

The Queens Homeowner Association
11/08/2018
Conduct of Meetings

The following procedures have been adopted by the Association pursuant to the provisions of Colorado Revised Statutes (C.R.S.) for Colorado Common Interest Owners Act (CCIOA) compliance.

Purpose: To establish a uniform and systematic protocol for conducting meetings of the Association, including Members' meetings and Board meetings; to ensure equitable participation by Members while permitting the Board to conduct the business of the Association; and to memorize the circumstances under which the Board may convene into executive session.

- 1. Open Meetings.** All meetings of the Association are open to every member, or to any person designated by a Member in writing as the Member's representative, subject to the right of the Board to conduct executive sessions as provided in the Association Documents and The Act.
- 2. Agenda.** Copies of the agenda will be available at the meeting. The agenda for all meetings shall follow the order of business specified by the Association's Documents. If no order is specified, then in accordance with the order of business as determined by the Board of Directors.
- 3. Meeting Management.** The Board may place reasonable time restrictions on persons speaking during the meeting. At an appropriate time determined by the Board, but before the Board votes on an issue under discussion, Members or their designated representative shall be permitted to speak regarding that issue, in addition to any other opportunities to speak. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue.
 - (a) **Additional Member Input.** Under Agenda Item "Open Discussion" Members may be given the opportunity to speak on items not on the formal agenda. The President or acting Chair will, to the best of his/her ability, allocate reasonable time for Member's comments so as to allow as many Members as possible to speak.
 - (b) **Extended Discussion.** If it becomes evident that discussion of a particular issue will exceed the time allocated on the agenda, the Board may table the issue to a future meeting, schedule a special meeting or work session to further address the issue.
- 4. Recording of Minutes.** Note taking at Association meetings is permitted. Recording by video or audio of any meeting is permitted unless explicitly not permitted by the Board.
- 5. Member Conduct.** No Member is entitled to speak until recognized by the chair. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether physical or verbal, and offensive language will not be tolerated. All comments are to be directed to the chair and not other individual participants. All comments are to be restricted to the agenda item being discussed. Members are expected to behave courteously.

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6. **Curtailment of Member Conduct.** Should the President or acting chair determine that any Member has spoken for the allocated amount of time or longer, or determine that the Member is in violation of the provisions of this Policy, the President shall have the authority to instruct that Member to yield the floor, terminate the discussion without prejudice and require that Member comply with the President's instruction.


7. **Disruptive or Unruly Behavior.** If a Member unreasonably disrupts a meeting, refuses to stop speaking when requested, or is otherwise in violation of the provisions of the Association Documents, the President or acting chair may call a recess and attempt to speak directly with the Member, or adjourn the meeting to another time. The President may at any time call law enforcement or security to bring the situation under control. Any Member found in violation of this Policy can be fined for disruptive and/or unruly behavior in accordance with the CC&Rs.

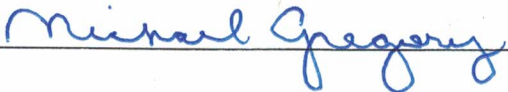
8. **Attorney-Client Privilege Communications.** Upon final resolution of any matter for which the Board received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.

Board of Directors Certification:

Approved and adopted by the Board of Directors and in witness thereof, the undersigned have subscribed their names:

President:  Date: 12/3/2018

Vice President:  Date: 12/3/2018

Secretary:  Date: 12/3/2018