether you agree or disagree with others’ comments.
7. If you are called upon by the President to provide information:
  - a. Wait for the microphone to be given to you, or take your place at the microphone.
  - b. Introduce yourself and give your address or lot number.
  - c. Answer only the questions asked of you, or provide a short comment.
  - d. Do not “brainstorm”, share your opinions, or interrupt.
8. The President will confirm that questions were captured correctly.
9. During the Break or Recess be respectful of the Manager and the Directors’ needs. This time is not meant for an individual audience or conversation but to grant a respite during meetings that may run for 4-5 hours.
10. Adjourn. Thank You for your interest and participation.

A **Board Meeting** is a meeting of the Board of Directors for the purpose of conducting business. Residents may observe but not participate in the meeting except during Open Forum, or unless called upon by the President to answer a question.

A **Work Session** is a meeting of the Board of Directors for the purpose of discussing business. Residents may be invited to address the Directors to report, provide information, research, etc. The Residents may observe and participate only to the extent the President allows or during Open Forum. The Board does not vote on business during a Work Session.

A **Special Meeting** is a meeting of the Board of Directors for the purpose of voting on time sensitive information and cannot wait for the next scheduled Board Meeting to be voted on.

**None of the meetings** are meant to educate the residents on the Rules, Covenants or Bylaws. Please do not take the Directors time asking for information that is published.

The Board meetings are audio recorded. No-one may record the meetings without advance authorization from the Board of Directors no later than the Thursday before the meeting. An affidavit of intent will be required.

**We are all neighbors. Meetings should follow the Golden Rule: “Do unto others as you would have them do unto you”.**