

## **Proposed Meeting Protocol Policy**

adopted 3.16.19

**The following will be read aloud from the Chair at the beginning of a meeting and also made available in writing to the membership at the meeting.**

The purpose for Board meetings, as set forth in state statutes and governing documents, is to conduct Board business. With very few exceptions, state laws limit the Board to deliberating and acting *only* in open meeting, so a quorum gathering of directors in a meeting is extremely valuable time spent in being able to do Board work. State statutes and governing documents do not require that HOA members have an opportunity to speak at Board meetings but rather that Board meetings are “open for observation” by the membership. However, the Board values allowing HOA members to speak and will always try to provide that opportunity within time constraints.

Also, appropriate personal conduct of both directors and HOA members at meetings is crucial for a successful meeting and conduction of business.

The following Board meeting rules and protocol are applied regarding member participation and regarding everyone's personal conduct:

- To begin the meeting, the Chair states aloud state the RCW 9.73.030 requirement that anyone recording the meeting, including Board members, must declare out load as such and make sure the declaration is on the recording.
- Members may register prior to the start of the meeting to speak at the meeting; this can include contacting the Board prior to the meeting to register. Members speaking in meetings is limited to a specific time section of the meeting only and members will not be allowed to speak while the Board is conducting business.
- Membership registration to speak is on a 'first come, first served' basis, and the number of speakers allowed may be limited due to time constraints.
- 5 min. max each person speaking, and that time may be reduced to allow more persons to speak. Members can otherwise write/email the Board with further inquiries or comments and can expect a prompt response.
- Members will speak at the conclusion of the Board's regular open session business.
- Questions from members to the Board will be answered at the meeting only if the answer is straightforward, requires no Board discussion, and can be answered within the member's allotted minutes. In order to conserve the speaker's time, the Board will respond concisely and as briefly as possible, and additional written communication from the Board addressing the member's question may be provided later.
- Addressing specific CCR Lot Owner enforcement circumstances or complaints is not allowed by Board or HOA members in open meeting.
- Only one person has the speaking floor at any time. A concurrent very quiet private conversation that does not distract anyone is permissible.
- Speaking out of turn, raising one's voice, or use of profanity are grounds for being asked to leave the meeting; this applies to directors and HOA members.
- All directors and members are expected to support the Chair in carrying forward these rules and protocol.