

## Operational Rules for West Oak Creek Homes Association Public Meetings

Adopted December 14, 2010

In an effort to improve HOA public meeting organization, the following rules have been adopted by the Board of the West Oak Creek HOA. These rules are intended to improve meeting operations and create an atmosphere that will allow any homeowner to speak uninterrupted to the Board about issues that concern them.

1. Copies of the agenda will be given out at each meeting. Generally, the agenda will follow this order:
  - A. Call to Order
  - B. Approval of Minutes
  - C. Residents' Hearing (limited to items not listed on the agenda under New Business)
  - D. New Business
  - E. Reports from Board Members
  - F. Adjournment
2. Residents will be allowed public comment at two places on the agenda: Residents' Hearing and New Business.
3. When addressing the Board under Residents' Hearing, please limit your comments to items not currently listed under New Business. Your particular item will be heard by the Board and taken under consideration by them for possible future action. If your concern is general in nature and can be answered by the Board at that time, you will be given an appropriate response.
4. As New Business or Reports from Board Members items are addressed by the Board, the President will read each one and the Board will give introductory comments about each item. When the Board has concluded its comments, the President will ask if there are any comments from the residents on this particular item. Those wishing to speak to this item will stand and identify themselves by name and address and be heard on the subject.

### *Guidelines for those wishing to address the Board and audience:*

1. One homeowner at a time shall be given the floor to speak.
2. Each homeowner shall identify himself/herself by clearly stating their name and address before they begin speaking.
3. Homeowners are asked to limit their comments to approximately 3 minutes and speak to items affecting the subdivision.

4. All comments shall be directed to the Board and any responses will come from the Board.
5. Residents will yield the floor, without interruption, to the homeowner who has been recognized to speak, thereby allowing that individual to effectively communicate his/her issue to the Board and the audience.
6. Language that is foul, derogatory, or degrading or behavior that is abusive, disruptive, or disrespectful by anyone attending the meeting will not be tolerated and the offending person will be asked to leave the meeting.
7. Individuals who willfully fail to adhere to these rules will be asked to leave the meeting. Failure to do so will result in the meeting being adjourned, and no further business will be conducted.
8. The Vice President/Sergeant-at-Arms shall see that the above rules are followed.

*These rules have been adopted to help us meet with our neighbors in a civil manner to discuss issues affecting the subdivision. While there may be differences of opinion, the Board appreciates residents coming together to discuss issues in a respectful and organized manner.*