

APCA Rules for Board Meeting Policy

Please note that the following statements are drawn nearly verbatim from the Anthem Community Council's Board Policies, Resolutions, and Rules AND Rules and Regulations for Owners, Residents, and Businesses (July 24, 2014) Section 3.4 items 4, 2 and 3, respectively.

Board of Directors Meeting Procedures

1. The President of the Board of Directors shall serve as Chair.
2. A motion will generally precede debate on a question.
3. Directors are required to obtain the floor before making motions or speaking, which they can do while seated.
4. Before discussion, a motion must be seconded.
5. Although there is no limit to the number of times a Director may speak, the chair will rotate the recognition of Directors among those wishing to speak.
6. Motions to limit debate will generally not be entertained by the Chair.
7. All proposed actions of the Board of Directors must be approved by a vote, which can be taken by a voice vote or by a show of hands as decided by the Chair.
8. The Chair can speak in discussion while seated.
9. The Chair cannot make motions, but can second motions and vote on all questions.

Residents' Code of Conduct for Board Meetings

1. Residents must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair.
2. Residents must not interrupt anyone who validly has the floor, or otherwise disrupt the meeting.
3. When speaking, Residents must abide by time limits set by the meeting chair for comment.
4. Residents must refrain from engaging in personal oral attacks on Board Members, other residents, employees or vendors.
5. Residents must refrain from using other residents' names when speaking and must address all remarks to the meeting chair.
6. Residents may not speak for a second time until everyone who wants to speak has been given a chance to speak once.
7. Residents may not speak more than twice on any one issue, subject to the discretion of the meeting chair.
8. Residents must obey all orders made by the meeting chair, including an order to step down.
9. Residents must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language.

Open Forum during Board Meetings

1. During the time set aside for the Open Forum at regular meetings of the Board, any member in good standing who wishes to speak, or submit a question in writing to the Board will have the opportunity to be heard, time permitting. Completed Question/Comment forms are submitted to the Administrative Assistant.
2. Length of Open Forum. The Open Forum shall not exceed 30 minutes in its entirety, unless the majority of the Board, in its sole discretion, determines that a longer time is warranted.
3. Individual Comments. Individual comments are limited to 3 minutes, unless extended by the President or acting chair of the meeting. The President or acting chair of the meeting may place

reasonable limitations upon the time given to each member seeking to comment, to allow sufficient time for as many Residents as possible to comment.

4. Special Meetings. If the Board determines that more Residents wish to speak on a particular issue than time will allow, the Board shall have the option but not the obligation to call a special meeting of the Board for the purpose of allowing all Residents to speak on that particular issue. Should the Board choose to call such a special meeting, it shall hold such meeting within a reasonable time of the then current meeting.

5. Curtailment of Open Forum and Individual Comment. Should the President or acting chair determine that any Resident has spoken for a sufficient amount of time, the President or acting chair shall have the authority to instruct that Resident to yield the floor and that Resident will be obligated to comply with the President or acting Chair's instruction.

6. No Obligation. Anything herein to the contrary notwithstanding, the Board is not obligated to permit all Residents wishing to speak an opportunity to do so, nor is it required to permit any Resident to speak for however long that Resident may wish. The failure to provide an adequate Comment Period or opportunity for each Resident wishing to comment to do so will not be a basis upon which any action otherwise properly taken by the Board may be voided.