

Open Forum Procedures

We have initiated a formal process for Homeowners to follow when they ask to address the Board. There is an input sheet to be submitted by the Homeowner to the Board prior to the meeting. All city councils and most HOAs follow this approach. As we start to receive requests, we need this formal process to maintain control of our Board meetings. Based on Rules of Order for Association Boards, *Homeowners' Open Forum*; the following procedures will be conducted by the Board prior to the start of each Board Meeting.

1. A strict time limit of 5 minutes is established for a homeowner to address the Board. All statements must be directed to the Board and not individual Board members.
2. Prior to the start of the open forum, a Homeowners Open Forum input form must be completed and submitted to the Board Chair.
3. Each Homeowner must address the Chair and speak courteously and to the point.
4. Board Members may elect to question the Homeowner about the problem or concern. Other Homeowners are not entitled to be recognized or to comment or question the speaker, except with Board permission.
5. Once the open forum is closed, the homeowners are not allowed to participate in the Board meeting and may not seek to be recognized unless the Board specifically requests input or information from a particular homeowner. This restriction will be strictly enforced because the purpose of the Board Meeting is for the Board members to conduct business and this cannot be done if there is interference from homeowners. All disruptions by homeowners will be addressed by the Chair and repeated violators will be asked to leave the meeting.